

GENERAL INFORMATION

1. ACTION IN VIOLATION OF THE LAW

School authorities are required to notify proper authorities when they have knowledge of criminal acts committed by students. If such knowledge has been gained in a confidential manner, in such a way as to make it privileged information, notification of proper authorities by school authorities should be made only with the individual student's consent who provided the information. Students having knowledge of criminal acts are encouraged to report them to proper school authorities in order to maintain good order and discipline within the school.

2. ATTENDANCE FOR GRADES 9-12

The attendance and tardy rules put the burden of responsibility on each individual student, but include the concern and follow-up of classroom teachers, parents, and administrators. It will help give you a realistic idea of what future employers expect and what you should expect from yourself regarding absenteeism and tardiness.

In a matter related to school attendance and grades, the Michigan Attorney General issued an opinion cited as 1978 OAG 5414 that states the compulsory school attendance law recognizes an educational value in regular attendance at school. The opinion also states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course.

Parents are requested to call the High School before school begins, or as soon as possible, if the student will be absent (539-7417). If you are unable to call on the date of absence, please send a note to the office with your student on the following day.

Excessive Absences

After a student's seventh (7th) absence in a twelve-week trimester, one of the following must occur to obtain credit:

- 1) The student must be able to attain a minimum of a C+ on the comprehensive final examination, as well as pass the class. If the student does not receive a C+ on the final examination, the student will receive no credit for the course.
**This policy was developed based on the “testing out” guidelines as set forth by the State of Michigan. Under these guidelines, students can earn credit by demonstrating proficiency in specific subjects on a final exam.*
- 2) The student will have the right to an appeal. A successful appeal will allow the student to receive credit for the class with a 60% average in coursework and final examination.

Steps for an Appeal

- 1) Students may pick up an appeal form in the office and list the dates missed and the reasons for the absences on that form.
- 2) Form must be filled out and returned to the office before the last day of the trimester.
- 3) A time will be set for an appeal, either before or after school, in the first week of the following trimester, after exams have been completed. If an appeal is made after 3rd trimester, then a meeting will be held as soon as possible. A parent or legal guardian **must** attend the appeal with the student.
- 4) Appeals will be made to an attendance review board comprised of one or more administrator(s) and one or more teacher(s). The attendance review board will determine the validity of the absences. The list of valid reasons could include, but is not limited to, the following: absence due to illness (a doctor’s note is preferred), death of a family member, court appearances, and school-related activities.

All appeals will be determined on a case-by-case basis. If a student has valid reasons for their excessive absences, the appeal board will grant to allow a student to receive credit with 60% in coursework and the final examination. If the student was simply truant, the attendance review board will not grant this exemption.

For these reasons, we feel that a student must satisfy two basic requirements in order to earn class credit: attendance and participation in class are necessary for academic achievement.

A. An absence due to a school sponsored activity (field trip, assembly, etc.) will not be counted.

B. Students are not allowed to leave the building or school property without permission. Students who must leave school before their usual dismissal time must first get approval from one of the building principals. **Students are required to sign in and sign out of the building.**

C. A student taking part in extracurricular activities must be in school by 8:45 A.M. in order to participate in any activity beyond their regular scheduled classes. If the student has an appointment, he/she must pre-arrange this absence with the Athletic Director in the case of athletics and with one of the High School Principals in other cases. Such arrangements must be made at least twenty-four (24) hours prior to the appointment except in the case of emergency. Notification must be made as soon as possible. Arrangements will then be made for that day's practice.

D. It is the practice of the Harrison Community High School to treat all students equally.

E. Truancy (skipping) for Harrison Community High School consists of the following. Students will be dealt with as follows at the discretion of the administration:

1. Attending school and leaving the building or grounds without permission.
2. Riding the bus to school and not reporting to class.
 - a. Leaving school property.
 - b. Not reporting to class.

3. When neither the school nor parents know the student's whereabouts.

4. Being out of school or off school property for reasons not excusable by the administration will be considered truancy.

5. Non-attendance of assigned classes.

6. Once a student arrives at school for the day, he/she is considered "in attendance" and may not leave the school property without permission.

7. Being in areas designated as "off limits" to students.

Students will be dealt with as follows:

1. **1st Offense:** A conference (phone and/or personal) will be held with parent/guardian and Detention will be assigned.

2. **2nd Offense:** One (1) day suspension from school with readmission following satisfactory conference by parents or guardian with Assistant Principal, Principal, or Liaison Officer.

3. Further truancy will be considered persistent and will result in suspension or pending a satisfactory conference by parents or guardian with the Superintendent. Expulsion may be recommended.

F. Teachers may have additional class attendance rules and regulations.

G. Tardiness:

A student is considered tardy to a class if not in the classroom area and ready to work when the bell stops ringing.

A student coming late to school at any time will be counted as tardy. Exceptions may be made for medical, dental or court appointments, **if official documentation of appointment is provided.**

A student will not be counted as tardy if upon coming to class he presents an excused, signed pass from another teacher or from the office. Students who are tardy because of a late bus are excused.

The following procedures will be followed for tardies assessed in any given trimester:

HHS Tardy Policy

<u>Violation</u>	<u>Action</u>
1 st Tardy	Recorded by teacher and office.
2 nd Tardy	Recorder by teacher and office.
3 rd Tardy	Recorded by teacher, review policy, parental contact made, one hour after school detention. When a student receives a third tardy in a class, it is a teacher's responsibility to fill out a discipline form and submit it to the assistant principal.
4 th Tardy	Recorded by teacher and office.
5 th Tardy	Recorded by teacher and office.
6 th Tardy	Recorded by teacher, review policy, parental contact made, two one-hour after school detentions or a Saturday detention. When a student receives a sixth tardy in a class, it is a teacher's responsibility to fill out a discipline form and submit it to the assistant principal.
7 th Tardy	Recorded by teacher and office.
8 th Tardy	Recorded by teacher and office.
9 th Tardy	Recorded by teacher, review policy, parental contact, one day out-of-school suspension. When a student receives a ninth tardy in a class, it is a teacher's

responsibility to fill out a discipline form and submit it to the assistant principal.

- 10th Tardy Recorded by teacher and office.
- 11th Tardy Recorded by teacher and office.
- 12th Tardy Recorded by teacher, review policy, parental contact, two days out-of-school suspension, parental conference with Principal or Assistant Principal before returning to school.

Excessive tardiness will result in a multi-day out of school suspension of the student, a referral to the superintendent, and readmission to school with the approval of the superintendent.

