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# UBLY JR-SR HIGH SCHOOL



## STUDENT HANDBOOK

2025/2026

**UBLY COMMUNITY SCHOOLS**

2020 UNION ST.

UBLY, MI 48475

(989) 658-8554

Fax: (989) 658-2361

**Student/Parent Handbook**

Of

UBLY HIGH SCHOOL

*Welcome to Ubly Jr/Sr High School. All the members of the staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as you wish to make it.*

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Troy Reehl, Superintendent 658-8202 Ext. 57002

Todd Walker, High School Principal 658-8202 Ext. 57002

Erica Johnston, High School Secretary 658-8202 Ext. 57021  
Nikki Tibbits, Ubly Schools Guidance Counselor 658-8202 Ext. 57216

**2025-2026 CALENDAR**

**MONTH****KEY INFORMATION**

August	August 18-19	Teacher Professional Development
	<b>August 26</b>	<b>First Day of School</b>
	August 28	12:00 P.M. Dismissal for All AM Tech Center
	August 29	NO SCHOOL
September	September 1	NO SCHOOL – Labor Day
	September 26	Students Dismissed at 12:00 P.M. PM Tech Center Teacher Professional Development: 12-3
October	October 16	Students Dismissed at 12:00 P.M. AM Tech Center Parent Teacher Conferences 12-8
	October 17	12:00 P.M. Dismissal for All PM Tech Center
	October 24	Students Dismissed at 12:00 P.M. AM Tech Center Teacher Professional Development 12-3
November	November 7	<b>END of 1<sup>st</sup> Marking Period</b>
	November 14	Students Dismissed at 12:00 P.M. PM Tech Center Teacher Professional Development 12-3
	November 26-28	No School – Thanksgiving Break
December	December 19	12:00 P.M. Dismissal for All AM Tech Center
	<b><i>December 22 - January 2 – No School – Winter Break</i></b>	
January	January 5	School Resumes
	January 14	High School Exams – Students Dismissed at 2:00 P.M. Buses leave at 2:10 P.M.
	January 15	High School Exams– Students Dismissed at 12:00 P.M. Buses leave at 12:10 P.M.

	January 16	High School Exams – Students Dismissed at 12:00 P.M. Buses leave at 12:10 P.M. <b>End of 1<sup>st</sup> Semester.</b>
	January 19	NO SCHOOL – Teacher Professional Development
February	February 12	Students Dismissed at 12:00 P.M. PM Tech Center Teacher PD
	February 13	NO SCHOOL
	February 16	NO SCHOOL- Presidents’ Day
	March 20	<b>End of 3<sup>rd</sup> Marking Period</b>
March	March 27	12:00 PM Dismissal for All AM Tech Center
<b><i>March 30 – April 3 – No School – Spring Break</i></b>		
April	April 6	Return to School from Spring Break
May	May 1	12:00 PM Release for All PM Tech Center
	May 25	NO SCHOOL – Memorial Day
June	June 3	High School Exams – Students Dismissed at 2:00 P.M. Busses leave at 2:10 P.M.
	June 4	High School Exams– Students Dismissed at 12:00 P.M. Buses leave at 12:10 P.M.
	June 5	High School Exams – Students Dismissed at 12:00 P.M. Buses leave at 12:10 PM. Last Day for Students and Teachers.
<b>End of 2<sup>nd</sup> Semester</b>		

**NOTE:**

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed/published in 8/2025. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District’s website: [www.ublyschools.org](http://www.ublyschools.org), by clicking on “Board of Education” and then “Board of Education Policies (NEOLA)” and finding the specific policy or administrative guideline in the Table of Contents for that section.

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## SCHOOL PERSONNEL BOARD OF EDUCATION

President	Mr. Clint Hagen	Trustee	Mrs. Angela Hughs
Secretary	Mrs. Tammy Peruski	V. President	Mr. Ryan Kramer
Trustee	Mr. Jake Maurer	Trustee	Mr. Brad Hagen
Treasurer	Mr. Joe Stacer		

### ADMINISTRATION

Superintendent	Mr. Troy Reehl
Junior High/High School Principal	Mr. Todd Walker
Elementary Principal	Mrs. Jill Ogryski

### OFFICE STAFF

Athletic Director	Mr. Branden Sorenson
Business Manager	Mrs. Teri Lochrie
Business Office Secretary	Katie Wright
Elementary Secretary	Mrs. Jeanne Gusa
Food Supervisor	Mrs. Ashley Holdwick
High School Secretary	Mrs. Erica Johnston
Maintenance Supervisor	Mr. Tom Volmering
Superintendent Secretary	Mrs. Krysta Lindquist
Transportation Supervisor	Mr. Tom Volmering
Technology Director	Mr. Jakob Asmondy
Counselor/Curriculum	Mrs. Nikki Tibbits

### SECONDARY INSTRUCTORS

Mr. James Becker	Physical Education/Health
Mr. James Casey	English/Physical Education
Mrs. Tricia Cooper	English/History
Mrs. Courtney Dekoski	Social Studies/English
Mr. Mark Dekoski	Physical Education/Health/Science
Mr. Moses Garner	English/History
Mrs. Jessie Gornowich	Special Education/ Math
Mr. Jason Harris	Science
Mrs. Melissa Kramer	Agricultural Science/Science
Mrs. Cameron Reinelt	Art/Yearbook

Mrs. Nichole Maurer	Math
Mr. Aaron Mueller	Spanish/History
Mrs. Jennifer Nicol	Band/ Music
Ms. Kathy Perdue	Math
Mrs. Coleen Stone	Math/Physical Education
Mr. William Sweeney	History/Government/Economics
Mrs. Nikki Tibbits	Student Service Coordinator

## **MISSION OF THE SCHOOL**

Ubly Community Schools, an innovative educational environment, in partnership with home and community, is committed to the highest quality education to better prepare students to be successful citizens and lifelong learners.

## **VISION**

Ubly Community Schools is committed to providing a safe, stimulating environment, which encourages participation, creativity, problem solving and enthusiasm for learning and respect for others.

## **NOTICE OF NON-DISCRIMINATION**

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- Race, color, and national origin harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy # 5517.02 and 1662.

- Disability harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy#3362,2264,2266, and 4362.



· Sex-based harassment can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy # 5517 and 4362.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

TITLE IX COORDINATOR Todd Walker

2020 Union St Ubly, MI 48475

(989) 658-8554

twalker@ublyschools.org

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with:

SECTION 504 COORDINATOR Nikki Tibbits

2020 Union St Ubly, MI 48475

(989) 658-8554

ntibbits@ublyschools.org

If you or someone you know has been subjected to any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

CIVIL RIGHTS COORDINATOR Troy Reehl

2020 Union St Ubly, MI 48475

(989) 658-8554

treehl@ublyschools.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy #5611 and 5600.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of race, color, disability, religion, gender, sexual orientation, national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

High School Principal  
Ubly Schools  
2020 Union Street  
Ubly, MI 48475  
(989) 658-8554

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunities.

### **POLICY OF COMPLIANCE WITH FEDERAL LAW**

1. It shall continue to be the policy of the Ubly School District not to discriminate on the basis of religions, race, national origin, sex or handicap in educational programs, activities or services and to comply with all requirements and regulations of the U.S. Department of Education.
2. The Ubly School District, in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973, reaffirms its policy of nondiscrimination on the basis of handicap in its educational programs and activities, including employment therein, except as may be necessary to meet a bona fide occupational qualification.

The government has made legal provisions to ensure that no person is discriminated against on the basis of sex or handicap. Also, services involving interpretation and communication for students with limited English proficiency are available. In order to protect these rights and assure compliance, the Ubly Community Schools has appointed Jr./Sr. High School Principal as Coordinator of Title IX and Jr./Sr. High counselor as Section 504 coordinator.

Inquiries concerning the application of Title IX or Section 504 at the Ubly School District may be referred to Jr./Sr High School Principal, Jr./Sr. High counselor, or the Director of the Office for Civil Rights of the U.S. Department of Education.

Ubly Community School  
2020 Union Street  
Ubly, MI 48475  
989-658-8554

## **PARENT INVOLVEMENT IN EDUCATION**

A copy of the District's Parent Involvement in Education policy, Policy #9250.

### **GOAL I: To increase parent involvement in and knowledge of their student's academic progress.**

- Arrange flexible, scheduled parent/teacher conferences and facilitate parent-requested conferences.
- Schedule at least one (1) conference annually with the teachers to inform parents of their student's progress.
- Send folder home (each week) with elementary students to keep parents abreast of individual student progress.
- Provide opportunities for discussion between parents, administrators, and staff to address problems and find solutions for students having difficulties, either academically or socially.
- Provide students with individual assessment results, reading results, progress reports and report cards.

### **GOAL II: To increase parent involvement in school through the use of multiple lines of communication.**

- Maintain a consistent, district-wide effort to communicate regularly with parents.
- Publish district and school newsletters informing parents about the parent involvement plan and other events at the school.
- Send a positive invitation to parents, through newsletters, to participate in various activities.
- Make calls and use e-mail letters, as needed, for teachers and administrators to communicate with parents.
- Place announcements on the district's cable television channel.
- Place current and accurate announcements on the school marquee.

### **GOAL III: To increase parent participation in school improvement groups/committees.**

- Form advisory groups of parents to help review, plan, and improve the school.

- Form a school improvement team composed of parents, teachers, administrators, and students (when appropriate) to review and develop a School Improvement Plan.
- Encourage continued positive partnerships between the school and parents.

## **SCHOOL DAY**

Classes are in session from 8:00 A.M. until 2:55 P.M.

The class periods are as follows:

8:00 – 8:52	First Period	52 min.
8:56 – 9:48	Second Period	52 min.
9:52 – 10:44	Third Period	52 min.
10:44 – 11:14	PM Tech Center & A Lunch	30 min.
11:14 – 12:06	A lunch Fourth Period	52 min.
10:48 – 11:40	B lunch Fourth Period	52 min.
11:40 – 12:10	B Lunch	30 min.
12:10 – 1:02	Fifth Period	52 min.
1:06 – 1:58	Sixth Period	52 min.
2:02 – 2:55	Seventh Period	53 min.

School staff will supervise students on school grounds 30 minutes before the school day begins and 15 minutes after the school day ends. Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Reference board policy #5780.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Parents can access a student's grades and attendance online through Skyward. If you need your password, contact the high school office.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school's counselor.

- Adult students (age 18 or older) are expected to follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. The school principal must approve applications. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **SECTION I – GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy or unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, the parents must provide copies of the following:

- a birth certificate or similar document
- custody papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include a parent in the enrollment process. When conducting themselves in school adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **FOREIGN AND FOREIGN-EXCHANGE STUDENTS**

The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign students as members of the student body of the District.

The Board will permit the admission of foreign students and foreign-exchange students (from recognized and approved student exchange programs) who are residing in this District and who will be attending school for a minimum of one (1) semester. All nonresident students in both categories shall be eligible for admission on the same basis as other nonresident students.

