

**Forest Area  
Middle/High School  
Handbook  
2023 - 2024**



**WARRIORS**

*Established in 1976*

School Colors: Green & Gold

***Forest Area's mission is to provide a nurturing educational environment, which will help our students form positive attitudes toward learning, and help build effective life skills.***

# Warrior Fight Song

Hail Green and Gold  
Bright colors so bold  
March on to victory  
As our warriors have foretold  
We will make history  
Side by side we gather with pride  
To keep our spirits strong  
When we get fired up  
Stand aside  
Our victory won't take long  
Hear the thunder of our team  
As our Warriors build up esteem  
Put it to rest, we are the best!  
We will win this glorious quest

# 2023-2024 Student Handbook

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# INTRODUCTION

## WELCOME TO FOREST AREA MIDDLE/HIGH SCHOOL

The student handbook is the evolution of many years of student, parent, and administrative input. This handbook represents the best effort, to date, of making sure that all students are afforded the best opportunities to learn in the middle and high school environments. Rules and regulations outlined herein are offered as a means of obtaining the best for students, parents, teachers, and administrators alike. These policies and procedures have been established by the Board of Education to provide for the welfare of all students in the Forest Area Middle/High Schools. All policies, regulations, definitions, and procedures comply with the laws of the State of Michigan and of the United States. All parents, students, and staff are expected to be familiar with the contents of this handbook. Students, you will be held accountable for adhering to the rules stated herein. Though an attempt has been made to make this handbook as comprehensive as possible, no handbook could cover every situation that will be encountered at a middle/high school. The “Student Responsibilities” section of this handbook is to be used as a guide for discipline. The staff will make every effort to apply the disciplinary code in an equitable and consistent manner. The final determination of any issue will be made at the discretion of the administration and/or Board of Education. If there are questions or comments, please direct them to a building administrator. It is suggested that parents and students go over the contents of this handbook together.

## **MS/HS ADMINISTRATIVE & TEACHING STAFF**

**District Office (231) 369-4191**

**MS/HS Office (231) 369-2884**

**Website: [www.forestarea.org](http://www.forestarea.org)**

### Administrative & Counseling Staff

Joshua Rothwell	Superintendent
Mike Moran	Middle/High School Principal
ISD Services	Business Manager
Katie Clothier	Academic Advisor/Social Worker
Lauren O'Connor	Social Worker

### Extensions

402
152
403
155
157

### E-Mail

<a href="mailto:jrothwell@forestarea.org">jrothwell@forestarea.org</a>
<a href="mailto:mmoran@forestarea.org">mmoran@forestarea.org</a>
<a href="mailto:kclothier@forestarea.org">kclothier@forestarea.org</a>
<a href="mailto:loconnor@forestarea.org">loconnor@forestarea.org</a>

### Teaching Staff

Rachel Battaglia	Art	120	<a href="mailto:rbattaglia@forestarea.org">rbattaglia@forestarea.org</a>
April Brown	Math	207	<a href="mailto:abrown@forestarea.org">abrown@forestarea.org</a>
Bridget Butts	English	205	<a href="mailto:bbutts@forestarea.org">bbutts@forestarea.org</a>
Jared Case	Physical Education/Strength and Conditioning	159	<a href="mailto:jcase@forestarea.org">jcase@forestarea.org</a>
Brandon Deike	Music Education	203	<a href="mailto:bdeike@forestarea.org">bdeike@forestarea.org</a>
Tawni Deike	Math	101	<a href="mailto:tdeike@forestarea.org">tdeike@forestarea.org</a>
Jessica Larson	4th grade	201	<a href="mailto:jl Larson@forestarea.org">jl Larson@forestarea.org</a>
Lucas DeForge	PE/Health	159	<a href="mailto:jcase@forestarea.org">jcase@forestarea.org</a>
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Lisa Magee	Special Education	111	<a href="mailto:lmagee@forestarea.org">lmagee@forestarea.org</a>
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Jake Messner	Special Education	112	<a href="mailto:jmessner@forestarea.org">jmessner@forestarea.org</a>
Rachel Metzger	English	115	<a href="mailto:rrosekrans@forestarea.org">rrosekrans@forestarea.org</a>
Tyler Moriarty	5th grade	208	<a href="mailto:tmoriarty@forestarea.org">tmoriarty@forestarea.org</a>
Wendy Patton	Science	202	<a href="mailto:wpatton@forestarea.org">wpatton@forestarea.org</a>
Christi Scott	Special Education	102	<a href="mailto:cscott@forestarea.org">cscott@forestarea.org</a>
Adam Sharp	Science	109	<a href="mailto:asharp@forestarea.org">asharp@forestarea.org</a>
Aaron VanLandschoot	Social Studies	206	<a href="mailto:avanlandschoot@forestarea.org">avanlandschoot@forestarea.org</a>
Kristin Verhage	4th grade	209	<a href="mailto:kverhage@forestarea.org">kverhage@forestarea.org</a>

# GRADES AND COUNSELING SERVICES

## STUDENT PROGRESS/POWERSCHOOL

Parents and students have access to grades, assignments and attendance by logging onto PowerSchool at: [ps.forestarea.org](http://ps.forestarea.org) At the beginning of each school year parents and students will be given a login name and password for PowerSchool. Grades and attendance can be automatically sent to parents/guardians every week upon request.

## HONOR ROLL

The honor roll will include all students who have achieved a GPA of 3.0 or higher for both the marking period and semester.

## NATIONAL HONOR SOCIETY

Membership in the Forest Area chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is conducted by a Faculty Council and is based on the following 4 qualities: scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. To be eligible for membership, candidates must have completed three semesters of high school, have a 3.2 or better cumulative GPA, and have been enrolled at FAHS for a minimum of one semester. Upon meeting these standards, candidates are invited to apply by submitting a candidate information form, and application packet. The packet will be reviewed by the Faculty Council, based on the candidate's service, leadership and character. Selection will be by a majority vote of the Faculty Council. This selection process will be held once annually during the second semester. Any questions concerning the National Honor Society should be addressed to the Advisor, Tawni Deike.