ABSOLUTELY NO SKIP DAYS ARE SANCTIONED IN THE HARRISON COMMUNITY SCHOOL SYSTEM. SKIP DAYS ARE CONSIDERED UNEXCUSED.

3. BULLETIN BOARDS

Any student or student organization desiring to use the high school bulletin board must secure permission from the Administration. At no time are advertisements to be posted without approval from the Administration.

4. CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in an orderly and sanitary condition.

5. COLLEGE ADMISSION

Young men and women who intend to go on to post-high school education should ask the advice of the counseling office or principals as early as possible in their high school career. Admission requirements vary considerably among institutions and it is not possible to prescribe a single course of study that will be equally desirable for all institutions and programs. Participation of parents, along with students and high school personnel, in planning a high school course of study is

necessary if disappointments are to be avoided when admission to college or other post-high school institution is sought. A college preparatory course is described in the "Program of Studies."

6. COLLEGE SCHOLARSHIPS

Information regarding scholarships offered at various institutions is available through counseling section. Grades earned during all four years in high school have an important bearing on the awarding of these financial aids. During their junior year, students are urged to consult the counseling office about scholarship possibilities at technical schools, colleges, or universities which they may desire to attend. Many financial aids are determined by financial situation of the parents as evaluated by a "Confidential Statement" completed by the parents.

The following financial aids are usually available to the Harrison Community High School:

A. State of Michigan Programs

1. Michigan Competitive Scholarship Awards
2. Michigan Loan Program
3. Michigan Tuition Grant
4. Michigan Merit Award

B. Federal Programs

1. Basic Opportunity Grant
2. Social Security in some situations

C. Financial Help from Colleges and Universities

1. Scholarships and grants from colleges of student's choice

2. Mid Michigan Board of Trustee Scholarships

7. COLLEGE-TESTING

Harrison Community High School students may take part in the Preliminary Scholastic Aptitude Test/National Merit early in their junior year. The P.S.A.T. is the preliminary version of the Scholastic Aptitude Test required by many colleges for admission. It is also used to screen top scholars (top one-half of one percent) for national awards. At the end of the junior year, the Michigan Competitive Scholarship Exam is administered to juniors. The State of Michigan uses the A.C.T. (American College Test) for their program. The A.C.T. is required for admission to many colleges, including Central and Mid Michigan. The A.C.T. for admission purposes may also be taken during the senior year.

8. COUNSELING SERVICE

The main responsibility of the counseling service is assisting students with educational and vocational planning. However, the counselor is willing to meet to discuss other problems confronting you. An appointment should be made if you wish to see a counselor. Referrals to other community agencies are made as needed or requested.

9. DAILY ANNOUNCEMENTS

Announcements are made through the daily bulletin every day during third hour. Announcements concerning organizational activities must be approved by a faculty advisor. Items must be in the office by 8:30 a.m. on the day of publication. The announcements will also be posted in the showcase above the pay telephone.

10. DAMAGE TO SCHOOL PROPERTY

It is the intention of the Board of Education to seek damage against either the students or the parent(s) in all cases involving malicious or willful destruction or damage of school property; this includes library and text books.

11. DETENTION OF STUDENTS

Reasonable detention after school is permissible as a means of discipline. It is important to notify the parents, if possible, of the detention. Twenty-four hours notice is to be given to the student by an administrator or teacher. Students

requiring transportation shall not be required to miss their regular method of transportation without prior notification to the parent by the teacher. If a Harrison school bus is the only method of transportation available to the student, another method of detention should be given.

12. EXAMS

A. Examination Policy

1. **All students are required to take semester examinations.**

2. Students that are absent during the examination period are required to make up the examination within a designated time period. If the examination is not made up within the time allotted, the student's grade will be lowered accordingly. (A week is considered sufficient time unless extenuating circumstances prevail.)

B. Examination Procedure

1. Regular attendance and participation in school is vitally important to each student as it affects his/her progress academically and work habits in later life. Studies of student progress in schools show a high correlation between attendance and success or absence and failure.

2. All students are expected to attend school regularly and to be on time for class in order to benefit maximally from the instructional programs offered. Students who have good attendance generally achieve higher grades, enjoy school more, and are more likely to be employed after leaving school.

a. Semester exams will count 20% of class grade.

b. Students are expected to be in class and participate in class activities. Attendance and participation are part of the grade.

c. Pre-arranged absences will not count against your class grades, provided the students make up classwork.

d. Students absent from class for school sponsored activities, field trips, athletic contests, military testing, college visitation, etc., are responsible for missed work.

e. Persistent class tardiness will effect classroom grades, and will lead to after school or Saturday detention or suspension from school.

f. Multiple, comprehensive criteria are used in evaluating student achievement rather than relying totally on test results.

13. FIRE DRILLS

All students and teachers are to go to the nearest exit and remain outside, close to the woods, and off all roadways and parking lots until the return bell is heard on the school bell system.

14. GRADUATION

A. Graduation Policies

1. High School is considered to be a four year experience and must be spent in full-time attendance [eight (8) semesters]. Seniors who qualify may apply for one of the Special Programs described in the "Program of Studies."

2. No diploma will be issued from Harrison Community High School on the basis of General Educational Development (GED) tests.

3. The high school principal has discretionary power in the case of transfer students or health cases in relation to number of credits needed and program direction.

4. Graduation exercises will be held at the end of each school year. Only students who have completed graduation requirements may participate in these ceremonies or related activities.

B. Graduation Requirements

Class of 2007, 2008, 2009, 2010

English3 1/2 credits

1 credit English I (9th grade)

1 credit English II (10th-12th grade)

1/2 credit Speech (10th-12th grade)

1 credit electives

Mathematics.....		2 credits
1 credit Connections or 1 credit Pre-Algebra or 1 credit Algebra I or		1 credit Geometry (9th grade)
Science.....		2 credits
1/2 credit Earth Science (9th grade)		
1/2 credit Physical Science (9th grade)		
1 credit General Biology (10th grade)		
Social Studies		3 credits
1 credit American History	(10th-12th grade)	
1 credit Global Studies	(11th-12th grade)	
1/2 credit Government	(12th grade)	
1/2 credit Economics	(12th grade)	
Physical Ed.	(Required 9th grade)	1/2 credit
Health	(Required 9th grade)	1/2 credit
Computer Education.....		1 credit
1/2 credit Computer I		
1/2 credit Computer II		
Foreign Language, Fine or Performing Arts, Vocational Education or Practical Arts, or any combination thereof		2 credits
Required Total		14 credits
Elective Total		<u>8 credits</u>
Total credits required for Graduation		22 credits

Academic Progress Policy

Students are required to graduate before they have reached an age of 19 years and 6 months. Students who will not graduate before this age will have two options available to them. The first option will refer the student to the Harrison Alternative Education School to complete their requirements and earn a high school diploma. The second option will require the student to apply for a waiver from the high school principal. Included in this waiver will be an explanation of why the school should consider providing educational services to the student. Extensions will be granted based on availability and rationale.