Foreign-exchange students will abide by all school policies and guidelines that affect all Ubyly students (discipline, attendance, eligibility, academic requirements, graduation exercises, etc.).

A certificate of attendance will be issued if the student is of senior status. They may also be a part of commencement exercises if all requirements are met.

### ***Foreign Exchange Student Policy:***

It is preferred that the student be an Ubyly student or that they have been in attendance at Ubyly Community Schools for at least one full year (two semesters).

The Student Exchange Program must be on the advisory list that has CSIET approval (Council on Standards for International Educational Travel).

Credit will be granted for classes that meet the curricular standards set for graduation by the Ubyly Community Schools.

Student's transcript will show foreign exchange curricular classes for credits that are transferable on a credit – no credit basis (we give grades).

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Center. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **EARLY DISMISSAL/LEAVING CAMPUS**

Once a student arrives on campus, they are no longer permitted to leave without a parent phone call or written request. This includes students who arrive early to school and want to leave before the morning bell rings. No student will be released to a person other than a custodial parent without written permission signed by the custodial parent or guardian.

### **TRANSFER 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 Ugly High 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 encouraged to contact the school counselor for specific details.

School Officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

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

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the High School Secretary. Reference board policy #5320.

#### ***Immunization Requirements***

Unless given a waiver, students must meet the following requirements:

Diphtheria	Four (4) doses of D and T or 3 doses Td if #1 given on or after 7 years of age. <b>Must have</b> one dose within last 10 years.
Tetanus	Four (4) doses of D and T or 3 doses Td if #1 given on or after 7 years of age. <b>Must have</b> one dose within last 10 years.
Pertussis	Four (4) doses of D and T or 3 doses Td if #1 given on or after 7 years of age. <b>Must have</b> one dose within last 10 years.
Polio	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.



Measles	Two (2) doses of live measles virus vaccine after 1 <sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Rubella	Two (2) doses of live rubella virus vaccine after 1 <sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Mumps	Two (2) doses of live mumps virus vaccine after 1 <sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Hepatitis B	A new enrollee must have three (3) doses of vaccine.
Varicella	Two (2) doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease. Chickenpox
Meningococcal	One (1) dose on or after the 11 <sup>th</sup> birthday.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **MEDICAL RESPONSE PLAN**

For the safety of the students, school officials will call emergency services for any student who is unconscious, unable to respond, having difficulty breathing, or chest pains. In unique circumstances, a parent or guardian may request a medical plan be put in place with appropriate documentation and approval by the school.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1, F1a, F1b and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.

For additional information and requirements, see Policy # 5330-5335.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication.

## **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry power inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually. Mandated by state law, all public schools in Michigan are required to supply two epinephrine injectors for students who are believed to be in anaphylactic shock. Epinephrine (Epi-pen) will be administered only in situations deemed to be in “emergency of nature” and in accordance with a written medication administration plan. Reference board policy #5330.

## **NONPRESCRIBED (OVER THE COUNTER) MEDICATIONS**

Parents may authorize the school to administer a non-prescribed medication by using a form, which is available in the school office. A physician does not have to authorize such medication, but all of the other conditions described above under prescribed medications will also apply to nonprescribed medications. The parent may also authorize on the form that their student may self-administer the medication. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements. If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Reference board policy #5330.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school’s code of conduct and will be disciplined in accordance with the drug-use provisions of the code.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, Covid 19, mumps measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specific in the schools’ administrative guidelines.

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

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **STUDENTS WITH DISABILITIES**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

**SPECIAL EDUCATION DIRECTOR Jesse Gornowich**

2020 Union St Ubly, MI 48475

(989) 658-8554

[jgornowich@ublyschools.org](mailto:jgornowich@ublyschools.org)

**SECTION 504 COORDINATOR Nikki Tibbits**

2020 Union St Ubly, MI 48475

(989) 658-8554

## **Summer School**

May or may not be offered based on need.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual as authorized by the law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- enrollment data and validated birth record,
- basic health data
- objective progress reports,
- Information of a general nature.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s Annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the high school office.

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal or the

counselor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if a non-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incrimination or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for the purpose; and
- the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities **to those students**. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **STUDENT FEES, FINES AND SUPPLIES**

Ugly High School charges specific fees for some non-curricular activities and programs, and for transportation for activities. Such fees or charges are determined by the cost of materials, freight/handling fees, and additional fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees or charges may result in the withholding of the privilege of marching in the graduation ceremony.

### **STUDENT FUND-RAISING**

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

- Students involved in the fund-raiser are not to interfere with students participating in other activities when soliciting funds.
- Student must not participate in a fund-raising activity for a group in which they are not members without the approval of the group sponsor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fund raisers that require students to exert themselves physically beyond their normal pattern of activity, such as “runs for ...,” will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

### **BOOKBAGS**

All bookbags are to be kept in lockers or specific shelves in the hallways and are not permitted to be brought to class without office approval.



## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

The Board believes the development of healthy behavior and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the school office.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$3.25 for grades 7-12. Breakfast is available from 7:30-8:00 AM for a fee of \$1.50. Students may also bring their own lunch to school to be eaten in the school's cafeteria. There is a microwave in the cafeteria for student use during lunch. Ugly JR/SR High School has a closed campus policy, and students are not allowed to leave the school grounds for lunch, nor may they enter the parking lot or any vehicle unless they are with a parent or guardian and have permission from the office. Prices may change.

Applications for the school's Free and Reduced-Priced Meal Program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact Teri Lochrie, Business Manager.

## **FIRE, LOCKDOWN and TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continuous, loud buzzing alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of an intermittent fire alarm or a PA announcement.

Lock Down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of 2 times each school year. The alarm system for a lock down is indicated by an announcement over the PA informing of the conducting of a lock down drill.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WLEW 1340 AM and 102.1 FM

WNEM TV5

WJRT TV12

[www.ublyschool](http://www.ublyschool) Ubly Comm. Schools Facebook page

Parents and students are responsible for knowing about emergency closings and delays. Parents will also be notified through the sky alert system.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and *Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an **appointment** prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without first obtaining permission from the principal.

## **BUILDING HOURS**

The Ugly Jr/Sr High building will be open for students from 7:30 AM to 3:15 pm on normal school days. Students are not permitted to be in the building beyond these times unless under direct supervision of a staff member, coach, or club sponsor.

The Ugly High School Office will be open from 7:00-3:30 on normal school days for parent access.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of three weeks. To check out any other materials, please check with the librarian.

All material checked out of the library must be returned on time or renewed in the library. Replacement costs will be assessed to the student for lost or damaged materials.

## **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is in the High School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

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

## **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Students may use their cell phones to make phone calls before and after school and during their lunchtime. All other times the cell phone must be powered off and locked in the student's locker.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. The school has a central bulletin board located in the High School Office that may be used for posting notices after receiving permission from the principal.

## **CHILDREN'S PROTECTIVE SERVICES INVESTIGATIONS**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

## **CONCUSSION PROTOCOL**

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

- A. Provide state approved educational materials on concussion awareness to each student and to the student's Parent; and
- B. Obtain a statement signed by each student and respective Parent acknowledging receipt of state-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy # 53401.01 that addresses Concussion Awareness, including information on student removal from activity for possible concussion and return-to-play requirements.

## **EMERGENCY CONTACT INFORMATION**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

## **FEES**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to

furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

## **HOMELESS CHILDREN AND YOUTH**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Nikki Tibbits

2020 Union St. Ubly, MI 48475

(989) 658-8554

[ntibbits@ublyschools.org](mailto:ntibbits@ublyschools.org)

For detailed information about Homeless Children and Youth, see Policy #5111.0

## **LAW ENFORCEMENT INTERVIEWS**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy #5540. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

## **LOCKER USE**

Pursuant to Policy #5771, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

## **VIDEO SURVEILLANCE PHOTOGRAPHS**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

## **PROTECTION OF PUPIL RIGHTS**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Reference Board Policy 5780 and 2416.

## **ADDRESS OF CONFIDENTIALITY**

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

## **THREAT ASSESSMENT AND RESPONSE**

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District's Threat Assessment and Response is found in Policy 8400.

## **WORK PERMITS**

Information about work permits is available at the high school main office.

## **PADLOCK RENTAL AGREEMENT**

Students are able to rent combination padlocks for their Physical Education locker. The student will pay a \$5 deposit which shall be reimbursed in full upon the return of the padlock that is in good working condition. Reimbursements shall not be issued for lost, damaged, or non-functional padlocks.

## **ACCEPTABLE USE POLICY**

### **Electronic Information Access and Use for Educational Purposes Policy**

Ubly Community Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources for educational research, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The District's information technologies are the District's property and are intended for use for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by District information technologies. The District's system is not a public forum and access to the technology is a privilege and not a right. Users have no reasonable expectation that any information contained on any District information technologies is confidential or private.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an "as is, as available" basis.

**District Definitions:**

Equipment includes, but is not limited to, computers, electronic tablets, disk drives, printers, scanners, flash drives, networks, servers, video and audio recorders, cameras, photocopiers, phones, calculators and other related electronic resources.

Technology includes, but is not limited to, equipment, software, networks and other related systems and services.

Software includes, but is not limited to, computer software, print and non-print resources.

Networks include, but are not limited to, Internet access, intranet access, and all voice and data systems.

Users include anyone who is accessing or using District equipment, technology, software, or networks.

Minor includes any individual who has not attained the age of 18 years.

**District Responsibility**

Ubly Community Schools is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes. These include:

- ☐ developing and implementing an Electronic Information Access and Use Policy (this AUP)
- ☐ developing and enforcing use regulations at each network site
- ☐ defining the rights/responsibilities of Users
- ☐ providing resources that support the mission of the School District
- ☐ assigning and removing of member accounts on the network(s) and related services
- ☐ providing training and information on new technologies, software and media as they are acquired and put into use in the District



- ❑ providing training to minors on appropriate online behavior. This includes behavior when interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response
- ❑ maintaining and repairing of equipment that comprise the network(s)
- ❑ selecting software that the network will support
- ❑ setting quota limits for disk usage by users of the District servers (Internet and LAN)
- ❑ establishing procedures for the disabling or otherwise modifying any technology protection measures

The District will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account on the network to prevent further unauthorized activity.

The system administrator has the right to view, modify or remove a users electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity.

The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other staff members and the user in question.

The Ugly Community Schools will implement filtering technologies intended to block minors' access to materials that are obscene, pornographic, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control users' access to such materials, or that users will not have access to such materials while using the District's information technologies. The filtering technologies operate only within the District local area network (LAN).

The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

### **Ugly Community Schools Network Users**

Users of the Ubly Community Schools network will be granted access to appropriate services offered by the network. In addition, the following people may be account holders or members of the Ubly Community School's network:

1. Students. Students who are currently enrolled in the District may be granted a network account upon agreement to the terms stated in this policy.
2. Faculty and Staff. Staff members currently employed by the District may be granted a network account upon agreement to the terms stated in this policy.
3. Others. Anyone affiliated with the school system may request a special account on or use of the District network. These requests will be granted on a case by case basis, depending on need and resource availability.