## GRADUATION REQUIREMENTS

Departments	Explanation of Credits	
	2023-2024	
<b>English</b>	4.0	Students are required to select core English courses in 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> grade.
<b>Social Studies</b>	3.0	1.0 credit of U.S. History and Geography 1.0 credit of World History and Geography .5 credit of Civics/.5 credit of Economics
<b>Mathematics</b>	4.0	1.0 credit of Algebra 1.0 credit of Geometry 1.0 credit of Algebra 2 1.0 additional math credit (A math class must be taken during the senior year)
<b>Science</b>	3.0	1.0 credit of Biology 1.0 credit of Chemistry or Physics 1.0 credit of an additional science: Earth, Environmental, OR Anatomy & Physiology
<b>Physical Education</b>	.5	.5 credit of PE or the participation in three seasons of high school athletics or Marching Bands. To qualify for a 0.5 credit waiver, a student must have participated in 3 complete seasons of JV or Varsity sports or 3 seasons of Marching Band.
<b>Health</b>	.5	.5 credit of Health
<b>Required Elective</b>	1.0	Students must earn 1 credit from any of the following areas: fine arts, performing arts, vocational education
<b>World Languages/Visual Performing Arts</b>	2.0	2.0 credits in grades 9-12 (Ex. 1 World Language Credit and 1 Visual Performing Arts Credit or 2 World Language Credits).
<b>Total Required Credits</b>	18	Reflects the Michigan Merit Curriculum
<b>Electives</b>	6	Can be taken in any department
<b>On-Line Learning Experience</b>	Required	All students will complete at least one online learning experience incorporated into the required credits.
<b>Total Credits</b>	24	Minimum credits required for graduation

To graduate from Forest Area High School with a high school diploma, each student must:

- Complete all District graduation requirements.
- All students will attend school full time. Eight (8) semesters of attendance is required. To graduate and participate in graduation exercises, a student must meet graduation requirements set by The Board and attend Forest Area High school as a full time student during the 2<sup>nd</sup> semester of his/her senior year.

**Only seniors who have completed all graduation requirements one week prior to the ceremony will be allowed to participate in graduation ceremonies, with no exceptions.**

### **FOREST AREA HIGH SCHOOL COURSE OFFERINGS** (Descriptions of courses can be found in the separate Course Catalog)

English 9, 10, 11, and 12	Business Math	Civics and Economics	Art
Algebra I	Physical Education	Honors Art	Business Math
U.S. History and Geography	Algebra II	Health	Woodshop
World History and Geography	Geometry	Strength and Conditioning	Jazz Band
Band	Choir	Independent Study	Eng. 240 Creative Writing
Earth Science	Biology	Chemistry	College Composition
Physical Science	College Algebra	Creative Writing	Transition
Computer Lit	Current Events	Dance	Vocal Performance
Video Games - Music, Making, Magic	German	Modern Popular Culture	Advisory
Yearbook	Film and Literature	Field Ecology	

### **VOCATIONAL OPPORTUNITIES**

Agriscience/Natural Resources	Auto Body Repair	Automotive Technology
Allied Health I & II	Business Careers	Construction Trades
Culinary Arts	Drafting/Design Technology (On-line)	Early Childhood Education
Electrical Occupations	Film and New Media	Information Technology
Engineering Academy	Power Equipment Technology	Graphic Arts
Precision Machining Technology	Public Safety/Protective Services	Mechatronics: Applied Technician Training
Teacher Academy	Web and Game Programming	Graphic Design and Promotional Media
Front Street Writers	Welding & Fabrication	Aviation Mechanic

Selected junior and senior students from Northwest Ed schools are afforded an opportunity to further their vocational training through the cooperative efforts of the constituent districts of the Northwest Educational Services District. Instruction is basically outlined as a one or two-year plan. Each year, sophomore students are surveyed and applications provided for those interested in attending the Center. Selection is then made by the counseling department in conjunction with the student, parents, and administration. Participating students spend one-half of their school day at the Career-Tech Center, the other half-day in their home school environment. The school district provides their bus transportation to and from the Center. All Career Tech Center Students must take the bus to and from the Career Tech Center. Students are not allowed to drive to or from the Career Tech Center unless prior approval has been granted by school administration. Failure to follow this policy will result in disciplinary action and possible dismissal from the Career Tech program.

While skills gained at the CTC are valuable in achieving career and college readiness, it is also important that FA students acquire credits in FA classes at the MS/HS campus. If student grades fall below 60% at FA, students will meet with the guidance counselor, and parents if necessary, to create a plan to improve academic performance. That plan may include missing CTC instruction, which may need to be made up in Saturday school, pursuant to the CTC attendance policy.

Credit earned at the Center will be allowed to accumulate toward home-school graduation requirements. In addition, at the completion of a vocational program, each student will receive a certificate listing the occupational competencies that he/she has attained. The instructor will certify these competencies, the student's attendance record, and make any appropriate employment recommendations.

Attendance will be taken daily to and from the Career Tech Center. If a student has an appointment or other emergency situation that requires a student to use their own transportation, the parent/guardian must notify the High School office 24 hours in advance.

### SCHOOL TO WORK

Juniors and seniors in good standing may be eligible for a school to work experience. All assignments are pre-approved and supervised by the principal and guidance counselor/academic advisor. Employers must meet eligibility requirements, and work experiences must be related to documented career goals.