If a student is unable to earn 7 credits at the completion of their first two years of enrollment with Harrison High School, and the student is 16 years of age by September 1st, the student will be required to submit an enrollment form to the Harrison Alternative School. Admission will be granted by the Alternative School director based on availability and rationale.

If a student is unable to earn 14 credits at the completion of their first three years of enrollment with Harrison High School, the student will be required to submit an enrollment form to the Harrison Alternative School. Admission will be granted by the Alternative School director based on availability and rationale.

Students that are enrolled in Harrison High School and are receiving services through special education are exempt from this policy. The exception would be, if the student desires to enroll at Harrison Alternative School, they may, but would lose the services provided to them through the high school.

15. HONOR ROLL

The student must receive a B- or better in each class during each marking period to be listed on the Honor Roll.

16. INCOMPLETES

The grade of "I" is given for scholastic work not completed by the end of the marking period or semester. Incompletes will be given for reasonable and acceptable excuses such as: illness, prearranged absences, deaths, etc. Incomplete work must be completed and the grade of "I" removed within four (4) weeks after the conclusion of each marking period or semester or the work will automatically become an "E" for the period of time the incomplete was given (1st marking period, 2nd marking period, 1st semester exam, 3rd marking period, 4th marking period, 2nd semester exam). The "E" grade for work not

completed will average in with work completed and a grade determined. Incompletes will not be given at the end of the school year except in case of emergency.

17. MARKING PERIOD-REPORT CARDS

Report cards are distributed at the close of each nine-week marking period. If a student is having difficulty with a subject, we encourage parents to contact the school so that we can enlist their help in doing a better job of educating their child.

18. MEDIA CENTER SERVICES

The high school media center is a valuable center for study and research. All Board of Education rules and regulations regarding student behavior and conduct apply to media center use. This also applies to computer use and Internet access. Students and their parents will be asked to sign an acceptable use policy.

Media center materials may be borrowed for two weeks (such as books and pamphlets). All circulating materials may be renewed for an indefinite amount of time unless someone else requests the materials. Some materials are placed on reserve to restrict the time limit of the circulation so that more students can benefit from the material.

Both current and back issues of periodicals are available on request for use in the media center or classroom. A copy service is available to students and faculty for school related work.

Students will be charged for any materials that are lost or damaged.

The media specialist will make every effort to locate or purchase materials not presently owned by the school if the items concerned are needed by the students or teachers for class work. All materials requested must meet with Harrison Community High School Media Center selection policy and standards.

Students who are scheduled for class in the interactive television room (located in the media center) must follow Harrison Community High School policies.

19. NOON ACTIVITIES AND HOMEROOM RULES

Only with permission from the Principal, or Assistant Principal, may a student go outside the building to designated areas at the noon hour. Students are not to go into areas where classes are held during their lunch hour. Students may not leave school grounds during noon hour. The East end of the building is off limits the entire school day. The middle school is also off limits without permission from the office.

Hacky sacks may be used outside in designated areas only. Rollerblades and skateboards are not permitted in the building at any time. No rollerblading or skateboarding is allowed in the school parking lot or around the building.

Acceptable cafeteria behavior is expected during the lunch periods. Students are asked to please do their part in helping to keep the cafeteria clean.

Homeroom Rules

1. Tardy rule in effect.
2. Bring reading or study materials to homeroom.
3. No card or game playing. This includes computer games.
4. Students sit in seats assigned by teacher.
5. Students may not sign out of homeroom until attendance has been taken. They may sign out only to other homerooms or supervised areas.
6. Channel One will be shown during homeroom.
7. All students will remain in their assigned seats until the bell rings and they are dismissed by the teacher.

Failure to comply with the rules of homeroom will result in the following consequences:

1. Warning from teacher.
2. Loss of homeroom privileges (i.e., library, passes to other homerooms, early lunch release).
3. Discipline referral.

20. PUBLIC TELEPHONE

A public telephone for student use is available. This phone cannot be used during class time. Students are not to request use of the office telephone for personal use.

21. RESIDENCY

Each year questions arise as to whom is eligible to attend the Harrison Community Schools. A student must meet one of the following requirements:

- A. His/her parent(s) or guardian must reside in the school district.
- B. A student placed in the district by court decree.
- C. The student is under a licensed foreign exchange program.
- D. The student is placed with a legal power or attorney.
- E. Attending Harrison Community Schools under the Schools of Choice program.
- F. The student is considered homeless under the McKinley Homeless Act.

22. SCHOOL CLOSING/DELAYS

Occasionally school may be closed due to an emergency, usually snow and/or ice. If you are in doubt whether or not school will be in session call the school closing number 539-7818. Do not call school employees.

23. SCHOOL DANCES AND ACTIVITIES

A. Application

1. The sponsor of the organization that desires to conduct an activity or dance must fill out an activity request form at least one week prior to the activity. This form when completed shall be given to the Administration for approval. Forms are available in the high school office.

B. Attendance-dances

1. All regularly enrolled Harrison Community High School students grades 9-12 may attend school dances.

2. Alumni members and guests of visiting schools may attend sponsored dances if the following procedures are adhered to:

a. A guest permit must be obtained from the Administration prior to the dance, filled out, and approved by the Administration. Approved guest permits may be picked up the day of the dance.

b. Students are allowed one guest and are responsible for the actions of their guests. There will be no exceptions to these rules.

c. Guest must be 20 years of age or younger.

3. Middle school students are not allowed to attend high school dances.

C. Conduct

1. No person may leave the building during a dance or party and then return.

2. Each person in attendance shall observe the general rules of courtesy and conduct at all times. This will include respect and obedience to all faculty and chaperones in charge.

3. Doors will be closed at 10:00 p.m.

24. STUDENT ACTIVITY FUNDS

All funds earned by classes and other student clubs and organizations are quasi-public funds and, as such, are subject to the control and direction of the Board of Education in the same manner as all other public funds.