## **Privileges and Responsibilities of Ubly Community Schools Technology Users**

### **User Privileges**

Users have the privilege to:

- ☐ use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange when it is available
- ☐ access information from outside resources which facilitate learning and enhance educational information exchange
- ☐ access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange

### **User Responsibilities**

Users are responsible for:

- ☐ using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school
- ☐ attending appropriate training sessions in the use and care of hardware, software and networks
- ☐ seeking instruction for the use of any available technology with which they are not familiar
- ☐ adhering to the rules established for the use of hardware, software, labs and networks of the District

- ❑ refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization
- ❑ maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. District associated accounts are to be used ONLY by the authorized owner of the account for the authorized purpose
- ❑ students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult
- ❑ having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems
- ❑ material received, created or distributed using information technologies
- ❑ maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account
- ❑ keeping material considered pornographic by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software, from entering the school via the Internet or from being reproduced in visual, digital or written format
- ❑ awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the District's information technologies
- ❑ using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. Ugly Community Schools is not liable for any financial obligations made nor any personal information provided while using District information technologies
- ❑ financial restitution for unauthorized costs incurred, damages or repair necessitated by inappropriate use or access
- ❑ any damages to, or incurred on, their personal equipment. Users accessing Ugly Community Schools information technologies on personal equipment do so at their own risk

- ❑ abiding by the rules set forth in this policy, as well as all other applicable District or School policies and rules. Additional technology policies, Board of Education policies (including 7540 and its subparts), staff manuals, departmental procedures, student code of conduct, and student handbooks may include such rules.

## **Prohibitions**

Use of the Uby Community Schools information technologies is intended for legitimate educational purposes that support and enhance the District's mission statement. The following uses are strictly prohibited.

### **Users are prohibited from:**

- ❑ using another individual's login name or password
- ❑ participating in hate mail, harassment, discriminatory remarks, bullying and other antisocial behaviors
- ❑ using e-mail, chat, instant messaging, and other forms of two-way electronic communications except for educational purposes
- ❑ using the technology for unauthorized transfer, deletion, or duplication of electronic files
- ❑ using the technology for a "for-profit" business, for product advertisement or political lobbying
- ❑ the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems
- ❑ using District information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law
- ❑ vandalizing District or any other information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the District's information technologies. Vandalism includes, but is not limited to, the creation, intentional receipt or transmission of computer viruses

## **Consequences of Inappropriate Behavior**

Use of the District's information technologies is a privilege and not a right. Any user who does not comply with the Information Access and Use Policy (this AUP) will face loss of technology access privileges. The District may also pursue disciplinary action, and/or legal action as deemed appropriate.

## **Release**

By accepting this agreement either individually or as part of a mass agreement, in consideration for the privilege of using the Ubly Community School's Network and technology systems and in consideration for having access to the information contained or accessed on or through it, you release Ubly Community Schools and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the Ubly Community Schools is affiliated for any and all claims of any nature arising from my use, and/or my child's use or inability to use, the Ubly Community School's network and technology systems.

## **IPAD AGREEMENT**

### **Student Acceptable iPad Use Policy**

Students at Ubly Community Schools now have the opportunity to be educated with some of the latest tools available for delivering the curriculum. Through the use of technology and associated best practices the learning environment can be optimized, increasing student engagement and ultimately student achievement. The incorporation of technology to deliver the curriculum does not in any way diminish the role of the teacher. To the contrary, it transforms the teacher from a learning director to a facilitator of learning, which continues beyond the school day.

With the increased exposure to technology comes an increase in responsibility within the administration, staff, and students. The following guidelines apply to all iPads issued by Ubly Community Schools. The iPad remains the property of Ubly Community Schools and all users must adhere to guidelines governing the iPad within the Technology Acceptable Use Policy, The Student Handbook, and the following rules specifically regarding the iPad.

### **iPad Protection Plan Guidelines:**

I/We understand that I, and or my student are financially responsible for damage to or the loss of the iPad, as well as for any cost incurred due to my student's use of the iPad or AppleID account. The iPad will come with a protection plan on it at the time of purchase. Below are the financials concerning that protection plan coverage:

1. First Incident: Student/Parent are responsible for a \$50 deductible for repair or replacement.
2. Second Incident: Student/Parent are responsible for a \$50 deductible for repair or replacement.
3. Third Incident: Student/Parent would pay replacement cost of device at \$378 or the quoted price to repair the device.

### **Notes:**

- There will be a \$3.50 charge for each screen protector that needs to be replaced due to damage.

- Lost or stolen iPads are not covered under the protection plan and will require a police report if stolen, and an administrative report if lost. A replacement cost of \$496 will be charged.
- Intentional damage to the iPad is not covered under protection plan and will be treated as a device requiring full compensation for replacement.
- Incidents listed above are concurrent within the tenure of each student using the school owned iPad throughout their entire educational experience. They do not “renew” at the beginning of each school year.
- The iPad case (including keyboard), charger, charging cable, or other accessories are not covered by the protection plan. Damage to, or loss or theft of these items will require full compensation.
- All damaged devices, without regard to the extent of damage, must be repaired at the end of each school year.

### **Distribution/Return of iPads:**

Student iPads will be issued according to the following criteria:

1. Successful completion of parent and student iPad orientation sessions.
2. Signed copies of iPad agreement, Technology Acceptable Use Policy, and the Student Handbook.

iPads will be issued with a charger, charging cable, and an iPad case. iPads must remain in the school issued and unmodified iPad case at all times. Students will use an Ubly Community Schools issued iPad only.

The district may require the iPad and all provided accessories to be returned during school holiday breaks and during the last few days of the school year. The iPads will be available for return upon the resumption of school. Students must sign acceptable use forms and may be subject to a “refresher” course upon returning the device to the student. If a student graduates early, withdraws from school, is suspended or expelled, or transfers out of district, the undamaged iPad and all accessories must be returned on the last day of the student’s attendance at that campus. A student who does not return the device will face disciplinary and legal action.

### **Expected Use of the iPad:**

Each school-issued iPad is intended for use at school everyday. Students are expected to bring their device to all classes charged and ready for use. Student devices should not be shared with others. As a user of the iPad, students must understand the above expectations and agree to the following guidelines:

1. I will not loan the iPad to anyone.
2. I will not share my passwords or passcodes with anyone.
3. I will use only my school provided/associated Apple ID (ending in “ublyschools.org”) on the iPad.
4. I will make sure my iPad is fully charged on a daily basis before coming to school. I understand this is easily accomplished by charging the iPad overnight every night.
5. I will follow the “proper care guidelines” listed in this document.
6. I will keep the iPad secure in its complete school issued case at all times.
7. I will not write on, or place any labels or stickers on the iPad or case.

8. I will not modify the iPad, case, or accessories in any way or attempt to remove any markings or labels.
9. I will immediately report any problems or damage I encounter while using the iPad or its accessories to the technology department help desk via e-mail, or directly reported to the technology director.
10. I understand that the iPad could be set back to factory settings when being fixed which may result in lost data. Therefore, I understand the importance of storing my information in the "Cloud".
11. I understand that I may not update the iOS operating system on the device to any version without direct approval from the technology director.
12. I will keep the iPad secure in its location at all times.
13. I will never leave my iPad personally unattended at school, except in my secured locker.
14. I recognize that school staff can control and monitor usage of my device during the school day and I will not attempt to circumvent such capability in any manner.
15. I will not attempt to disassemble, repair, damage, hack or subvert the security of the iPad.
16. I will not have the iPad out in bathrooms or locker rooms.
17. I will not play games or access social media during instructional time (class). Failure to comply with this directive subjects the student to discipline according to the Student Conduct Code and will restrict student access to non-instructional apps for the remainder of the semester/year.
18. I understand that the school issued iPad is subject to full inspection by staff at any given time and that it remains the property of Ubly Community Schools.
19. I agree to abide by all policies governing the use of the school issued iPad, both in school and outside of school.
20. I agree to not use the iPad for the purposes of photographing, video or audio recording of other people without their permission. I understand that using these iPad features in a bathroom or locker-room is strictly prohibited under any circumstances.
21. I agree not to use the iPad to bully, cyber bully, or harass others. I will only use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation. I understand that violating this exposes me to discipline as outlined in the student conduct code.

**iPad Proper Care Guidelines:**

1. Proper Care is to be given to the iPad at all times, including, but not limited to, the following:
  - a. Handle the iPad gently as you would any electronic device.
  - b. Keep food and drink away from the iPad.
  - c. Do not expose the iPad to extreme heat or cold, iPads should not be left in a vehicle for an extended period of time.
  - d. Do not use the case to hold anything other than the iPad.
  - e. Never place anything on top of the iPad case while carrying or storing.
  - f. Do not lean on the iPad or case.
  - g. Do not place anything near the iPad that could put pressure on the screen.

- h. Use care to not ‘bump’ the iPad, its case, or a bag carrying them against lockers, walls, car doors, floors, etc.
  - i. Do not attempt to repair a damaged or malfunctioning iPad.
  - j. Keep the complete district approved case including keyboard and screen protector on the iPad at all times.
  - k. Use only the provided and appropriate iPad A/C adapter and cable to charge the iPad.
  - l. Always use care when connecting or disconnecting any cords or cables from the iPad, and only apply minimal force to the connector itself. (Never pull on a cable directly)
  - m. Never connect the iPad to a computer.
2. Proper Security is to be provided for the iPad at all times, including, but not limited to, the following:
- a. Secure the iPad in a safe place at all times.
  - b. Do not leave the iPad in a car or in open view.
  - c. If an iPad is damaged, lost, or stolen, the Technology Director must be notified immediately.

### **iPad Application Management**

- 1. Students who meet age related requirements with Apple, and who are in good standing with their school, may be allowed to download free apps, appropriate for educational purposes only. If technical difficulties occur or unauthorized software is loaded, the iPad may be restored to its original settings. Certain Apps may be disabled or forbidden for download and use. Apps rated age 17 or higher by Apple will not be accessible in the app store for safety and security reasons.
- 2. Applications (Apps) purchased by the district will be through the Apple Volume Purchase Program. An administrator must approve apps purchased through this program. The district retains ownership of all assigned app licenses at all times. Apps installed by the district must remain on the device in usable condition and be easily accessible at all times. Occasionally the school may add software or apps for use in the classroom.
- 3. Although students may be allowed to install appropriate apps, the school provides no guarantee that such apps, app data, or add-ins/unlocks will be or will remain accessible or allowed on the iPad at any point in the future. The school is not responsible for lost or inaccessible apps or data.
- 4. Students are expected to keep “Wi-Fi”, “Bluetooth”, “Find My iPad” (with “Send Last Location”), and “Locations Services”, enabled on the iPad at all times.

### **Storage and Saving Files**

Students are expected to recognize that their iPad has a limited amount of storage available, and that district installed applications, books, documents, and class related data takes precedence over all other data. If available storage becomes prohibitively low, the student is to remove any unnecessary items and to consult with the Technology Director if necessary.