### CLASS RANKING

Class ranking will be determined by the following criteria:

1. Students will be ranked according to their GPA as calculated from grades in all classes taken by the end of the 7<sup>th</sup> semester. Dual Enrollment Classes will count towards overall GPA.
2. Graduating seniors will be ranked by their GPA, taken to the third decimal place (i.e. 3.993/3.994).. The top student will be recognized as the Valedictorian and second highest will be Salutatorian(phased out with Class of 2025). In case of a tie, there shall be co-awards given. To be considered for VAL/SAL status, students must have at least 16 credits from FAHS. For the purpose of declaring Valedictorian and Salutatorian, class rankings will include a weighted GPA for Dual Enrollment/College classes (Refer to dual enrollment section for calculations). Beginning with the Class of 2025, there will be no Valedictorian and Salutatorian. Effective immediately, graduating seniors will be honored in the following categories:
  - a. 3.0-3.49: Honors
  - b. 3.5-3.74: Distinction
  - c. 3.75 + - Highest Distinction

### REQUIREMENTS FOR SENIOR CLASS STATUS

To participate in Commencement, students must be scheduled as a full time student as of the beginning of the second semester with the sufficient number of credits to meet the minimum graduation requirements. Any exceptions are to be at the discretion of the Board of Education. Seniors are required to attend graduation practice unless exempted by the principal.

### GUIDANCE & COUNSELING

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

- **Grading and Promotion**

School report cards are issued to students every 9 weeks. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and their performance on standardized tests and other tests.

Final grades will be based on a 40-40-20 model: 40% each quarter and 20% final exam, unless approved by administration.

<u>Unified Grading Scale</u>		<u>Unified GPA</u>	
A	93-100%	A	4.0
A-	90-92%	A-	3.67
B+	87-89%	B+	3.33
B	83-86%	B	3.0
B-	80-82%	B-	2.67

C+	77-79%	C+	2.33
C	73-76%	C	2.0
C-	70-72%	C-	1.67
D+	67-69%	D+	1.33
D	63-66%	D	1.0
D-	60-62%	D-	.67
E	0-59%	E	0

### ● Dual Enrollment

Students who have earned specific scores on the SAT test and/or passed the postsecondary college entrance exam can dual enroll with Forest Area High School. Credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit the student must obtain prior approval from the high school counselor or principal prior to enrollment at the postsecondary institution. Note that many colleges begin the semester prior to the Forest Area Community School year. It is recommended that students make an appointment to review his/her option with the high school counselor the semester prior to enrolling in the postsecondary course.
3. Computation of high school credit for post secondary coursework will be based on the following formula: three (3) semester hours equals one (1) unit of high school credit, four (4) semester hours equals (1.5) unit of high school credit, and one (1) semester hour equals (.5) unit of high school credit.
4. Upon validation from the issuing postsecondary institution, the student's credit and grade WILL be recorded on the student's high school transcript. **The student is responsible to have the postsecondary institution report the student's grade and credit to the high school counselor in a timely fashion.**
5. Tuition for the course will be paid by the school district for eligible students. **If a student does not receive credit or drops from the course after the refund period, the student/parent is responsible for the cost not reimbursed from the postsecondary institution. Students will reimburse FA with tuition and fees of classes in which they earned less than 1.0.**
6. A student who successfully completes a dual enrollment course can receive credit at both the college and high school level. GPA will be calculated using all courses, including dual enrolled courses.
  - a. A system of *weighted* GPA for Dual Enrollment/College classes will be calculated as follows:
 

A	5.0	C+	3.33
A-	4.67	C	3.0
B+	4.33		
B	4.0		
B-	3.67		
7. College textbooks that are purchased by Forest Area Community Schools must be returned upon the completion of the course and/or conclusion of the student's attendance in the course. Any books not returned will be viewed as an outstanding school debt.
8. Students will be permitted a maximum of 10 college courses paid for by Forest Area Community Schools.

For more information regarding dual enrollment options, please visit the state of Michigan Department of Education Dual Enrollment website: <http://www.michigan.gov/mde>

### ● Early College:

Students who will be enrolled in certain Northwest Ed Career Tech programs may be eligible to apply for the Northwest Ed Early College Program. Interested 10<sup>th</sup> grade students must apply to participate and meet all Forest Area and Northwest Ed requirements. FACS has the final decision regarding participation. Additional information can be found on the Northwest Ed website. Please contact the school counselor for enrollment dates and procedures. Early College students at Forest Area will



not be eligible for Valedictorian or Salutatorian status and will not receive a diploma from Forest Area Community Schools until the 13<sup>th</sup> year and ALL graduation requirements are complete.

- **Testing Out:**

Students may test out of high school classes. Students must notify counselors of their intentions. A meeting will take place a minimum of three weeks prior to the new semester between the counselor, teacher, student, and parent to review educational goals and requirements of testing out. Students may only test out of credits they are not currently enrolled. When a student successfully passes a credit assessment (80% or better on the exam for that class), his/her high school transcript will record the course as “credit,” but no grade or GPA will be recorded.

- **Online Courses:**

A student enrolled in an online course may receive high school credit for the course if this criteria is met:

1. The course is offered by an institution approved by the superintendent or designee.
2. The building principal approves the course in advance.
3. Students are only allowed to take an online course if:
  - that course is not offered in person
  - the student needs credit recovery and the in person class does not fit into their schedule
4. Unless prior administrative approval is granted, students can only take 2 online courses per semester.

Online courses may apply toward high school credit. Students enrolling in an online course must take the class for a letter grade if taking it for the first time. Students must complete 100% of the course; failure to complete the course will negatively impact their grade. Online courses taken during summer school credit recovery will be completed on a CR or NC basis.