25. STUDENT CONDUCT AT ATHLETIC EVENTS

- A. Students should sit on their designated side of the gym.
- B. Students must not throw objects at anyone or onto the playing area.
- C. Students are not permitted to loiter in the gym hallway or outside the gym during athletic events.
- D. No one will be allowed to leave the gym during the athletic contest.
- E. Alcoholic beverages are prohibited at all athletic events and on school property.
- F. Inappropriate cheering or yelling, inappropriate behavior, or any type of obscenity will lead to your being asked to leave the game and possible suspension from future events.

26. STUDENT DRESS

Dress and appearance of the individual students should not call undue attention to themselves or should not violate basic health and safety standards which would disrupt the educational process of others. Parents and students are to use their discretion. It is expected that tastes will reflect good grooming and appropriate dress which the administration has determined to be acceptable to the Harrison Community. Student violators will be asked to change their clothes or be sent home. Parents will be contacted.

Clothing Items Not Permitted:

- 1. Bare midriffs (if you can't tuck it in, don't wear it).
- 2. Too much throat (the border of the garment must be high enough so that there is no visible cleavage).
- 3. Tank tops (no spaghetti straps).

4. Cutaway shirts and T-shirts (no shirts that have been cut down the sides).
5. Short-shorts or short skirts (the length of skirts must be mid-thigh).
6. Shredded, torn, ripped, or tattered clothes and sagging pants.
7. Clothing or jewelry that shows tobacco or alcohol products, is drug-related, has any kind of gang symbol, and has any suggestive or abusive language.
8. Any clothing with sexually inappropriate or offensive words, vulgar slogans, or pictures.
9. Pajamas of any type or pajama pants, no slippers, also no hospital clothing.
10. Hats of any kind including knitted caps, skull caps, “doo rags” and bandannas.
11. Jackets or coats indoors.
12. Chains, dog collars, rings, necklaces, balls and chains, or bracelets that could hurt or injure someone or are excessive.
13. Non-prescriptive or prescription sunglasses unless prescribed by a doctor for medical reasons.
14. Clothes for physical education classes are to be work in P.E. class only.

In addition, the following rules apply to student dress:

- A. T-shirts or clothing with any type of picture, symbol or message that is determined by the Administration to be in poor taste is not allowed in the high school.
- B. Hats or covers are not to be worn in the high school. Specially approved days are the exception.
- C. All following shorts are permitted: walking shorts, Bermuda, or shorts which are modest and appropriate for school.
- D. Heavy chains are not to be worn in the high school, this includes chains around the neck, arms, legs, or hanging from the body in any manner. Spiked collars, bracelets, and anklets are also prohibited.
- E. Gang symbols, swastikas, profane words or drawings, drug symbols, signs or drawings, and other demeaning symbols or words may not appear in the school on a person’s body, clothing, notebooks, school papers, lockers, etc.

Students who dress inappropriately will be given an opportunity to change clothes rather than be sent home from school. We sometimes find that students leave home with one set of clothes and choose to change into something else once they arrive at school. **The final decision whether a student’s attire is acceptable will be made by the principal or the assistant principal. Persistent or repeated violations will result in school discipline.**

27. STUDENT AND STUDENT ORGANIZATIONS FUND RAISING

Excessive fund raising in the community by students is sometimes viewed negatively by the citizens.

The school recognizes that fund raising by students may, on occasion, serve legitimate educational goals. However, the raising of funds to support class and organizational activities, or for charitable purposes, is not the primary purpose of the educational system and should not be permitted to distract from the student's education.

All fund raising activities carried out by classes, clubs, and other school sponsored organizations must have the advance approval of the Administration. Whenever practical, funds should be raised within the school system and not through solicitation in the community.

28. STUDENT LOCKERS

The following procedure will be used in reference to student lockers:

- A. All Lockers will have a school lock on them.
- B. A student will be issued a locker with the combination to the lock after a locker waiver has been signed by the student.
- C. School lockers are public property held in trust by the Board of Education. The school administration reserves the right to inspect student lockers at any time.
- D. Harrison Community Schools are not responsible for lost or stolen articles.
- E. Lockers are to be locked. No tampering with lock mechanisms is allowed.
- F. Students who damage or abuse the lockers may be required to pay for repairs and/or lose locker privileges. This includes writing or marking on the locker, both inside and out.

29. STUDENT MOTOR VEHICLE AND PARKING

All vehicles driven to school by students will be officially registered at the high school office and must have on display at all times the HHS student parking sticker. Failure to drive safely will likely result in loss of driving privileges as stated in the Discipline and Conduct Code. Since bus transportation is provided, students drive to school at their own risk. No driving will be permitted during noon hour. Vehicles are subject to search if reasonable suspicion exists.

Students are required to park within the designated marked lines. Also, students must request permission from an administrator to go to their vehicles at any time during the school day.

Transportation is provided for our vocational programs at the college. Only students with permission from the principals may drive.

30. SUSPENSION

Any student who has been suspended from school shall not frequent the premises or participate in any type of school program until the suspension is served. This includes all properties and events.

31. TEACHERS COURTESY AND RESPECT

Courtesy is a reflection of the respect that one has for himself and others. In the performance of their duties, teachers have a parental status. That is, they command, both from legal and practical points of view, the same authority and respect in school that the parents have in the home and family. The teacher has the prime responsibility and authority for managing and directing the lesson.

32. UNDUE FAMILIARITY

It is expected that all students have sufficient pride to observe standards of behavior in school.

Any kissing, hugging, or body contact beyond hand holding is not allowed in the high school. Such activity is not in the best interest of education and will not be condoned.

1st Violation: Conferences with parents, teachers and administrators will occur when warranted.

2nd Violation: Saturday Detention.

3rd Violation: Suspension with the possibility of expulsion for the remainder of the school year may occur if student fails to comply.

33. VISITORS

No student is permitted to bring visitors to the high school. Visitors such as parents, college groups, student council exchanges or adults who have an educational purpose for entering the high school are welcome.

34. WORKING PERMITS

A student seeking work is required to have the firm offer of employment prior to requesting a work permit. Work permits for minors are issued in the high school office.

INTERSCHOLASTIC ATHLETICS

Harrison Community High School is a member of the Michigan High School Athletic Association and the Jack Pine Conference.

Other league members are Beaverton, Clare, Farwell, Gladwin, Houghton Lake, Meridian and Roscommon.

All competition is governed by the rules of the Michigan High School Athletic Association.