Students are encouraged to save work online in their school provided Office 365 OneDrive accounts, or another form of “Cloud” storage. There is storage space on all school issued devices, but in case of damage, power loss, or app upgrades or reinstallation, things done on the iPad will not be backed up and may not be able to be retrieved. Problems with the iPad are not an acceptable excuse for late assignments or work not turned in.

### **Home Internet Access**

It is not required to have home Internet access for use of a school issued iPad at home, although it is strongly recommended. The district technology director is available to assist in locating available services and advising best practices for safety and security. Most textbooks, novels, apps, and other school materials can be used without access to the Internet but in a more and more connected world, access to online resources can provide expanded learning potential. Students are allowed to connect the school issued iPad to home/public wireless networks with permission of the network owner.

*\*\*Note: AppleCare+ provides support for Apple software and configurations, as well as support connecting to home wireless networks. They can be reached at 1-800-275-2273.*

### **Background Images**

Student iPads may be personalized through copyright-free background photos or screensavers. Images of weapons, sexual materials, inappropriate language, alcohol, drugs, or gang-related symbols are strictly prohibited.

### **Synchronizing**

Students are not allowed to synchronize or connect their school issued iPads to any computer.

## **SECTION II – ACADEMICS**

### **COURSE OFFERINGS**

Consult your course offering guide or the needs assessment for a list of current course offerings. Or click [here](#).

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All school rules, including academic eligibility and attendance rules, prevail on all school-related field trips.

### **GRADES**

Ubly Jr/Sr. High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to

indicate the extent to which the student has mastered the concepts presented. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

**The school uses the following grading system:**

Students will receive three letter grades composed of two marking periods and a final exam.

- A. The semester evaluation will be based on a 40:40:20 ratio, 40% for each marking period and 20% for the final exam using the percentage scale. A student must pass two out of three of the areas and have a passing percentage of 60% to earn .50 credit for the class.

**Semester 1 Rewards  
6<sup>th</sup>-12<sup>th</sup> grade**

	Level 1	Level 2
Grades	All Passing (no F's)	A', B' and C's (No D's or F's)
Attendance	3 or less absences in all classes	2 or less absences in all classes
Discipline	No Referrals	No Referrals
Reward	5% bonus on 1 exam	Ice Cream Social

**Exam Exemption 1<sup>st</sup> Semester  
6<sup>th</sup> -8<sup>th</sup> Grade**

Receive 1 Exam Exemption if you meet the following based on your Fall Star Reading and Math Screening.

- Meet the Benchmark on both the Star Reading and Star Math Screening tests.

**Exam Exemption 1<sup>st</sup> Semester  
9<sup>th</sup> -12<sup>th</sup> grades only**

Receive 1 Exam Exemption if you meet one of the following based on your Spring 2024 PSAT/SAT scores

- Met the College and Career Ready Benchmark
- Had a Growth of 40 points in both areas from your Spring 2023 to your Spring 2024 scores.

You will receive a certificate to get a teacher's signature. You will not be able to choose an Exam that you need to take to pass.

**Exam Exemptions 2<sup>nd</sup> Semester**

All 9-12 grade students, including seniors that have 6 or less absences and all A's and B's in the 3<sup>rd</sup> and 4<sup>th</sup> marking periods will receive a 2<sup>nd</sup> exam exemptions.

Requirements beginning the Monday following 1<sup>st</sup> semester exams:

- No discipline referrals.
  - Reminder that 3 tardies in any class will result in a discipline referral. That will eliminate you from earning an exam exemption.
- Passing grade in all classes for marking periods 3 and 4.
- 6 or less absences.

If a student has all A's and B's in MP 3 and 4, and meets the above requirements, they will be exempt from 2 exams.

Students will be notified by Friday before the 2<sup>nd</sup> semester exams of their exam exemption status. They will receive a form that will need to be signed by the teacher of the exam they are not taking. This will then be turned into the office by the 1<sup>st</sup> day of 2<sup>nd</sup> semester exams.

Grades for Exam exemptions in both 1<sup>st</sup> and 2<sup>nd</sup> Semester will be run with the Eligibility report on the Tuesday at 12pm the week prior to exams to confirm eligibility of passing grades in marking periods.

- B. Seniors in the second semester who have 2 or less excused/unexcused absences (school related absences and college visits do not count against the student), not earned any discipline points, and who have maintained a "B" average in the class will be excused from taking the final exam without penalty.
- C. At the midpoint in each marking period, students will be notified of their relative academic standing in the form of a grade. Parents will receive notification in the event that the student is receiving a D or an F and will not fail the course unless the parents are notified.
- D. The report to parents will be a letter grade evaluation.

F = Failure

I = Incomplete

P = Acceptable achievement

### ***Grades from Institutions Other than Ubly Community Schools***

Grades received from institutions other than Ubly Community Schools, such as Distance Learning host schools, Michigan Virtual High School, institutions granting credit for correspondence courses, etc., will be based on the testing and evaluation policies and procedures of the originating institution. As such, these grades will be recorded on an Ubly student's transcript, and used to compute grade point averages, as they are received from the originating institutions. Ubly Jr/Sr High reserves the right to issue/not issue credit from any other institution as seen fit.

Letter	Percentage
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Grade	
A	90–100%
B	80–89%
C	70–79%
D	60–69%
F	0–59%

### ***Weighted Grading For Dual Enrollment, Honors and Advanced Placement Courses***

All college-level coursework taken for high school credit will be awarded a weighted grade of 5.0 on a 4.0 scale.

### ***Grade Point Average***

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

### ***Grading Periods***

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. Grade cards will be handed out at parent conferences in the fall, will be given to the students to take home for marking periods two and three, and should be picked up in June at the high school office for the fourth marking period.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Progress reports are mailed or e-mailed home during the fifth week of each marking period. No student will fail a course unless the teacher has notified a parent of the potential failure.

## **PROMOTION, PLACEMENT AND RETENTION**

Completing required coursework, earning the necessary credits and taking the proficiency tests determine a student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and the counselor will be pleased to answer any questions.

Junior High students have no age promotion. If a student fails, s/he will be retained in the same grade. Students will be retained for the following:

- failed the majority of **core** academic classes (3) in a semester. (**core** academic classes are Math, English, Science and Social Studies)

The following number of earned credits designates the grade in which the high school student will be registered:

Freshman = 0 to 6 Credits

Sophomore = 6 Credits to 12 Credits

Junior = 12 Credits to 18 Credits

Senior = 18 or more Credits

Udby Community Schools Follows Michigan Merit Curriculum: High School Graduation Requirements and it can be found at: [https://www.michigan.gov/mde/-/media/Project/Websites/mde/CTE/cte\\_emc/EMC-Tool-Kit/6\\_Michigan\\_Merit\\_Curriculum\\_FAQ.pdf?rev=4a74d259f5a842c69690ed8f57bb0c61&hash=3A6349232DEBDB00E3F2B96EBF10797B](https://www.michigan.gov/mde/-/media/Project/Websites/mde/CTE/cte_emc/EMC-Tool-Kit/6_Michigan_Merit_Curriculum_FAQ.pdf?rev=4a74d259f5a842c69690ed8f57bb0c61&hash=3A6349232DEBDB00E3F2B96EBF10797B)

## **GRADUATION REQUIREMENTS**

### **MMC Requirements**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of the District goals and objectives as well as personal proficiency, by the awarding of a diploma or a certificate of completion at graduation ceremonies. The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, meet the requirements for a high school diploma, and receive the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

The Board shall grant credit to any high school student who has exhibited a reasonable level of mastery of the subject matter of the course, regardless of enrollment in the course. Mastery includes achieving C+ or better in the final exam for the course, or, if there is no

final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.

Credit earned through mastery without enrollment in the course shall be based on a “pass” grade and shall not be included in the computation of grade point average for any purpose. Such credit shall be counted toward graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

### ***Personal Curriculum***

The Michigan Merit Curriculum has established high school content expectations and credit requirements which students must complete in order to be awarded a high school diploma.

The Personal Curriculum is a documented process through which specific credit requirements or content expectations of the MMC may be modified based on the individual learning needs of a student. These guidelines are established to ensure that the process of developing and granting a Personal Curriculum are applied consistently and in accordance with statutory requirements and Board Policy. All Personal Curriculums are based on the students Educational Development Plan.

1. A Personal Curriculum may be requested:
  - To go beyond the academic credit requirements by adding more English language arts, mathematics, science or a world language
  - To modify the mathematics requirements
  - To modify the credit requirements for a student who has transferred from an out of state or from a non public school and is unable to meet the MMC requirements
  - To modify the credit requirements based on the disability of a student with an IEP
2. The Personal Curriculum must be initiated by the parent/legal guardian or the student, if emancipated or of the age of majority.

3. A Personal Curriculum will take effect after it has been reviewed and agreed upon by the parent and the Superintendent or his/her designee.
4. The Personal Curriculum option allows the board to award a regular high school diploma providing that the student completes the requirements of the PC, including as many of the content expectations of the MMC as practicable. If the PC is approved and the student completes the requirements of the PC, the student may be awarded a high school diploma.

### ***Educational Development Plan***

The Michigan Merit Curriculum provisions of the Revised School Code, MCL 280.1278b and District Board Policy require that all students prepare an Educational Development Plan (EDP) before they begin high school. An EDP is to be prepared by the student, under the supervision of the student's assigned school guidance counselor or another designee assigned by the high school principal, who meets the statutory requirements to act as a school counselor.

An EDP is an interest-based plan that identifies the career and vocational interests of the student. It assists the student in identifying the course or courses of study necessary to achieve the student's postsecondary goals and assists in developing an educational plan to be pursued throughout the student's secondary educational career. Each student will have the opportunity to prepare an EDP in seventh grade and must complete such plan no later than the end of their eighth-grade year. Essential elements of an EDP include the personal information of the student, results of the career/vocational inventory, assessment results, the student's career and employment/vocational goals, the student's educational and training goals, a plan to achieve those postsecondary goals, and parent endorsement.

A student's interests and career aspirations may change over time. An EDP may be modified to meet these changes in the same manner as developed above, under supervision of the student's assigned school counselor. It is recommended that a student's EDP be reviewed and revised annually throughout the student's educational career.

### ***Graduation Requirements:***

1. Students must complete eight full semesters of high school to graduate.
2. Twenty-four (24) credits are required for graduation from the Ubly High School. Listed below are the minimum credits required for placement in each grade.

<u>Credits</u>	<u>Grade</u>
6	10 <sup>th</sup>
12	11 <sup>th</sup>
18	12 <sup>th</sup>

A twenty-two (22) credit minimum is required to participate in the Commencement ceremony.