A district may deny a pupil enrollment in an online course if any of the following apply, as determined by the district

- (a) The pupil has previously gained the credits provided from the completion of the online course.
- (b) The online course is not capable of generating academic credit.
- (c) The online course is inconsistent with the remaining graduation requirements or career interests of the pupil.
- (d) The pupil does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.
- (e) The online course is of insufficient quality or rigor. A district that denies a pupil enrollment for this reason shall make a reasonable effort to assist the pupil to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.

If a pupil is denied enrollment in an online course by a district, the pupil may appeal the denial by submitting a letter to the superintendent of the intermediate district in which the pupil's educating district is located. The letter of appeal shall include the reason provided by the district for not enrolling the pupil and the reason why the pupil is claiming that the enrollment should be approved. If the intermediate district superintendent or designee determines that the denial of enrollment does not meet 1 or more of the reasons specified, the district shall allow the pupil to enroll in the online course.

### **CHANGING CLASSES**

During the scheduling process, students are given the opportunity to select elective classes for the coming school year. Students will not be allowed to drop classes without Counselor approval. All schedule changes must be completed within two weeks from the start of the new semester.

### **STUDENTS OF THE MONTH**

In an effort to encourage students to perform at a high academic level, the staff will recognize students on a monthly basis. Every month students will be recognized for their academic performance, citizenship, efforts and/or achievements. Two students from FAMS and FAHS will be recognized

## **PERSONAL CURRICULUM**

A personal curriculum (PC), requested by a parent, legal guardian, or emancipated student, allows the board of a school district or public school academy to award a high school diploma providing the student completes the PC, including as many of the content expectations of the MMC as practicable. State statute allows for personal curriculum modification in order to:

- Go beyond the academic credit requirements by adding more Math, Science, English Language Arts, or World Language credits.
- Modify the mathematics requirement.
- Modify, if necessary, the credit requirements of a student with an Individualized Education Plan (IEP).
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

## **HOMEBOUND/HOSPITALIZED INSTRUCTIONAL SERVICES**

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

## **MANDATED REPORTERS**

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

## **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated "homeless liaison" is the Guidance Counselor.

## **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provide notification regarding their child's placement in, and information about, the school district's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact the building principal at 231-369-2884 Ext. 152.

# **ATTENDANCE PROCEDURES AND EXPECTATIONS**

## **OFFICIAL SCHOOL DAY**

**School begins at 8:25 and ends at 3:20. Students are welcome to enter the building starting at 8:00 a.m. Breakfast and supervision are provided to all students. Upon dismissal, students are expected to travel to their after school activity, board their assigned bus, or travel to the front of the building for pickup. Students must be supervised by a qualified adult if staying after school.**

The bell schedule for grades 6-12 is as follows:

## Bell Schedule:

MS	HS
1 <sup>st</sup> : 8:25-9:11	1 <sup>st</sup> : 8:25-9:11
2 <sup>nd</sup> : 9:15-10:01	2 <sup>nd</sup> : 9:15-10:01
3 <sup>rd</sup> : 10:05-10:51	3 <sup>rd</sup> : 10:05-10:51
4 <sup>th</sup> -MS Advisory: 10:55-11:18 Lunch: 11:22-12:00 5 <sup>th</sup> : 12:04-12:50	4 <sup>th</sup> : 10:55-11:41 5 <sup>th</sup> -HS Advisory: 11:45-12:08 Lunch: 12:12-12:50
6 <sup>th</sup> : 12:54-1:40	6 <sup>th</sup> : 12:54-1:40
7 <sup>th</sup> : 1:44-2:30	7 <sup>th</sup> : 1:44-2:30
8 <sup>th</sup> : 2:34-3:20	8 <sup>th</sup> : 2:34-3:20

### ATTENDANCE EXPECTATIONS

It is our belief at Forest Area that school attendance is paramount to school success and citizenship in general. Daily attendance allows students to participate fully in their academic experience, engaging in academic conversations, collaborating with peers, participation in multi-dimensional activities, including labs and other interactive activities. Daily attendance also builds work ethic and personal responsibility, both important traits in college and career readiness. Daily attendance requires the cooperation of the school, parents/guardians, and students.

Students may be absent (excused and unexcused) a maximum number of 20 times per class period per year. An alert through Powerschool will notify parents by 9:15 a.m. of any unverified absences that morning. Students will be required to complete missing assignments in order to earn credit in the class.

- A parent letter will be sent home once a student reaches 10 and 15 absences. Once a student has reached the 20 day absence policy, families may be referred to law enforcement. The student is responsible to meet with teachers and check online learning platforms to make up missed work due to absences. In general, students are allowed one day for each absence to make up missed work. Any work that was assigned before the absence is due on the day of return. Teachers may require

students to complete tests/quizzes before or after school. Some activities, especially those involving collaboration may not be made up. (Refer to make-up work guidelines).

**The truancy officer, including school administration, the liaison officer, and other related agencies/staff members are here as a resource for families, and will make every effort, through communication and home visits, to ensure families are supported and absenteeism is minimized. Academic success depends on consistent attendance/participation.**

### **MEDICAL ABSENCES (work can be made up for credit)**

- Personal Illness- A doctor's note is advised.
- Quarantines related to COVID-19 diagnosis or other communicable diseases

### **ADDITIONAL EXCUSED ABSENCES (work *may* be made up for credit)**

- Death of a Relative
- Observance or Celebration of an Established Religious Holiday
- Professional appointment

### **EXCUSED ABSENCES (School Events/Academic in Nature)– NOT COUNTING TOWARD TOTAL ABSENCES (work can be made up for credit)**

- Field trips
- Athletic Events
- Conferences
- Special Programs
- Family trips/vacations (as noted in the handbook)
- College Visits (2 days allowed each year for Juniors and Seniors)

### **UNEXCUSED ABSENCES (ability to make up work will be determined by classroom teacher)**

An unexcused absence from a class shall be considered truancy and may be subject to discipline.