It is an honor and privilege to represent your school and community. If you wish to participate in athletics, you must be worthy of the honor and deserving of the privilege.

The Harrison Community High School follows the Michigan High School Athletic Association athletic eligibility rules. A summary of eligibility for senior high school students is available in the high school office.

CO-CURRICULAR ACTIVITIES

1. CLUBS

Harrison Community High School offers a variety of clubs and organizations for students who are interested. These clubs give students an opportunity, not only to participate in certain areas of their particular interests, but to assist in developing leadership. Student activities that require the use of the building after school hours must have the permission of the advisor and the assistant principal's office. Some of the clubs have requirements which a student must fulfill before becoming a member; for others, membership is based entirely on the student's interest and desire. Any student interested in one or several of these clubs should contact a teacher who will direct the membership and programs of these clubs. Information is given to the student body by means of the daily announcements.

2. CLUBS AND OTHER ORGANIZATIONS

The constitution of any club or organization desiring to become part of the school co-curricular program must be approved by the student council and school administration. Clubs will meet for the purpose of organizing early in September.

3. CLASS ORGANIZATION

Each class is organized for the purpose of planning and carrying out social functions and other activities as part of the school program. Class officers are elected each year and with the assistance of the faculty sponsors conduct the business of the class.

4. NATIONAL HONOR SOCIETY

Students must have a GPA of 3.30.

Eligible students will be notified, and those interested may apply for election to membership (it is not "automatic").

Teachers will then rate students on leadership, character, and service. Students must be rated by at least ten teachers using a rating scale of 4.00=superior or exceptional, 3.00=good, receptive, constructive, 2.00=fair, cooperative, passive, 1.00=negative, poor, unproductive, and teacher may use decimals.

Tabulated ratings (40% for GPA, 20% each for service, leadership, character) must total 3.30.

Those students elected will be notified and an induction ceremony is held each fall.

Members should be aware that the GPA eligibility requirement must be maintained to retain membership, and that a service requirement is also a necessary part of membership in this service organization. Once forfeited, membership cannot be reissued.

NOTE: Grade Point Averages are figured using the final semester grade in each class, not on marking period grades.

5. STUDENT COUNCIL

This is a student government organization to assist in maintaining the high standards of the school, to promote better citizenship, and to enable the student body to gain practical experience in self-government.

Student Council members are elected representatives of the student body.

6. SEXUAL HARASSMENT

It is the policy of Harrison Community Schools to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation.

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Any student who alleges sexual harassment by a board member or by a staff member or by another student may complain directly to his/her building principal or designee. If the complaint is substantiated, appropriate disciplinary action will be taken which may include or result in criminal and/or civil charges being brought against the alleged harasser.

7. STUDENTS RIGHTS AND RESPONSIBILITIES

Students have rights which should be recognized and respected under the federal and state constitutions. Every right carries with it certain responsibilities which students should be expected to assume.

Among these rights and responsibilities are:

The right to an education and the responsibility to put forth their best efforts during the educational process;

The right to expect school personnel to be qualified in providing an education and the responsibility to respect the rights of other students and all persons involved in the educational process;

The right to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;

The right to attend free public schools and the responsibility to attend school regularly and to observe rules essential for permitting others to learn at school;

The right to due process of law with respect to suspension, expulsion, and decisions affecting the student's rights; and

The right of privacy, which includes the privacy of school records.

Students should be made aware not only of their rights, but also the legal authority of the board to make rules, and delegate authority to its staff to make rules, regarding the orderly operation of its schools and to interpret them in given situations. Students must obey such interpretations subject to appeal.

STUDENT CONDUCT AND DISCIPLINE CODE

1. PHILOSOPHY

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to learning activities. Discipline may be defined as the control of conduct by the individual himself or by external authority. It includes the entire program of adapting the individual student to life in his/her society and involves two major emphases:

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

B. To assist the pupil in becoming a responsible, productive and self-disciplined citizen within the school in preparation for assuming adult responsibilities. By the time a student reaches high school age, it is expected that the individual will assume personal responsibility for their own behavior.

The school system has a responsibility to assist each individual pupil to assume more responsibility for their own actions. The purpose of the school is to help students develop self-control and self-discipline.

For this reason:

A. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his/her age, maturity, experience, abilities, interests, and values.

B. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including: the student's image of themselves, active participation in both the curricular and extra-curricular activities of the school, motivation to learn and the understanding and support received from their parents, teachers, and other adults.

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

2. **DETENTION/SUSPENSION**

When appropriate, an in-school or on-campus detention/suspension may be assigned for disciplinary matters rather than suspension or other forms of detention. Special rules may apply to this program as well as other Harrison Community High School policies.

3. **EXCLUSION FROM SCHOOL**

Every effort should be made by the school staff to solve disciplinary problems within the school setting and without excluding a student from school.

If this cannot be done, exclusion may be necessary. These exclusions may fall into the following categories:

A. **Temporary separation** is defined as exclusion of a student from school for up to three (3) school days, either from one class period or for the full day.

B. **Suspension** is defined as exclusion of a student from school for a specific period of time terminating at the end of the specified period or upon the fulfillment of the specific set conditions. Suspension for periods of time beyond ten (10) school days is discouraged. At the student's request, teachers will provide the opportunity for the student to make up assignments missed as a result of separation or suspension. Superintendent can suspend up to thirty (30) days.

C. **Expulsion** is defined as exclusion of a student from school by the Board of Education or Superintendent.

Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the building administrator's office.

4. **AUTHORITY: FOR EXPULSION AND FOR DISCIPLINE IN GENERAL**

The authority of the Harrison Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 380.1300 and 380.1311 of the School Code. Section 130.1390 authorizes suspension for the following reasons: gross misdemeanor, persistent disobedience, or habits or bodily conditions detrimental to the school. The Harrison Board of Education will have the right to rely on such further statutes as would be appropriately considered to be part of the Michigan School Code.

Assuming the responsibility granted to it by law, the Harrison Board of Education establishes the following categories of misconduct: (1) While a student is attending school, (2) while a student is in a school vehicle, (3) while the student is at a school related event, or (4) while a student under the jurisdiction of the school, as those which may result in temporary separation, suspension, or expulsion from the Harrison Community Schools, these categories and the following categories "a thru f" are general in nature and are not deemed to be inclusive.