2. Requirements are based on the Michigan Merit Curriculum. Changes to CTE programs counting toward other required credits starting with the graduating class of 2024. For more information click here: [Michigan Merit Curriculum](#) and here: [Michigan Graduation Requirements](#)
  - A. Four (4) credits of English.
  - B. Three (3) credits of social studies. This will include one (1) credit each of
    - i. 1: Government/Economics, 2: U.S. History, 3: World History.
  - C. Four (4) credits of mathematics must include Algebra I, Geometry, Algebra II, and a senior math experience.
  - D. Three (3) credits of science must include Biology and Chemistry or Physics.
  - E. One half (.50) credit of health.
  - F. Online Learning Experience (Course, Learning or Integrated Experience).
  - G. One half (.50) credit of physical education.
  - H. One (1) credit of Visual, Performing, and Applied Arts.
  - I. 2 credits of World Language
  - J. Any other courses, tests or requirements that might be imposed by the State of Michigan.
  - K. Six credits of elective courses.
4. All classes offered are under the discretion of the administration.
5. Students who are unable to take physical education for health reasons must present a health-exception statement from a physician.
6. Students attending Ubyly High School must schedule seven (7) full hours of class. Students enrolled at the Huron Area Technical Center must schedule six (6) full hours of class.
7. It is the responsibility of each student to check with their counselor during the school year to audit their academic status. Seniors are to check with their counselor during the first nine weeks of their senior year to finalize their program of study and to see if graduation requirements are met.
8. Seniors must fulfill all financial obligations to the school, along with returning school books and equipment, in order to participate in commencement.
9. Starting with Class of 2019, a formula will be used to determine class rankings including valedictorian, salutatorian, and the Top 10 of the graduating class based on combining their GPA with the 11th grade state assessment test for College & Career Readiness (SAT). The valedictorian will have the highest score and salutatorian with the second highest. The formula will be as follows:
  - a.  $(\text{GPA} \times 250) + (\text{SAT} / 1.6)$

The school will use the most recent official SAT score submitted to the Guidance Office by the student or parent as of March 1st of a student's senior year



The valedictorian(s) and salutatorian(s) must have attended for the last four semesters at Ubly High School and beginning with the class of 2015 must take the required prescribed dual enrollment or advanced placement classes (See guidance counselor). Students are recognized as graduating with “HONORS” if they have a GPA of 3.25 or better and as graduating with “HIGH HONORS” if they are in the top 10 in the class.

### **Early Graduation:**

Students who will have successfully completed all graduation requirements including 24 credits and all required courses the student may petition to graduate early from Ubly Community Schools. Requests must be submitted by email or letter to the principal prior to the beginning of the student’s 5<sup>th</sup> semester. A meeting with the Principal and Superintendent will be set up to review request

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i/e/, announcements, cap and gown rental or purchase, graduation practices). Graduation requirements must be met by December of their Senior year in order to be considered for early graduation or May of their Senior year for traditional graduation. If early graduation is granted, the following will apply:

- The student forfeits involvement in all extracurricular activities, including any Tech Center Classes
- The student will have the option of participating in commencement exercises with their graduation class which will only occur in May.

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the sixth semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal before the end of the student’s fifth semester. At the conference, the student should be prepared to justify his/her request to graduate early.

### **OPT OUT OPTION – SECOND YEAR WORLD LANGUAGE REQUIREMENT**

#### **World Language**

What the Michigan Merit Curriculum Law Says:

Sec. 1278a (2) In addition to the requirements under Subsection (1), beginning with pupils entering 3rd Grade in 2006, the board of a school district or board of directors of a public school academy shall not award a high school diploma to a pupil unless the pupil has successfully completed during Grades K to 12 at least 2 credits that are grade-appropriate in a language other than English or course work or other learning experiences that are substantially equivalent to 2 credits in a language other than English, based on guidelines developed by the Department.

For pupils who graduate from high school in 2016, 2017, 2018, 2019, 2020, or 2021 ONLY, a pupil may partially or fully fulfill one credit of this requirement by completing a Department-approved formal Career and Technical Education (CTE) program or curriculum or by completing visual or performing arts instruction that is in addition to the requirements under Subsection (1)(a)(iv). The board of a school district or board of directors of a public school academy is strongly encouraged to ensure that all pupils complete at least one credit in a language other than English in Grades K to 6. For the

purposes of this Subsection, all of the following apply:

Michigan Merit Curriculum 17

Frequently Asked Questions - 09/17

This document is intended to provide general guidance. Due to the complexity of the law, policies and guidance will continue

to evolve. For specific information regarding the law, please refer to MCL 380.1278a and MCL 380.1278b.

(a) American Sign Language is considered to be a language other than English.

(b) The pupil may meet all or part of this requirement with online course work.

1. What, and for whom, are the credit requirements for a language other than English?

Beginning with the graduating class of 2016, students need to complete, during Grades K-12, the equivalent of 2 grade appropriate credits in a language other than English or have course work or other learning experience that are substantially equivalent to 2 credits. If a student entered 3rd Grade before 2006 they are exempt from the world language requirement under the Michigan Merit Curriculum (MMC), even if they graduate in 2016 or later. However, districts can, as with any other subject, impose their own World Language requirements that go beyond the requirements of the MMC.

2. How can students meet the requirement?

Students can meet the world language requirement in the following ways:

o By completing the equivalent of 2 credits in a language other than English during Grades K-12.

o Through learning beyond the K-12 classroom: formal study abroad, study abroad programs, college coursework, home or heritage languages, online courses, or other life experiences as determined by the district.

o Students who are graduating from high school in 2016, 2017, 2018, 2019, 2020, or 2021, only may partially or fully fulfil 1 credit of the World Language requirement by completing a Department approved formal CTE program or by completing Visual, Performing, or Applied Arts instruction that is in addition to the Visual, Performing, and Applied Arts requirement.

o More information and guidelines on meeting the credit requirements for learning a language other than English can be found at [www.michigan.gov/academicstandards](http://www.michigan.gov/academicstandards).

All students are required to have two years of a world language to meet the Michigan Merit Curriculum requirements for high school graduation. Students are allowed to opt out of the second year of world language by using one of the state allowed opt out options.

Michigan colleges and universities highly recommend two years of world language for admission and in some cases the requirements are mandatory. By not taking a second year of world language, admission decisions at post-secondary institutions could be affected. Additionally, scholarship committees and employers frequently request high school transcripts for review.

Student Name: \_\_\_\_\_

I am requesting the following opt out option for the second year world language requirement: (Please check which option you are exercising and initial the space that states you understand the requirements of this opt out option)

\_\_\_\_\_ Additional Visual or Performing Arts Course I understand these requirements \_\_\_\_\_

1. \_\_\_\_\_ Ugly Visual/Performing Arts Courses include: Band, Art, Music History/Appreciation

2. \_\_\_\_\_ This applies only after the Fine Arts Requirement has been met

\_\_\_\_\_ Course Name \_\_\_\_\_ Year Taken \_\_\_\_\_

\_\_\_\_\_ Approved CTE Program at the Huron Area Technical Center

I understand these requirements \_\_\_\_\_

1. Students must complete a full year of an approved Tech Center Program with a grade of "C" or higher.
2. Students may not use this option as both a Fine Arts Requirement and a second year world language requirement.

Tech Center Course Name \_\_\_\_\_

Approved CTE Ag. Program through Ubly Community Schools

I understand these requirements \_\_\_\_\_

1. Students can meet this opt-out option only after all of the courses in the sequence below have been met with a grade of "C" or better in all of the courses.
2. Ubly courses include:

☐  
☐

Ag. Bio and Leadership/Careers 1  
Leadership/Careers 1, Botany and  
Veterinary Science

Please check which option you are exercising. Year Taken \_\_\_\_\_

## COLLEGE PREPARATORY CURRICULUM

The state universities of Michigan have adopted specific admissions requirements for students who graduate from high school after 1995. To be eligible for regular admission to a four-year degree program, a high school graduate must successfully complete the following course requirements:

1. English – four years required.
2. Mathematics – four years required, including Algebra II.
3. Biological/Physical Sciences – three years required; including one year of biological science and one year of physical science. At least one year of a laboratory course is also strongly recommended.
4. Social Sciences – three years required; one year of Government/Economics, one year of American History, and one year of World History.
5. Arts – two years strongly recommended.
6. Foreign Language – two years strongly recommended.

### **Suggested Course of Study:**

#### **9<sup>th</sup>**

English 9  
Mathematics  
Science  
Government/Economics  
PE/Health  
Fine Arts

#### **11<sup>th</sup>**

English 11  
Mathematics

#### **10<sup>th</sup>**

English 10  
Mathematics  
Science  
U.S. History  
Foreign Language  
Electives (2)

#### **12<sup>th</sup>**

English 12  
Mathematics

Science  
World History  
Foreign Language  
Electives (2)

Science  
Electives (4)

### TECHNICAL PREPARATORY CURRICULUM

The Tech-Prep curriculum may lead a student to employment and/or post-secondary education.

Suggested Course of Study:

**9<sup>th</sup>**  
English 9  
Mathematics  
Science  
Government/Economics  
PE/Health  
Fine Arts

**10<sup>th</sup>**  
English 10  
Mathematics  
Science  
U.S. History  
Electives (3)

**11<sup>th</sup>**  
English 11  
World History  
Mathematics  
Vocational Training (3)

**12<sup>th</sup>**  
English 12  
Mathematics  
Science  
Vocational Training (3)

The Tech-Prep curriculum prepares students for post-secondary education, vocational CTE, as well as the school-to-work transition.

### POST-SECONDARY ENROLLMENT OPTIONS

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a post-secondary program providing he/she meets the requirements established by the law and by the District. Ninth and tenth grade students may enroll in any post-secondary institution **without** tuition support from the Uby Community Schools. Tuition support is only given to eligible students who fulfill the requirements of the law (Post-secondary Enrollment Options Act 160 of 1996) and the Uby Community School District. Uby Community

School offers options in dual enrollment, on-line classes, and Advanced Placement Classes.

Students who take a Dual Enrollment course may not take the Advanced Placement equivalent and vice versa (i.e. English 101 and AP English Language).

### **Eligible Students**

A student must be enrolled in at least one high school class in grades 11 or 12 at Ubly High School. Students must achieve state endorsements or a qualifying score on a state approved readiness assessment. Students who anticipate enrolling in a post-secondary class in their 11<sup>th</sup> grade year must take a state approved readiness assessment prior to their 11<sup>th</sup> grade year. Students must provide the school with a letter from their parents stating the intent to dual enroll in the 11<sup>th</sup> grade.

Eligibility will be based on scores received on college entrance exams, cumulative GPA, student application and interview, faculty recommendations, and Delta College Accuplacer testing.

Assessment	Test Section	Minimal Dual Enrollment Qualifying Score
ACT	MATHEMATICS	22
	READING	22
	SCIENCE	23
	ENGLISH	18
MME	ELA	2100
	MATHEMATICS	2100
	SCIENCE	2100
	SOCIAL STUDIES	2100
PSAT 8/9/10/11	CRITICAL READING	460
	MATHEMATICS	510
SAT	CRITICAL READING	480
	MATHEMATICS	530

More information can be obtained by contacting high school counselor, at [ntibbits@ublyschools.org](mailto:ntibbits@ublyschools.org), or by clicking [here](#).