### **PRE-ARRANGED EXCUSED ABSENCES**

Parents must notify teachers and administration in advance for pre-arranged excused absences. Students should request homework prior to departure and arrange time to make up missed tests or quizzes at a time that is acceptable with the teacher. Students attending school-related functions (ex: field trips, contests, athletic events), other than their normally scheduled classes, have the same responsibility for prearranged work. Upon return from an absence (or school-imposed suspension), the work that was due on the day of the absence is due the day of return. If a student was absent due to illness or injury, the student will have as many days to complete make-up work for each excused absence. Students who have extended illness should make arrangements with their teachers on an individual basis.

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

It is the student's responsibility to obtain make-up work from the teacher the day they return. The teacher may set the day for completion of this work. Long-term due dates and tests announced in advance may not be postponed. It is possible that certain kinds of schoolwork that is missed due to absences, especially *unexcused* absences, such as labs, skill-practice sessions, or participation cannot be made up and as a result may negatively impact a student's grade.

### **SCHOOL-IMPOSED ABSENCES**

IN-SCHOOL SUSPENSION may be assigned by an administrator for violations of the Student Code of Conduct. Students in In-School Suspension will be expected to request and bring assignments from teachers and make up missed class work. Absences from In-School and Out of School Suspension do not count against attendance totals

## TARDY POLICY:

1. A student is considered tardy if he/she is not in his/her classroom after the tardy bell rings.
2. If a student is more than 10 minutes late for a period, they will be considered *absent*.
3. Consequences for Tardies: (Per Marking Period/Per Class)
  - After 3 tardies in a class, the student will receive a lunch detention.
  - After 4 tardies in a class, the student will receive a lunch detention.
  - After 5 or 6 tardies, an after school detention.
  - 7+ tardies will result in a day of I.S.S
  - Students must be engaged in an academic activity while serving detention (homework, reading, etc.)

## PROCEDURES FOR REPORTING ABSENCES

**ANY ABSENCE MUST BE VERIFIED BY A CALL OR NOTE FROM THE PARENT OR GUARDIAN BY 9:00 AM ON THE DAY OF THE ABSENCE.** Parents may send a verified excused absence letter to school the following day to verify an unexcused absence.

## LEAVING OR ENTERING SCHOOL BUILDING DURING SCHOOL HOURS

Students under the age of 18 must have a parent/guardian sign the student in/out at the office.

1. Students are not to leave the building without permission. Students who leave school during the school day before their usual dismissal time must first get approval from the principal's office.
2. Students who are on school grounds and not in their scheduled class are considered absent.
3. Students who are ill or injured must report to the principal's office before leaving the building.
4. Students leaving for the Teen Health Corner are to sign out and back in the main office.
5. Parents/guardians must sign out a student in the main office.
6. Parents/guardians cannot excuse a child from leaving early if the child has already left the building without signing out in the office as required above.

## CODE OF CONDUCT

The Staff at Forest Area Community Schools believes a **Positive School Climate** is essential to the learning process. We implement Positive Behavioral Interventions and Supports. This includes:

- Teach, model, and practice behavior expectations in a supportive environment.
- Reinforce positive behavior with recognition and intermittent rewards with Gold Cards.
- View poor behavior as a teachable moment with reteaching and consequences as necessary to shape behavior.
- Addressing the health needs of our students with referrals for counseling.
- Use of restorative practices to improve and repair relationships

Students play a role in the academic and social environment in which learning occurs, and are expected to participate fully, by giving their best effort and treating all individuals in the school community with respect. The Student Code of Conduct has been designed to encourage a positive school climate by outlining expectations for behavior at school.

### Definitions

**Physical assault** is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

**Verbal assault** is defined as any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.

**1. Minor Offenses:** Tardies, no passes, forging notes, hats on, violation of dress code, public display of affection, mild disrespect, etc..

**2. Major Offenses:** Insubordination, theft, fighting, pulling of fire alarm, chronic truancy, skipping class, possession of tobacco or vape. \*Repeated minor offenses, including disrespect/insubordination.

**3. Extreme Offenses** - Use/possession of alcohol and/or drugs on school grounds, bomb threats, weapons, pulling of fire alarm, repeated major offenses.

## TYPES OF DISCIPLINE MEASURES

Every effort should be made by the staff to solve disciplinary problems within the school setting without excluding a student from school. Parents are to be informed when a student persists in unacceptable conduct. The principal shall keep a record of such conduct in writing with evidence documented to aid in efforts to solve the problem. One or more of the following disciplinary measures may be invoked:

1. **Detention (During lunch, or before/after school)**
2. **(ISS) In-School Suspension (1-3 days)**
3. **(OSS) Out of School Suspension (1-10 days)**
4. **Expulsion (1 calendar year)**

### LUNCH/BEFORE/AFTER SCHOOL DETENTION

This is a detention time that must be served during the student's lunch time, before or after school. The student is to remain in an area designated by School Administration until the detention is over. Failure to show up on time will result in further disciplinary action. Students must be engaged in academic activities during detention times (homework, reading, etc.)

### DETENTION POLICY

#### Detention Period Description

1. After school detention will last from 3:30 p.m.-4:30 p.m.
2. To be held in the in-school suspension room or the Principal's office.
3. Sleeping will not be allowed.
4. Students will be doing an assignment for the full 60 minutes.
5. Satisfactory performance of detention time will be the judgment of the teacher(s) in charge of the period. Any student who is not performing satisfactorily will be told to leave and they may be suspended from school by the principal.
6. Any student late (1-10 minutes) for the detention will serve the remainder of that hour plus another hour the following week.
7. Skipping detention may result in in-school /out-of-school suspension.
8. If a student fails to serve a detention in a timely manner, the detention will be doubled to two hours. Students will have one week to serve the two detentions. If not completed on time, the student will receive a one day in-school suspension, which will eliminate the two detentions.
9. Athletes will not be able to participate in practices/athletic competitions if the two detentions have not been completed. *Refer to the athletic handbook for details.*

### IN SCHOOL SUSPENSION (ISS)

The student is removed from daily classes, but not from the building. They are expected to complete daily assigned work in silence by themselves. Parents will be informed by the principal or the assistant principal of all suspensions.

### OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspension may be assigned by an administrator for violations of the Student Code of Conduct. The office will request assignments and students will be expected to make up missed assignments. **The student is not allowed on school property during an out of school suspension and may not attend any school functions.** Following suspensions, a re-entry meeting with students, parents/guardians, administration, and other staff members may be required. Students may also be required to serve a re-entry ISS, at which time a restorative meeting can take place, and missed schoolwork can be completed.

### EXPULSION

Expulsion is defined as the permanent exclusion of a student from school and requires action of the Board of Education. As a condition of reinstatement, a suspended student may be required to enter into a contract that sets forth the terms and conditions of reinstatement. Any violation of the re entry contract will result in an additional suspension, alternative setting, or expulsion from school. When it becomes necessary to suspend a student due to an incremental detention disciplinary problem or a violation of a major school regulation, the principal/counselor will notify the parent/guardian immediately by telephone.

The Principal will make a recommendation to the School Board for expulsion only after all other means of disciplinary actions have failed. Expelled students may apply for readmission after the expulsion period. If such students are re-admitted, it is with the clear

understanding that they enter on disciplinary probation, the terms of which are to be fixed by the Administration. In certain circumstances second semester seniors who reach the point of expulsion may no longer attend classes but may be allowed to take their exams. If they fulfill all graduation requirements, they will receive a diploma privately.

## **SUSPENSION & EXPULSION DUE PROCESS**

In case of suspension and expulsion the following procedure and process shall be followed:

### **1. Temporary Suspension:**

- The student shall not be judged guilty by virtue of being accused.
- An informal investigation shall be conducted by the principal for the purpose of obtaining all information pertinent to a fair decision.
- Provisions shall be made for the student to be heard and to present his/her view of the occurrence involved.
- If temporary suspension is the decision of the principal, the student shall be duly informed of the reason.

### **2. Expulsion**

- Any recommendation of expulsion made by the superintendent to the Board of Education shall be in writing and shall set forth the grounds for the recommendation.
- Upon receiving a recommendation for expulsion the Board of Education shall set a date, time and place for a hearing on such recommendation and notify the parents of said hearing at least five (5) days before the date of the hearing.
- Following the conclusion of the hearing, the Board of Education shall determine whether the student shall be expelled. The decision of the Board of Education shall be communicated in writing to the parents or guardian of the student within two (2) school days from the date of the hearing.
- At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district.

### **3. Rules and Procedures for Conducting Board of Education Hearing for Expulsion**

- Written notice shall be given of the time, date and place of hearing.
- The student or parent may be represented by an attorney or other advisor of their choosing.
- Witnesses may be presented at the hearing and the student or his representative may question the witnesses testifying against the student.
- The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
- There may be present at the hearing the principal or superintendent, the Board of Education's attorney and such other resource personnel that the Board of Education deems necessary to assure the proper adjudication of the case.

### **4. Return from Suspension**

- Upon returning from a suspension, students will meet with the principal and/or guidance counselor to assess readiness for learning and behavior expectations
  - A behavior contract may be required to govern future behavior.

## **DANGEROUS AND NON-DANGEROUS WEAPON GUIDELINES**

Under Michigan Public Act 158 of 1994, students who bring a **dangerous weapon** will receive a 10-day suspension and will be brought before the School Board to face expulsion along with other possible penalties. A dangerous weapon is, and not limited to, a knife with a blade three inches or longer, firearms, or other weapons which may be determined to be dangerous.

All Forest Area MS/HS administrators will use the following guidelines when disciplining a student who brings **non-dangerous weapons** to school. A non-dangerous weapon is, and not limited to, a knife with a blade less than three inches, look- alike firearms.

Principals will have the discretion to take into consideration the following points and extend the minimum days of suspension (3-10 days) and possibly a long term suspension and/or expulsion for up to 180 days.

- Previous referrals for aggressive or violent behaviors
- Documented verbal threats made to students or staff
- Student's intent for bringing the non-dangerous weapon to school

## **DRESS CODE**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are encouraged to wear clothing with positive messages and represent themselves in a positive



light. While it is understood that fashions change in clothing, the focus should always be a positive, safe environment in which students may focus on academics and citizenship. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Dresses, skirts, and shorts (including slits) should be long enough to cover underwear and be in good taste for a school setting..
- All undergarments should be covered, including boxers and bras.
- Hats, bulky winter coats, sunglasses, blankets, etc. should be stored in lockers during the school day.
- Hoods on sweatshirts, shirts, or cover-ups must be worn down at all times.
- Hair styles, dress, coats, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Appropriate footwear must be worn at all times. Slippers are not permitted. Shoes with rollers, spikes, or plates are not permitted in the building.

Students with clothing, accessories, or hair that detract from the learning process will be asked to report to the principal's office for corrective and/or disciplinary actions. If there is any doubt about dress and appearance, the building principal will make the final decision.

### **STUDENT AFFECTION IN SCHOOL**

The school is a public setting, and discretion should be used for appropriate displays of affection. Students are allowed to hold hands and engage in brief, friendly hugs. Affection should be limited to these actions.