A. Matters relating to public or private property.

Examples:

1. Theft
2. Misuse of books, materials, and equipment (including computers)
3. Defacing property
4. Trespassing (unauthorized presence in building)

B. Matters pertaining to citizenship.

Examples:

1. Violations of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience
2. Use of profane or obscene language
3. Possession of weapons or explosives
4. Academic dishonesty

C. Matters pertaining to attendance.

Examples:

1. Students under 16 years of age who violate compulsory attendance laws by not attending school regularly will be referred to Probate Court
2. Persistent tardiness
3. Failure to attend school regularly if above compulsory school age
4. Skipping school

- D. Matters pertaining to safety of others.
Examples:
 - 1. Physical attacks or verbal threats to students or school employees with or without a weapon
 - 2. Fighting
 - 3. Extortion
- E. Persistent disobedience and/or breaking rules and regulations.
- F. Gross misbehavior detrimental to the normal functioning of the school or school activities.

5. CONDITIONS OF TEMPORARY SEPARATION AND SUSPENSION

The Superintendent of Harrison Community Schools may suspend a student up to thirty (30) days. On the basis of the present status of school law, the Principals of the Harrison Community Schools (grades 7-12) are delegated the authority to temporarily separate or suspend a student from school for up to ten (10) days, the conditions of temporary separation and suspension are as follows:

- A. The student is to remain under the direct supervision of the parent or legal guardian if possible.
- B. The building principal or his assistant will notify the parents or legal guardian by phone and/or mail of the length and conditions of a temporary separation or suspension. A copy of the letter shall be placed in the student's discipline file.
- C. The administrator's decision in cases of temporary separation [three (3) school days or less] shall be final.
- D. When a student is suspended for ten (10) days or less, an informal hearing will be held with the principal or his assistant, and the student will receive an oral and/or written notice of charges against him. The student will be given the opportunity to present his version to the Principal or his Assistant.
- E. The Superintendent or his designee shall be notified by phone and/or letter of the suspension.
- F. When the student has maintained the age of majority (18 years), all above notification, conferences, and hearings may be held with the student and his representative exclusive of his parents if the student so desires.

6. CONDITIONS OF EXPULSION

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon recommendation of the Principal. The Principal's recommendation shall be communicated to the Superintendent in writing, signed by the Principal and accompanied by the student's accumulative file. Except in cases stemming from overt behavior, it is expected that the parent conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:

A. The student shall be under suspension pending the recommendation of the Superintendent to the Board of Education and pending the Board's decision.

B. The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.

C. When a hearing is held, it shall be conducted under the following rules and procedures:

1. The student or parent may be represented by an attorney or other advisor.

2. The student shall be given an opportunity to give their version of the facts and the implications. They shall be allowed to offer the testimony of other witnesses and other evidence.

3. The student, or his representative, shall be allowed to observe all evidence against him. In addition, they shall be allowed to question any witnesses.

4. There may be present at the hearing the Principal or his designee, the Board of Education's attorney, and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.

5. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearings.

6. The Board of Education shall render a written opinion of its determination within five (5) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

7. Appeals made beyond this point may be made outside the Jurisdiction of the Harrison Community School District.

8. Suspension will be imposed before - during an appeal.

D. Efforts will be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue their education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

7. SPECIFIC RESPONSIBILITIES

A. Teacher's Responsibilities

1. Teachers are responsible for the discipline of students under their supervision. Good discipline is necessary as an essential part of the learning environment. If the teacher fails to assume this responsibility, he weakens his effectiveness as an instructor.

2. Reasonable detention after school is permissible as a means of discipline. It is important to notify the parents, if possible, of the detention. Twenty-four (24) hour notice is to be given to the student by the teacher. Students requiring transportation shall not be required to miss their regular method of transportation without prior notification to the parent by the teacher. If a Harrison school bus is the only method of transportation available to the student, another method of discipline should be given.

3. Teachers are responsible for informing the Principal or his Assistant of all cases of student misbehavior in which there is danger or bodily injury to other students or when there is continued disruption of the learning situation. A written discipline referral shall be sent to the Assistant Principal whenever a discipline matter is referred to him.

4. Dismissal of a pupil from class is permissible for one class period after all other methods by the teacher have failed. Written notice of such action shall be sent to the Assistant Principal.

5. A teacher may use physical force against a pupil when immediate action is essential for self-defense, or for the protection of other persons or property of the Harrison Community Schools. In every case, the teacher shall report the incident to the Principal or his Assistant in writing as soon as possible, stating the circumstances and nature of the action.

6. Teachers do not have the authority to send a student home.

B. Responsibilities of the Principal and Assistant Principal

1. It is the responsibility of the building Principal or his Assistant to support rather than replace the teacher as the authority figure.

2. Teachers may look to the Principal for counsel and advice concerning matters of classroom management and control. The principal may also be expected to exercise direct disciplinary control when there is mutual agreement between the teacher and the Principal that such control is necessary or desirable.

3. Power of suspension from school rests with the building Principal or his Assistant. Such suspension shall be used only for serious and persistent misbehavior which requires the immediate cooperation of the parents. The Principal will notify the parents and/or guardian and the office of the Superintendent at once concerning the suspension and reasons behind it, first by telephone and then in writing.

4. The Principal is responsible for the general control of the school and will act in discipline cases which are referred by teachers and in all instances requiring direct involvement of the Principal or his Assistant.

5. If all other measures fail, the Principal or his Assistant has the responsibility of referring unresolved discipline problems to the office of the Superintendent.

C. Responsibility of the Superintendent

The Superintendent shall act in all discipline cases referred by the Principal, following consultation with the Principal on such cases.

D. Responsibilities of the Board of Education

1. The Board of Education shall act in all discipline cases referred by the Superintendent or appealed to it by the parent or student.

2. The Board of Education has the sole authority to expel a student from school.

8. PENALTIES FOR SPECIFIC OFFENSE (GRADES 9-12)

Discipline infractions are cumulative over the four year (9-12) period.

A. Fighting

No student shall engage in an aggressive action upon another individual or individuals through either verbal or physical abuse or threat on school property or on buses to and from school or at school sponsored events.

- 1) **FIRST VIOLATION:** up to ten (10) days suspension from school with Readmission following satisfactory conference by parents and/or guardian With principal or assistant principal.
- 2) **SECOND VIOLATION:** up to ten (10) days suspension from school, with a recommendation to the superintendent for long term suspension above the ten (10) based on severity. Meeting with superintendent to determine length of suspension, readmission date, and further consequences for continued violations of school policy.
- 3) **THIRD VIOLATION:** Suspension with readmission by the superintendent only. Recommendation will be made to the superintendent that the student be expelled from Harrison High School.