### **Eligible Courses**

An eligible course is a course offered by an eligible post-secondary institution that is not offered by Ubly High School, or that is offered by the school district, but is determined

by the **school** to not be available to the eligible student because of a scheduling conflict beyond the student's control. The course must be an academic course that the post-secondary institution normally applies toward satisfaction of degree requirements. The course is not eligible if it is a hobby craft or recreational course, or a course in physical education, theology, divinity, or religious education.

### **Eligible Charges**

Tuition, mandatory course fees, and registration fees are eligible charges. Books and transportation expenses are not eligible charges.

Ubly Community Schools will provide support and tuition assistance based on a formula developed by the State of Michigan. The eligible student is responsible for payment of the remainder of costs associated with his or her post-secondary enrollment that exceeds the amount the school district is required to pay under this law.

Students electing to enroll in post-secondary courses will be required to take a reduced schedule (i.e., student takes one dual enrollment course plus six courses at Ubly High School equal to a seven-hour schedule.)

Students may receive academic credit for high school, college, or both. At the time an eligible student enrolls in a post-secondary course under this act, he or she shall designate whether the course is for high school or post-secondary credit, or both, and shall notify both his or her high school and the post-secondary institution of that designation. The amount of high school credit granted shall be determined by the school district. An eligible student taking more than one course under this act may make different credit designations for different courses. Evidence of successful completion of each course and high school credits granted shall be included in the student's high school record. The high school credits granted to an eligible student under this act shall be counted toward the graduation requirements and the appropriate subject area requirements of the school district, if applicable.

Credit towards graduation from high school may not be earned outside the regular school year through post-secondary, or dual-enrollment classes.

Any interested student or parent should contact the counseling office at 989-658-8554, ext. 57216 to arrange a meeting to review all necessary information and paperwork.

### **COLLEGE LEVEL EQUIVALENT COURSES**

College level equivalent courses offered at Ubly High School include Advanced Placement (AP) English Language and Composition for students in 12<sup>th</sup> grade. Virtual High School Courses (on-line) in AP Art History, AP Biology, AP Calculus, AP

Chemistry, AP Computer Science, AP English Literature and Composition, AP French, AP Macroeconomics, AP Microeconomics, AP Physics, AP Psychology, AP Spanish, AP Statistics, AP US Government and Politics, and AP US History are available for students in grades 9-12. Students receive high school credit for these courses and are eligible to take the AP exam (at student cost). Students receiving qualifying scores may receive college credit. Qualifying scores and participating post-secondary institutions may be found in the college level equivalent course directory at [www.michigan.gov/mde](http://www.michigan.gov/mde).

### **ON-LINE/BLENDED LEARNING PROGRAM**

The District shall provide eligible students within its boundaries the option of participating in on-line or blended learning courses. Such a program takes place in an interactive learning environment created through technology. The student and teacher may be separated from each other by time and/or space, or may interact before, during, and/or after the regular school day.

The purpose of the program is to make instruction available to District students using online and distance education technology in both traditional and nontraditional classroom settings.

The District shall offer a program for students in Grades 6-12.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

### **Student Eligibility**

Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:

- A. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public-school district
- B. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.

### **Access and Availability**

The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment.

The District will provide two or fewer courses per semester in Grades K-5 and one or more courses per semester in Grades 6-12. If students are taking more than two

courses per semester, the guidance found in the Pupil Accounting Manual 5-0-B shall be followed and seat time waivers obtained.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the high school principal.

The Honor Roll is produced after each marking period and for each semester. Any student with a “B” or better average is placed on the Honor Roll.

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach. See the Athletic Handbook.

## **STUDENT EDUCATION RECORDS**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy # 8330 for an overview of the District’s collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child’s education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student’s education records. School officials will respond to any reasonable request.

### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student’s education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student’s privacy rights as explained in Policy #8330.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student’s preparation for the proficiency tests and graduation.



Homework is to provide the student with practice of the concepts.

## **STUDENT ASSESSMENT**

The Michigan Merit Exam (MME) in 2016 has been re-vamped and will include the SAT test, The ACT Work keys test, and the M-STEP state assessment.

This means that all 11<sup>th</sup> graders will take this state assessment test in March of each year. It will provide students with a SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the SAT assessment and the ACT Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The SAT will be administrated in a full day session and the ACT Work Keys and Michigan M-STEP tests will be administered on a later day.

Parents and students should watch the school website, [ublyschools.org](http://ublyschools.org), for announced testing times.

Students in grades 8-11 will take preparatory SAT assessments, in an attempt to progress monitor and continue our preparation for our students to take the SAT in their junior year. Students in grades 9 and 10 will take SAT assessments as indicated by the requirements of law.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully complete, prior to entering high school, a State-mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these. Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent consent may be obtained. Ugly High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

### **SECTION III – STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Ugly High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: **FFA, FCCLA, Student Council, NHS, Drama, Quiz Bowl, Jazz Band, Robotics.**

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### **STUDENT-INITIATED NON-CURRICULAR CLUBS**

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy #5730.

## **ATHLETICS**

Ubly High School provides a variety of athletic activities in which students may participate provided they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (989) 658-8554.

Football, Boys Basketball, Girls Basketball, Boys & Girls Track, Boys & Girls Golf, Volleyball, Softball, Baseball, and Cross Country.

### **Ubly Community Schools Athletic Eligibility and Attendance**

1. No student is eligible to compete on any interscholastic team who has not passed three full credit subjects the previous semester.
2. A student must be in attendance at least 3 class periods on the day of a scheduled athletic contest to be eligible to participate, unless the Principal or designee has granted permission for the absence.
3. Student athletes that go home due to illness after lunch and do not return to school that afternoon will not be allowed to practice or participate in an athletic contest.

#### **Weekly Eligibility Requirements:**

1. A weekly report on the student athletes who are receiving a letter grade of "F" will be done every Tuesday at noon by the Athletic Director.
2. Students who receive a letter grade of one (1) F or lower will receive a verbal warning and parents will be notified.
3. Students will have one week to improve their grade(s) so that no class has an F. They will have this chance only once during each semester of the current school year. This is to be considered their one and only verbal warning.
4. After the initial verbal warning period each semester/sports season, any athlete/participant receiving one F or lower thereafter, will immediately become ineligible.
5. If after three weeks of being ineligible a student has not improved the grades to no more than one (1) F grade, the student will meet with the principal and sponsor/AD to determine their continued status as a member.
6. A meeting with parents, the athletic director or sponsor and the principal may take place if any athlete receives a warning.

## **Semester Eligibility**

1. If any student athlete or participant in extra-curricular activities receives three (3) F's or lower at the end of any semester, the student will become ineligible for the entire next semester.

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Ubyly High School has an attendance policy to avoid these negative consequences.

Attendance at Ubyly Community Schools is considered to be face to face/in person. Remote or virtual will be considered an absence and will follow the established guidelines for make-up work and be subject to truancy rules. Consideration for virtual learning will be met on a case-by-case basis by a meeting with the principal. There will be a review of students' progress with virtual learning at the end of each marking period and semester.

Any virtual learning student earning a failing grade for any class in a Marking period or Semester will be required to attend in person for the remainder of the school year.

Maintaining regular and concerted attendance at school is the only way our students have available to them to gain as much as possible from and contribute to the classroom learning experiences. In the event of excessive absenteeism, counseling service will be sought. Under Michigan's Compulsory school Attendance Laws, if a student is under the age of sixteen, the parents are legally responsible for their child's attendance.

Each time a student is absent; the parent/guardian must call the school before 9:00 a.m. to verify the absence. If no phone call is made by the parent/guardian of an absent student by 9:00 a.m. a phone call by the school to confirm the absence will be made. Known long-term absences, i.e. vacations, must be approved by the parents, teachers, and principal at least **three** days in advance. College/career visits will count as a school related absence, if approved by principal/counselor at least three days in advance. Students are allowed 2 college/career visits per year during their junior and senior years.

If a student is fifteen (15) minutes late for any class or if the student must leave any class fifteen (15) minutes early, then a student will be marked absent for that class period.

Students are limited to 10 absences per semester. There are three types of absences: Documented-Excused, Excused, and Unexcused. Absences that are considered "Documented-Excused" will not count toward the allotted 10 absences (i.e. doctor appointments, dentist, court, etc.). All other absences (excused or unexcused) may result

in reduction of grade, or loss of privileges (i.e. athletics, clubs, dances, etc.).

With excessive absences the following procedures will be followed:

After five absences in the semester, the student and the parents will be notified with a letter informing of the current absence totals and the policies concerning student absences. (Any student who skips classes or is willfully absent from school will be dealt with under the discipline policy). The parent/guardian will also be contacted by phone or by letter. The parents/guardian will be encouraged to contact the office concerning their child's absences when contacted by letter. It should be noted that because of the absences, make-up of homework might be required so the student can keep up with the class. An attendance letter may be submitted to the HISD Truancy Officer, which will also send a letter to the student's parents.

After the 10th absence in the semester for any class the parent/guardian will again be notified by letter indicating violation of the attendance policy. The school administration may contact the HISD Truancy Officer and the parent/guardian and student may meet with the Truancy Officer to set up an individualized plan or contract concerning what is expected from the student during the remainder of the semester. If the parent/guardian is unavailable for the conference, they must contact the school office, and request an advocate (counselor or teacher) to act in their stead.

1. The school administration will submit paperwork to the Truancy Officer at the HISD and the Truancy Officer will contact the prosecuting attorney, and a petition will be filed with the Circuit Court.
2. An appeal committee comprised of the high school principal, guidance counselor, and a teacher will hear and act upon the appeal
3. Students with attendance problems that involve extenuating circumstances (i.e. hospitalization, long term illness, etc.) will be reviewed upon violation by the High School Principal and acted upon prior to the issuance of the grade reduction".

All absences resulting from suspensions will count toward the total days of absence.

**APPEAL:** A meeting with the attendance appeal committee can be arranged through the high school principal within 5 school days of receipt of the attendance letter. All decisions of the appeal committee can be appealed to the Superintendent. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

### ***MAKE-UP WORK***

It is your responsibility to get your assignments for make-up work.

1. Work missed during an absence can be made up.
2. Students are given one day for each day absent to hand in make-up work.
3. If a student is absent four days or more, special arrangements should be made with the teacher.
4. If the work is not completed satisfactorily at the prescribed time, the work may or may not be accepted for credit.

### ***Notification of Absence***

It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

### ***Tardiness***

Each student is expected to be in his/her assigned location throughout the school day. If a student arrives at school after the first period bell, he/she is to report to the school office for a pass to class/locker. Teachers will keep a record of any student late to class (tardy).

Students who are tardy to a class more than two times during a semester shall be disciplined as follows:

- 3<sup>rd</sup> Tardy – Warned and sent to the office
- 4<sup>th</sup> Tardy – Two lunch detentions
- 5<sup>th</sup> Tardy – One hour after school
- 6<sup>th</sup> Tardy – In-School suspension for one day

### ***Vacations during the School Year***

***Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.***

### ***Make-Up of Tests and Other School Work***

Students who have been absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

Make-up work due to suspension shall be completed by the time the student returns to school or within the number of days the student was suspended.