### **DRUG & ALCOHOL POLICY**

Students are prohibited from: The use of alcohol, drugs, or look-alike drugs in the school building or on school grounds; the use of alcohol or drugs at school functions, even if these functions should be held away from the school premises; and from appearing in school or at school functions when to any degree under the influence of alcohol and/or drugs. It is against school policy to deliver, attempt to deliver or cause to be delivered a controlled or uncontrolled substance which the person:

- represents to be a controlled substance; or
- represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.

The use of any substance intended to be used as a drug (as determined by the building principal) shall be considered a serious offense. Students may also face law enforcement authorities. Lockers and vehicles may be searched by school personnel and /or law enforcement if there is any reason to believe drugs or alcohol are present. Also, there will be occasional dog and law enforcement checks throughout the year.

Any medication must be turned in and handled by the office. An Authorization for Administration of Medication form must be completed and turned in with the medication in the original container by the student's parent/guardian.

### **USE OF TOBACCO/E-CIGARETTES**

No student shall be in possession or use tobacco and/or E-Cigarettes (nicotine, vapor, THC, etc.) in the school building or on the school premises. No student shall be in possession or use tobacco and/or E-Cigarettes at or during school functions, even those held away from the school. Disciplinary action will be under the major offense category.

### **FOOD AND DRINK IN THE CLASSROOM**

As a general rule, only water in clear containers is allowed in classrooms. Snacks are allowed in the classroom, at teacher discretion. Exceptions may be made to this rule in the event of special celebrations or teacher preference. "Energy drinks" are not allowed at any time during the school day.

### **BULLYING/CYBERBULLYING/HARASSMENT/TAUNTING**

The Board of Education has adopted a policy which states: It is a violation of law and school rules for any student or staff member to harass or intimidate any other student or staff member. If a student or staff member is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student or



staff member should report such behavior to the principal's office. All reports will be kept confidential and shall be investigated as soon as possible.

## **CYBERBULLYING**

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or web log-in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. Cyberstalking is also viewed as cyberbullying. Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**"Within the scope of the District"** means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

### **Scope**

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying and/or cyberstalking are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

### **HARASSMENT (Interpretation for students)**

Harassing behavior or harassment because of race, color, national origin, religion, sex, handicap, height, weight, age, or academic status of students by other students of this school is unlawful under both Michigan and Federal law. Harassment includes (but is not limited to) unwelcome advances, engaging in improper physical contact or touching, improper comments or otherwise creating an intimidating, hostile or offensive environment.

## **CHEATING/PLAGIARISM POLICY**

Cheating will be taken care of by the classroom teacher. Plagiarism is presenting another's "intellectual property" as one's own work. Intellectual property, for purposes of this handbook, can be defined as written ideas, phrases, sentences or even individual words or numbers. Student writers who borrow directly or paraphrase another's ideas must give proper credit through parenthetical citations or use of direct quotes. Plagiarism also includes copying another student's homework assignments, and its penalties will extend to include those found to have loaned finished assignments to someone else for the purpose of copying. Penalties for identified plagiarism will be dealt with by the individual classroom teacher, but may also be referred to the principal's office.

### **Consequences for cheating/plagiarism:**

- Automatic zero on the assignment, resulting in a negative impact on the quarter/semester grade
- Parent contact

## **SKIPPING SCHOOL**

A student absent for all or part of a school day without permission may be required to make up the time. If the number of days missed (according to the above definition) constitutes truancy under the truancy laws, the student will be referred to the truancy office. If the student is over the age to be reported to the truancy office, serious disciplinary action up to and including expulsion from school may

result. Absences for all or part of a school day without permission will cause the student to forfeit his/her participation in extracurricular activities for that day.

## **CLOSED CAMPUS**

Students are expected to be on campus at all times during the school day, including lunch. Only those students with proper clearance or school authority may leave campus per the school principal. Students should not open any doors for ANY visitors. All visitors must check in at the office. Violation of the closed campus rule will result in disciplinary action.

## **EMERGENCIES**

### **Fire Alarms/Tornado/Intruder Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. To promote safety instruction to students, intruder drills will be conducted throughout the year.

### **False Fire Alarms**

Triggering false alarms is unlawful and dangerous. Anyone deliberately creating a false alarm will be reported and prosecuted. Fire extinguishers are provided for your safety. **THEY MUST BE LEFT ALONE OR THEY WILL NOT BE READY WHEN AN EMERGENCY EXISTS.**

### **School Closings**

School officials are in constant contact with civil defense agencies, road commission crews, and law enforcement agencies during severe and inclement winter weather. In the event that conditions get worse once students have arrived at school, the school will close as soon as transportation arrangements can be made. Radio stations will be notified immediately of dismissal procedures and will broadcast this information as a public service. Electronic alerts will also be sent to families. In order to stay up to date, families are encouraged to communicate any changes in contact information to the school office promptly.

In the event severe ice or snow conditions prohibit the opening of school on any particular day, this information will be relayed to students and parents over the "Instant Alert" system, radio, and television as soon as a decision has been made. Normally, this will be aired on or before 6:00 AM. Students and parents are requested not to call the school to request such information. Electronic alerts will also be sent to families

## **EXTRACURRICULAR EVENTS**

Extracurricular events are offered to give all students the opportunity to participate in or attend activities on a voluntary basis on their time outside of school hours. Because these events are attended by many people, there must be rules for events to keep everyone safe.

The conduct of students at extracurricular events is governed by the same code of conduct which is in effect during the school day. Forest Area Schools are proud of their reputation for award-winning sportsmanship and thus behavior specific to interscholastic competition, such as excessive booing and antagonism toward team members, coaches, or officials, cannot be tolerated. All school rules will apply to all extracurricular activities, as established in both the student handbook and the athletic handbook.

All school activities end by 11:30 PM, unless granted an extension by the principal. All dances must be scheduled and approved by the principal.