Note: Due to the nature of fighting, and the possibility of injury, the school may call the police to have the students involved removed from the school to insure the safety of those involved as well as the students present in school.

(*New legislation may supersede school rules and penalties.)

B. Student Cooperation with Total Staff

- 1) A student must identify himself when asked to do so by any teacher or administrator.
- 2) A student must accompany a staff member to a school administrator when requested to do so by a staff member.
- 3) A student must follow all instructions given by an instructor or school employee, and not become argumentative or raise his/her voice in a disrespectful manner.
- 4) A student's language must not be profane or otherwise demeaning to him/herself, to the instructor, to other school employees, or to other students.
- 5) Any behavior that is deemed gross and negligent could result in the student facing discipline under the gross misbehavior section of the student handbook.

- a) **First Violation:** Recorded by teacher or staff member, referred to the office, and a detention will be assigned. Length of detention will be determined based on severity of infraction.
- b) **Second Violation:** Suspension for up to three (3) days from school and a satisfactory parent conference prior to student returning to school.
- c) **Third Violation:** Suspension for up to five (5) days from school and a parent conference.
- d) **Fourth Violation:** Recommendation of expulsion from school for a specified period of time determined by the Superintendent of the Harrison Community Schools.

C. Tobacco Use Policy

Use or possession of tobacco of any form or look-alike is not allowed at anytime on the high school property (parking lots, bus area, sidewalk, building entrances, athletic field, etc.) or at school-sponsored events.

Use or possession of tobacco in any location of the school property will be considered a violation of the school rules and will be dealt with as follows:

- 1. **First Violation:** five (5) days suspension.
- 2. **Second Violation:** ten (10) days suspension.
- 3. **Third Violation:** expulsion from school for the remainder of the school year.

D. Alcohol, Narcotics, Stimulants, Depressants, etc.

School personnel caring for student's health and welfare cannot in any way condone the use or possession of narcotics or mind-altering drugs, except those specifically prescribed by your doctor. Therefore, use, possession, or being under the influence of alcohol, marijuana, or other mind-altering or narcotic drugs is forbidden anywhere on the school premises or school buses.

If a student is found in violation of this rule, any necessary immediate health measures will be taken. (Parents asked to take student home; referral to nurse, doctor, hospital, etc.)

Student's parents will be informed that their son or daughter has been found in violation of this rule and that the following will take place where applicable:

1. Use-Possession

a. **First Violation:** suspension of ten (10) days. Parents and/or proper authorities will be notified and asked to take the student home. (Other health measures will be used if the situation warrants it as stated above.)

Readmission will occur only after a parent conference with the Principal or his Assistant, with agreement by the parents to assure their cooperation in preventing a repetition of this offense.

b. **Second Violation:** suspension for ten (10) days with recommendation of expulsion to the Superintendent.

2. Sale

Recommendation for expulsion to the Superintendent.

3. Look-A-Like Drug-Sale and/or Possession

a. **First Violation:** ten (10) days suspension from school

b. **Second Violation:** recommendation for expulsion to the Superintendent

E. Weapons/Firearms

Students who, on district grounds, in district buildings, buses, or at district or school sponsored events, possess a dangerous weapon/firearm or commit arson or rape shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

Threat or injury of others with a weapon/firearm will result in the same discipline procedure.

The board reserves to itself the authority to expel students.

Each student subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis.

F. Extortion or Stealing

No student shall attempt or achieve an extortion or theft of anything through intimidation or violence, either on school premises or school buses.

1. **First Violation:** suspension and notification of parents and/or police officials. Readmission only upon agreement by parents to assure cooperation in preventing a repetition of the offense and restitution of any loss.

2. **Second Violation:** suspension and notification of parents and/or police officials and possible recommendation for expulsion.

G. Vandalism

No student shall engage in purposeful acts of damage to school property, the property of school personnel, or the property of other students.

1. **First Violation:** suspension and notification of parents and/or police officials. RESTITUTION FOR DAMAGES IS EXPECTED.

2. **Second Violation:** suspension and notification of parents and/or police officials. RESTITUTION FOR DAMAGES IS EXPECTED. Readmission by Superintendent only.

H. No student shall use fire in any form to cause damage or disruption of school property or activities. (Including fire crackers, smoke bombs, bomb threats, or false alarms.)

1. **First Violation:** suspension and notification of parents and/or police officials. Readmission only upon agreement by parents to assure cooperation in preventing a repetition of the offense. RESTITUTION FOR DAMAGES IS EXPECTED.

2. **Second Violation:** recommendation for expulsion for a specified period of time to the Superintendent.
RESTITUTION FOR DAMAGES IS EXPECTED.

***(New legislation may supersede school rules and penalties).**

I. Driving Safely

Permission to drive vehicles to school carries with it the responsibility to drive safely and to abide by school driving and parking regulations.

1. **First Violation:** denial of driving privileges for two (2) weeks.
2. **Second Violation:** denial of driving privileges for one (1) semester.

J. Persistent Disobedience and Violation of School Rules and Regulations

1. **First Violation:** written warning and parent conference.
2. **Second Violation:** suspension with readmission following parent conference.
3. **Third Violation:** recommendation for expulsion to the Superintendent.

K. Gross Misbehavior

1. **First Violation:** suspension or expulsion, depending on specific circumstances of incident.
2. **Second Violation:** recommendation for expulsion to the Superintendent.

L. Cafeteria behavior -- food throwing or food fights will result in discipline as follows:

- First Offense:** suspension of up to five (5) days.
Second Offense: Suspension of up to ten (10) days and referral to the Superintendent.

M. Bus Regulations

Laidlaw Education Services - Harrison Community School bus drivers are responsible for transporting your children to and from school safely. In order to accomplish their job, they are in charge of the bus at all times. **Students are expected to follow all the bus rules and respond promptly to all directions given by the driver.** Drivers are to be treated with due respect.

Safety is the number one priority. Please discuss the following essential rules with your child and stress their responsibilities in the overall **safety** of bus transportation.