If a student misses a teacher's test due to an absence, he/she may make arrangements with the teacher to take the test. If he/she misses a standardized test, the student should consult with the Jr./Sr. High Principal and or counselor to arrange for taking the test.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **CODE OF CONDUCT**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

While Uby Community Schools are focused on positive expectations for behavior and restorative, instructional approaches to discipline, there are some behaviors that cannot be tolerated in a school setting and for which specific consequences result. Administration reserves the right to alter consequences based on information obtained after investigation. Progressive discipline applies to students who violate school policies repeatedly. Restorative and reteaching will occur in addition to the consequences assigned. Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

### ***Expected Behaviors***

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow student;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### ***Dress and Grooming***

While fashion changes, the reasons for being in school do 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. Reference Board Policy 5511.

Students should consider the following questions when dressing for school:

- Does my clothing meet the school dress code? (no)
- Does my clothing expose too much skin? (no)
- Is my underwear showing? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

**If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they will be asked to change clothes, and may be removed from the educational setting.**



The following styles or manners of dress are **prohibited**:

- Hats, Tails, ears, etc. except when dressing up on Halloween or if it coincides with Spirit Days, Dress up days or medical exemption.
- Hats or head coverings, e.g. caps, hoods, bandanas, scarves, etc. Except for Halloween or if it coincides with Spirit Days, Dress up days, or medical exemption.
- At minimum, clothing must cover the students body from one armpit directly across to the other armpit down to approximately 3 to 4 inches in length on the upper thighs. Students must consider that some courses/programs may require specialized attire, such as athletic or safety gear. These guidelines will be applied when students are sitting/standing, participating in labs, participating in physical education, and other school-related activities
- See-through or mesh garments must not be worn without appropriate clothing coverage underneath that meets the minimum requirements of the dress code.
- Clothing must not require frequent adjustment to maintain appropriate coverage (needing to pull up/down garments on the upper and lower body).
- Shirts that advertise alcohol, tobacco or inappropriate pictures, language, etc

Students who represent Ugly Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

### ***Care of Property***

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items, if they create an educational distraction. The items will be returned to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

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

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

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. Following each behavior are demerit points that will help determine consequences.

## **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE (Organized by Rule Number)**

### ***1. Use of drugs***

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

### ***2. Use of Breath-Test Instruments***

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

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### ***3. Possession/Use of tobacco***

Smoking, vaping and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. Use of "tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipes; other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. Students may be subjected to a search with a vape wand. A ticket may be issued by the Ubyly Police Department for violators.

### ***4. Student disorder/demonstration***

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### ***5. Possession of a weapon***

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. 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 makes 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 weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

### ***6. Use of an object as a weapon***

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

***7. 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.

***8. Purposely setting a fire***

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony, and will subject the student to expulsion.

***9. Physically assaulting a staff member/student/person associated with the District***

Physical assault at school against a District employee, volunteer, student or contractor, which may or may not cause injury may result in charges filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”.

***10. Verbally threatening a staff member/student/person associated with the District***

Verbal assault at school against a District employee, volunteer, student or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal **threats** or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

***11. Extortion***

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action, up to and including suspension or expulsion.

***12. Gambling***

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

***13. Falsification of schoolwork, identification, forgery***

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. The use of AI apps such as ChatGPT other than under the teacher's direction and/or approval may also subject the student to these penalties or disciplinary actions. Violations of this rule could result in suspension or expulsion.

#### ***14. False alarms, false reports, and bomb threats***

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

#### ***15. Explosives***

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

#### ***16. Trespassing/Unauthorized entry into facility/others property***

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

#### ***17. Theft***

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the High School Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### ***18. Disobedience/Refusing to accept discipline/insubordination***

School staff is acting "in loco parentis," which means law allows them, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion. The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

#### ***19. Damaging property***

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion, as well as paid restitution.

## ***20. Persistent absences or tardiness***

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school and a referral to the Truancy Officer.

## ***21. Unauthorized use of school or private property***

### ***Computer use 1+ Demerits***

- 1<sup>st</sup> offense – 5 school days computer privileges revoked
- 2<sup>nd</sup> offense – 20 school days computer privileges revoked
- 3<sup>rd</sup> offense – Computer privileges revoked for the remainder of the school year

### ***iPad use***

- 1<sup>st</sup> Offense – warning, lunch detention
- 2<sup>nd</sup> Offense – checking device in/out each day
- 3<sup>rd</sup> Offense – possible loss of device

Students are expected to obtain permission to use any school property or any private property located on school premises. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

## ***22. Aiding or abetting violation of school rules***

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## ***23. Displays of affection***

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

## ***24. Possession of Wireless Communication Devices (WCDs)***

- 1<sup>st</sup> Offense – Device sent to the office. Student pick up at the end of the day.***
- 2<sup>nd</sup> Offense – Device sent to the office. Parent/guardian pick up at end of day.***
- 3<sup>rd</sup> Offense – Device sent to the office. Principal holds device until an after school detention is served.***

***4<sup>th</sup> Offense – Device sent to the office. Students check device in office or does not bring device to school the remainder of the year; 1-day out of school suspension.***

A student may possess a cellular telephone or other wireless communication devices (WCD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions, provided that the cell phone or other ECD/ESD remains off, stored, and locked in the student's locker except for designated times. A student may use a cellular phone in the hallways during the following times: before the instructional day begins, at lunchtime, and once the bell has rung to end the instructional day.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at school activities and school-related functions will be subject to disciplinary action.

The school prohibits the use of any video recording device/cell phone from any restroom, locker room or other locations where students and staff "have a reasonable expectation of privacy." **A student improperly using any device to take or transmit images will face disciplinary action up to and including a three-five day suspension, loss of privileges, and may be recommended for expulsion.**

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive one-three days of Alternate Day Assignment or be suspended. S/he also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

***25. Violation of individual school/classroom rules***

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

***26. Violation of bus rules***

Please refer to Section V on transportation for bus rules.

***27. Disruption of the educational process***

Any actions or manner of dress that interfere with school activities or disrupts the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

## **28. Harassment**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This could include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment, through any means, including electronically transmitted methods, (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand-held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is a victim of harassment should immediately report the situation to a teacher or the principal. Complaints will be investigated in accordance with AG 5517.

Every student should and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If an investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors and removal from any officer position and/or request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes that there has been harassment, regardless of whether it fits a particular definition,



s/he should report it and allow the administration to determine the appropriate course of action.

## Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefitting from the services, activities or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior or other demeaning comments.

### Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. unwelcome touching
- E. Sexual jokes, posters, cartoons or etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

Note: An in appropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority that engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A 722.621 et. seq.

## ***29a. Hazing***

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

1. illegal activity, such as drinking or drugs;
2. physical punishment or infliction of pain;
3. intentional humiliation or embarrassment;
4. dangerous activity;
5. activity likely to cause mental or psychological stress;
6. forced detention or kidnapping;
7. Undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

## **29b. Bullying**

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand-held device for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

And student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or the Superintendent.

### **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Notification**

Notice of this policy will be **annually** circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

Parents and legal guardians of the alleged victims, as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every Student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

## ***29. Possession of a Firearm, Arson and Criminal Sexual Conduct***

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal’s office.

### ***Criminal acts***

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are both violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of the District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including, but not limited to theft and vandalism, occurring in the school as well as in the community.

### ***Safety Concerns***

Students should not use roller blades, bicycles, skateboards, scooters or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within school buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this exception will be subject to disciplinary action.

### ***Profanity***

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- Restorative writing assignments
- change of seating or location
- lunch-time and/or after-school detention
- in-school restriction

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### **In-School Discipline**

When an adequate place is available within the building, the principal may assign students to In-School Suspension, which allows a student to remain in school but isolates the student from the rest of the student body.

Failure to serve In-School Discipline (ISS) may lead to a suspension from school for a period not to exceed 3-5 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Discipline/Restriction:

- Students are required to have class assignments with them;
- Students are not to communicate with each other unless given special permission;
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise;
- Students are to keep their heads up and eyes open;

- No radios, cards, magazines, or other recreational articles shall be allowed in the room;
- No food or beverages shall be consumed.
- Students will not be allowed to attend after-school events including athletic practices or competitions.
- iPads will be available for school work only
- Failure to comply will result in the loss of the iPad.

## **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal due process hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent, and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as field trips, band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

## **Consequences include**

Lunch Detentions

1 hour after or before school detentions

1-10 days out of school suspension, possible expulsion proceedings

Students will complete **restorative** intervention modules regarding their offense during detentions or suspensions as directed by the administrator.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students who are eligible under IDEA and Section 504 have certain additional protections when charged with a violation of the Code of Student Conduct that constitutes a significant change in placement. This applies to students who are already determined eligible under IDEA and Section 504, as well as students who may be eligible under IDEA and Section 504 and have not yet been identified and evaluated.

The District will ensure, at a minimum, the following:

1. The District will conduct an evaluation of a student with a disability under IDEA or Section 504, referred to as a manifestation determination, before implementing a disciplinary removal that will result in a significant change in placement, which means:

- 1) A removal from class or school for longer than 10 consecutive school days, or
- 2) A series of removals from class or school that together total more than 10 consecutive school days in a school year and constitute a pattern of removal. Whether a series of removals creates a pattern of removals is determined on a case-by-case basis taking into account the following factors:
  - a. The length of each removal
  - b. The proximity of the removals to each other
  - c. The total amount of time the student is removed from school
  - d. The nature of the behavior underlying each incident and giving rise to the series of removals.

2. A disciplinary removal includes formal removals (ex: out of school suspensions, in school suspensions, and time at the office) as well as informal removals (ex: shortened school day, required early pick-up, removal to the hallway, and removal to the quiet room).

3. The manifestation determination must be conducted before the eleventh consecutive day of removal or, before the eleventh total day of removal during a school year if a series of short-term non-consecutive removals create a pattern of removals totaling more than 10 days. This determination should be made by a group of persons knowledgeable about the student, the meaning of evaluation data, placement options, the student's IEP or Section 504 Plan, and the disciplinary incident. Also, the student's parent or guardian must be invited to participate in the meeting and provided a copy of the Notice of Procedural Safeguards.

4. The purpose of the manifestation determination is to review whether the student's misconduct was caused by, or had a direct and substantial relationship to the student's disability; or whether the conduct was a direct result of the District's failure to implement the student's IEP or Section 504 plan. If the team determines yes to any of the previous inquiries, the team must then determine whether changes in the student's placement are required to ensure the student receives a FAPE; In making its determination, the IEP or 504 Team must review all relevant information in the student's file, the student's IEP or Section 504 plan, any teacher observations of the student, and relevant information provided by the parent.

5. If the IEP or 504 Team concludes that the student's conduct is a manifestation of the student's disability, the student must remain in (or be returned to) his/her current educational placement, unless the parent and the District agree to change the student's placement.