1. **Do as the bus driver asks at all times.** The school bus driver is authorized to enforce these rules of behavior and report any infractions of these rules. Drivers will recommend discipline as appropriate, up to and including suspension.
2. No eating, drinking or chewing gum on the bus. There is to be no littering or defacing of property on the school bus. Passengers can be held financially responsible for intentional damages to property.
3. Passengers are to arrive 5 minutes before the designated bus stop time. Passengers will wait 10 feet from the edge of the roadway and shall cross 10 feet in front of the bus. Passengers will not cross the street or enter the bus until signaled to do so by the driver. **Busses cannot wait.**
4. Passengers shall remain seated until the bus is completely stopped. Passengers will walk 10 feet directly away from the bus as a group or cross 10 feet in front of the bus, as a group, when signaled to do so by the driver after exiting.
5. Stay seated while riding. Sit erect with your feet on the floor; keep head, arms and hands inside the bus. Keep feet and articles out of the aisle. **Aisles must be kept clear.** Passengers with large items that can not be kept on the lap will need to make arrangements to transport those items.
6. Laidlaw Education Services will not be held responsible for personal items brought on the bus.
7. Loud and boisterous behavior is forbidden. Inappropriate or abusive language will not be tolerated.
8. No throwing of objects inside or outside of the bus. Horseplay, teasing, hitting others or fighting will not be tolerated.
9. Passengers must receive permission to open windows. Passengers will not place any part of their body out of the school bus window, nor will they spit or throw objects out the window.
10. Passengers shall wear seatbelts at all times if applicable or is required.
11. Passengers cannot possess or consume alcohol, drugs, or tobacco on the bus. Passengers will not possess illegal items or any item that could pose a safety hazard. The proper authorities will be contacted if a passenger is found to have these items.

N. School Grooming and Dress

Good grooming and neatness on the part of each student reflect an expression of pride in himself and in his school.

Whenever the dress or grooming of a student is so distracting that it is disruptive to the educational process, is damaging property, or violates reasonable standards of safety, health and hygiene, the school officials will request the parents to require appropriate modification of their son's or daughter's dress or grooming.

O. Radios, Tape Recorders, Cell Phones, Pagers, Communication Devices, and Disruptive Items

Skateboards - are not permitted on school property at any time.

Disruptive items such as radios, tape recorders, etc., that are confiscated from students will be returned on the last day of school upon request.

Communication devices (cell phone, pager, walkie talkies, etc.) will be allowed on school property under the following conditions:

- a) All devices will be turned off upon entering the school and stored in locker from the start of the school day until school has been dismissed.
- b) Devices are not allowed out of a student's locker for any reason.
- c) Devices may not be taken to class, or used at any time unless the school day has concluded and students have been dismissed from the building (3:34 p.m. on a full day and 12:00 p.m. on a half day. If school is dismissed early, devices can be used the minute the administration dismisses the student body).
- d) Students may not use devices during passing time, during lunch or anytime the student has been excused from class.
- e) Upon completion of the school day, students may carry communication devices as long as they do not become a distraction during any after school activity.
 - a. Ringing during band concerts, noised during games would be considered distractions.
- f) The administration has the final say on usage and permission of student to carry devices on school property. The administration may eliminate the use by one student or multiple students at any time if the devices become a problem or distraction.
- g) Students who violate the cell phone policy will be subject to discipline as follows:

First Offense: The phone will be taken from the student and returned at the end of the school day.

Second Offense: The phone will be taken from the student and returned to a parent or guardian.

Third Offense: The Student will lose cell phone privileges at the High School for the remainder of the semester or school year.

P. Academic dishonesty, plagiarism, computer hacking, and falsifying school work are offenses subject to school discipline. All occurrences will be treated seriously and may result in failing grades in the said course with no credit earned for the marking period or semester in which the offense occurs.

Disciplinary Actions by academic course:

1st Offense: Zero (failing) grade on assignment, parent contact, after-school detention

2nd Offense: Zero (failing) grade on assignment, parent meeting required before returning to class, one-day suspension from school.

3rd Offense: Parent contact, failing grade in class and loss of credit in class.

9. INTERVIEW OR INTERROGATION OF STUDENT BY LAW ENFORCEMENT OFFICIALS

The following is to be observed for the interrogation of students by law enforcement officials. Proper observance of the policy will serve as a basis for cooperation with law enforcement officials within the framework of the law. It will also encourage students to respect the lawfully constituted authority.

A. It is suggested that law enforcement officers obtain permission of the building Principal or his Assistant or designee to interview a student on school property during school hours for an accusatory situation.

B. A student may be interviewed by a law enforcement officer on school property during school hours. It is suggested that the building Principal or his Assistant be present during the interview.

C. When possible, parents of students who are to be interrogated by law enforcement officers on school property during school hours will be so notified.

D. A student may be removed from school by law enforcement officers with _____ or without a lawful warrant. The parents of children so removed will, if _____ possible, be notified concerning such removal.

RIGHT TO ACCESS AND PRIVACY OF RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, have been established by the Board of Education.

No records, files, or data directly related to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardian of a student under 18 years of age, except: (1) the teachers and officials of this school district who have a legitimate educational interest in such information, or unless (2) there has been a federal request for submission of student records in connection with the student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

ATHLETIC CODE AND POLICIES

Harrison schools adhere to M.H.S.A.A. standards of competition with all athletic programs in agreement with the Philosophy of Education of the Harrison Board of Education. It is an honor and a privilege to represent your school and community. If you wish to participate in athletics, you must be worthy of the honor and deserving of the privilege. Obedience to the training rules is no guarantee that you will participate.

1. Training Rules:

Absolutely no use or possession of tobacco, alcohol or illegal drugs or their look-a-likes during the calendar year.

2. THE SCHOOL DEMANDS:

Out of school and out-of-town conduct and appearance of the highest type.

A. ENFORCEMENT

Appear before the Board listed below:

High School or Middle School Principal
Athletic Director
Head Coach in that sport
Coach of Athletes team

B. FIRST OFFENSE:

Miss 10% of current season or next season in which the athlete participates in.

C. SECOND OFFENSE:

The student will be dismissed from all athletics for 90 school days.

D. THIRD OFFENSE:

The athlete will be dropped from all athletics for 180 school days.

E. The Board listed above has the option of waiving the first offense if the athlete completes a substance abuse training class.

3. GENERAL POINTS OF EMPHASIS:

A. All coaches will send home a letter to the parents explaining the above details at the beginning of each season. They will also add their own individual rules and regulations. This should be signed by the parents and returned to the coach.

B. Sources of information for any violations of the rules will be confined to the LAW, - ADMINISTRATION AND THE COACHING STAFF.

4. ATTENDANCE DAY OF ATHLETIC EVENT

All athletes must be in school by 9:00 a.m. the day of the event. Absences the day of athletic events, unless previously arranged with the Principal, Assistant Principal, or Athletic Director will result in not being able to participate in the event that day.