6. If the student's IEP or Section 504 team determines that the student's behavior was not based on the student's disability, school officials may discipline the student, as long as they do so in the same manner in which they discipline similarly situated students without disabilities; and

7. The District shall provide parents and guardians the notice of procedural safeguards, notice of the team's determination, and an opportunity to challenge the determination.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. Pre-disciplinary factors will be considered including the student's age, discipline history, disability, seriousness of the violation, safety of the student and others, use of restorative practices, whether a lesser intervention would properly address the behavior.

### ***Suspension from School***

A suspension is considered when removing a student from school for disciplinary reasons for a period of fewer than 60 days. When a student is being considered for a suspension of ten days or less (short-term), the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, by phone or in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.



When assigning discipline to a student, restorative justice practices may be applied to help keep a student at school as much as possible before suspensions are applied.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the Open Meetings Act governs the hearing. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make up work missed after the return to school and/or while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (11-59 days) or expulsion (60 or more days), the student will receive a formal letter of notification addressed to the parents, which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, or counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.
- The ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony

before officials designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Ubly Community School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school using Restorative Justice practices. If a disciplinary action does not result in removal from school, it may not be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

The District with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and

petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any communication of concerns should follow the Conflict Resolution Chart on the following page.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade. 1589

### **HOW TO COMMUNICTE A QUESTION OF CONCERN**

The Board of Education recognizes there are times when a parent, resident, taxpayer, or employee may have a question, concern, complaint, suggestion or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Communication is key in solving

any problem. Please do all you can to effectively communicate with the teacher and/or individual to gather the complete story. We are here to support our students and their families and your child's success is our number one goal. We are here to work with our students and their parents/guardians to achieve this goal.

Listed below is a flowchart/chain of command that should be of assistance when addressing an issue. Each situation should be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Please visit our website staff directory for contact information.

To ensure the timeliest resolution to your concern and/or question, first contact the teacher, counselor or principal so that he or she can respond without any undue delay. The Board of Education creates policy; it is the responsibility of the administration and professional staff to execute those policies.

**Third Level and beyond must be in writing.**

**Parent/Guardian & Community Communication Process Flowchart – Chain of Command**

<b>Area of Concern</b>	<b>First Level</b>	<b>Second Level</b>	<b>Third Level</b>	<b>Fourth Level</b>	<b>Fifth Level</b>
Child Abuse	Child line 800-932-0313				
Athletics	Coach	Athletic Director	High School Principal	Superintendent	Board of Education
Facilities Request	Building Principal		Supervisor of Buildings and Grounds	Superintendent	Board of Education
Attendance	Building Secretary	Building Principal	Superintendent	Board of Education	
Transportation: Drivers & Routes	Transportation Coordinator		Superintendent	Board of Education	
Business Office	Business Secretary	Business Manager	Superintendent	Board of Education	
Curriculum/Academic	Teacher	Principal	Curriculum Supervisor	Superintendent	Board of Education
Instruction	Teacher	Principal	Superintendent	Board of Education	
Classroom management	Teacher	Principal	Superintendent	Board of Education	
Discipline	Principal	Superintendent	Board of Education		
Facilities	Buildings and	Principal	Business	Superintendent	Board of

	Grounds Supervisor		Manager	ent	Education
Guidance	Building Counselor	Building Principal	Superintendent	Board of Education	
Special Education	Teacher	Principal	Director of Special Education	Superintendent	Board of Education
Student Concern	Teacher	Principal	Superintendent	Board of Education	
Technology/Computer: Hardware & Software	Teacher	Director of Technology	Principal	Superintendent	Board of Education
Bus Discipline	Building Principal	Superintendent	Board of Education		
Athletics	Coach	Athletic Director	Secondary Principal	Superintendent	Board of Education

## DISTRICT CONTACT INFORMATION:

Elem Principal; Jill Ogryski jogryski@ublyschools.org	Director of Technology; Jakob Asmondy jasmondy@ublyschools.org	
HS Principal; Todd Walker twalker@ublyschools.org	Supervisor of Transportation; Tom Volmering tvolmering@ublyschools.org	
Supervisor Special Education: Huron ISD (989) 269-9274	Athletic Director; Branden Sorenson bsorenson@ublyschools.org	
Food Service Director; Asley Holdwick aholdwick@ublyschools.org	Superintendent; Troy Reehl treehl@ublyschools.org	
Supervisor Of Buildings/Grounds; Tom Volmering tvolmering@ublyschools.org	Business Manager; Teri Lochrie tlochrie@ublyschools.org	

## SECTION V – TRANSPORTATION

### BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live within the boundaries of the School District yet do not live within the Ubyly Village limits. The bus schedule and route are available by contacting the transportation supervisor, at (989) 658-8554 ext.57229. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops.

## Transportation Policy Guidelines 2019-20

The guidelines are as follows:

1. Parents/Guardians must designate a maximum of **two** pick-up/drop-off addresses by completing the Transportation Registration Form. (This would include the TAT Bus if your child daily or periodically uses Thumb Area Transit services.). Indicate the location **#A Primary** or location **#B Alternate** on this form and in notes/emails sent to the school.
2. Students will **not** be allowed to ride to any location other than the **two** locations designated by their parent/guardian.
3. Only those students who are registered to ride a bus will be allowed to ride a bus. Parents/Guardians must complete the Transportation Registration Form to designate the pick- up and drop-off location. No form, no ride.
4. Permanent changes may be made by submitting an updated form to the school office at least **two school days** before the change is to take place.
5. If the parent/guardian work schedule changes weekly, please contact the school office in writing to make these changes (for the purpose of pick-up/drop-off). In this case, the two locations listed on the transportation form must be maintained.
6. In the event students are to be picked up at the alternate location that is indicated on the Transportation Form, the Transportation Office must be notified by **12:00 noon** the previous day.
7. In the event students are to be dropped off at the alternate location that is indicated on the Transportation form, the school office must be notified in a written note or email by **12:00 noon** on the drop-off

Emails should be sent to [dismissal@ublyschools.org](mailto:dismissal@ublyschools.org).

**Note: No emails will be checked after the 12-noon deadline.**

**Note: on a scheduled ½ Day of School/12PM Dismissal, all notes/emails must be received at the school by 10:00AM**

### **Notes/Emails must include the following information:**

1. Student Name
2. Teacher Name (if elementary student)
3. Dismissal Plans to be changed (either A or B below)
  - A. if Riding Bus Changed Drop Off Location write either #1 Primary Location or #2 Secondary Location

- B. or Changed Pick Up Plans (in Old Gym or Office of School write who and when child will be picked up at school**

Examples:

1. Grandma Jane Smith will pick up Jim Smith after school
2. Dad will pick up Susy Brown at 2PM for appointment

**If this note or email is not received by 12 noon, the student will follow the plans for the #1 Primary Location (or sent to Latchkey if no one is at the Primary Location).**

Except in cases of extreme emergency (see #9 below), no phone calls will be accepted to change dismissal plans.

8. For the safety of all students, no changes of pick-up or drop-off locations (other than what is written in this policy) will be permitted except in the case of an extreme emergency (emergencies should not happen more than a couple times a year). In an extreme emergency please call the principal of your child's school. We will make an attempt to accommodate you but understand that parental convenience is not considered an emergency situation. Also, going to a friend's house (even if it is on the same bus run) is not considered an emergency situation.
9. Students will be allowed to be dropped off at an organized community activity by TAT (i.e. community or church event) or to be picked up by a guardian or their designee. Such a stop or pickup will not count as the Primary or Alternate location, but written notification must be given to the school office to inform of these plans.
10. Students who are not picked up at the school promptly, who cannot be released from a bus due to no parents being home or in situations that transportation plans at the end of the day are unclear, the student(s) will be taken to the Latchkey location (the former St. John's School) to wait for parent pick up. Parents will be charged the established hourly rate for Latchkey services.
11. Half days and early release days will be treated in same manner.
12. Parents must inform the school in writing or email if their child is not riding the bus home.
13. Buses will not pick up or transport students to any out-of-district addresses without approval.
14. If a bus has repeated incidences of arriving at a stop with no students out/present, the result will be for the student(s) removal from the bus route until arrangement are made with the Transportation Director.
15. Communication between bus drivers and parents is encouraged to ensure bus safety and bus schedules

16. Family Emergency Plans: Students and parents/guardians should develop family emergency plans. In the event of an early dismissal, students will be riding on their designated bus drop-off and will arrive at different times than normal. Does your child have a house key or know where to find one? Does your child have a neighbor to go to in case no one is at home? Have you discussed several possibilities, so your child knows what to do? It is suggested that you conduct a drill or at least a periodic verbal check to be sure your student knows what steps to take.

Note: The enforcement of all guidelines will be conducted at the discretion of the school administration.

### **BUS CONDUCT/SCHOOL OWNED VEHICLES**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct the student in any reasonable manner to maintain that transportation safety.

The students must comply with the following basic safety rules:

#### **Previous to loading (on the road and at school)**

Each student shall:

- Be on time at the designated loading zone (5-8 minutes prior to schedule stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe to cross;
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard the school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### **During the trip**

Each student shall:

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the school vehicle or throw anything from the vehicle;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other riders;
- Not eat or play games, cards, etc.;
- Not tamper with the school vehicle or any of its equipment.

#### **Leaving the bus**



Each student shall:

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **VIDEOTAPES ON SCHOOL BUSES/ SCHOOL OWNED VEHICLES**

The Board of Education has installed video cameras on school buses/school owned vehicles to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on a school vehicle shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the school transportation.

### **SELF-TRANSPORTATION TO SCHOOL**

Ubly Community Schools understands that driving to school and parking on school property is a privilege, which can be revoked at any time. Students are provided an opportunity to ride school transportation and are encouraged to do so. Students and parents assume full responsibility for any transportation to and from school not officially provided by the school.

Students are also provided a parking facility on school property and must use this parking facility at all times. Students not using the required parking, and not filling out required forms may have their driving privileges to school revoked and/or face suspension.

The following rules shall apply:

- 1) Students under the age of eighteen (18) must have written parental permission prior to driving to school.
- 2) Students will complete the Student Vehicle Form 5515 F1 from the High School Office.
- 3) Students will display the given parking tag, so the numbers are visible through the windshield.

- 4) Parking lot speed limit is 5-10 mph.
- 5) Students must exit the student parking lot utilizing the East driveway and continue East between 3:00 pm and 3:10 pm daily, or until all busses have left the parking lot.

Failure to comply with these rules will result in a loss of privileges and /or disciplinary actions for the student.

When the school provides transportation to school-sponsored events, students shall not drive unless parents give written permission and then approved by the principal.

Approved student drivers may not transport other students to a school-sponsored activity without permission from their parents to transport other students, permission from the parents of the passengers and approval by the principal.

**PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK**

We, \_\_\_\_\_ and  
Parent/Guardian

\_\_\_\_\_

Student

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Grade

have read the ***Ubly High School Student Handbook*** *either on the school website or at the High School office*. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

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Parent/Guardian Signature

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Student Signature

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Date