1. Sports offered (providing it meets the minimum number of athletes required to be a fielded team):
  - Fall: Volleyball, Football, Cross Country**
  - Winter: Boys Basketball, Girls Basketball, Wrestling, Competitive Cheerleading**
  - Spring: Baseball, Softball, Boys/Girls Track**
2. Other offerings: Class Officers, Student Council, National Art Honor Society, Marching Band, Color Guard, and National Honors Society.
3. Extracurricular clubs: School-sponsored clubs are available through an application and approval process.
4. All other school activities also fall under the guidelines for extracurricular activities. Students participating in these activities must be attending school on a full time basis.

# **GENERAL SCHOOL PROCEDURES AND INFORMATION**

## **SCHOOL BUILDINGS AND GROUNDS**

Students are asked to remember that the school buildings and grounds are community property. As such, they belong to you, your parents, and other taxpayers of the school district. Damage due to carelessness or any other cause is simply an added cost to school operation. You can add to school and community morale by treating the property with all due respect and by taking pride in keeping the buildings and grounds neat and clean.

Students will be expected to pay for damage done to school property; this includes student lockers. Please do not sit on tables or the backs of chairs. Do not play where windows, doors, etc., may be damaged through careless or unintended means. Deposit waste materials in the proper containers in classrooms, restrooms, or hallways. Avoid writing or marking on the walls and desks. Please do not place stickers or other permanent decorations in lockers. It is the responsibility of every person who has the privilege of using the building to ensure its present condition.

## **STUDENT USE OF AUTOMOBILES**

**Student vehicles are not to be driven during the school day (8:25 – 3:20). Students are not to be in the parking lot or remain in their vehicles once they arrive at school. This includes during breakfast/lunch. Student safety is our #1 priority, so students are expected to enter the building once they park their vehicles.** Snowmobiles, off-road vehicles, mopeds or motorcycles must be registered with the office and parked in the designated area.

1. Student driving is a privilege and may be revoked if regulations are not followed. Repeated infractions may, at the discretion of the principal, result in suspension from school.
2. All students must register their vehicle with the office. All students must park in assigned areas with designated stickers. Students will be permitted to park in the front lot, and enter through the front MS/HS doors. No student entry or exit from gymnasium doors.

## **SCHOOL TRANSPORTATION**

Riding the bus to and from school is a privilege. Students are expected to sit in seats assigned by the bus driver, and follow the directions of the bus driver. There should be no excess noise, changing seats, throwing objects, eating /drinking without the permission of the bus driver, etc. Student safety is the number one priority. Students engaging in unsafe behavior, including but not limited to the behaviors listed, may receive a school detention or removal from the bus. These rules also apply to the school van.

## **CONFISCATION OF STUDENT ITEMS**

School personnel have the authority to confiscate student items on school grounds which are in violation of school rules, which are a hazard to other persons, which can be harmful to the school building, or which are disruptive of the educational process. Anything that may be confiscated from a student because of a violation of school rules may be held until the last day of school and returned at that time. A laser device, knife or lighter will not be returned to the student at the end of the year, it will only be returned to the parent or legal guardian. Items which are confiscated are to be handled in the following manner:

1. Consumable or perishable items may be thrown away.
2. Hazardous items will not be returned.
3. Other items are to be kept by the principal until the parents pick them up or they are returned to students.

## **BUILDING RULES AND REGULATIONS REMINDERS**

1. High School students are not allowed in the Middle School wing unless they are there on official business.
2. Students should wear only rubber-soled shoes on the gym floor. At no time may rubber or metal cleats be worn anywhere in the building.
3. Students are not allowed on the stage without permission.
4. Backpacks will only be allowed in classrooms with teacher approval.
5. Cameras are not allowed in a classroom without permission of the teacher/person supervising that class.

6. There will be four (4) minutes between each class period. Students are expected to be in class on time.

### **CELL PHONES & ELECTRONIC COMMUNICATION DEVICES**

Cell phones, electronic communication devices, audio equipment, and other personal communication devices are to be **turned off during instructional time and stored so they do not interrupt the educational process.** Additionally, cell phones, cameras, and other electronic devices are not allowed in bathrooms or locker rooms. The first violation of this will result in confiscation and turned into the principal for the violation and returned to the student at the end of the hour. The second violation of this will result in confiscation and turned into the principal for the violation and returned to the student at the end of the day. On the third violation, a parent will be required to pick up the device at the end of the school day. A fourth violation will result in the cell phone not returning to school for the rest of the semester. A student who possesses a cellular phone and/or other electronic devices shall assume responsibility for its care. At no time shall the school be responsible for preventing theft, loss, or damage to cellular phones or other electronic devices brought onto its property. We ask that emergencies be handled through the office, not by cellular phones and other personal communication devices. This can jam up the phone lines, preventing emergency services receiving pertinent information from dispatch.

**Students may use their cell phone in the morning, prior to the start of the school day, until the first bell rings. Students may also use their cell phones during lunch as well. Cell phone use is not allowed in classrooms or other instructional areas.**

### **FUNDRAISERS**

The sale of any goods is not permitted in school unless it is for a District approved fund raising project. All paperwork must be completed and on file at The District Office.

### **HALL PASSES**

All students must carry an approved pass from an administrator or teacher to be in the halls. This applies to student council members, yearbook and newspaper staff members, students with early dismissal permission, and any student who finds it necessary to enter the halls.

### **IMMUNIZATIONS**

The Michigan Department of Public Health determines the immunization requirements for enrolling students.

### **MEDICATION CONTROL POLICY**

Guidelines:

1. Please request an "Authorization of Medication" form from the office. This form is filled out by the physician and signed by the parents.
2. Student medication containers shall be kept in a locked place (i.e. office desk, file cabinet, locked box, etc.) not accessible to students.
3. The medication itself shall be kept in an original pharmaceutical container, labeled as to the name of student, name of medication, dosage and time of dosage.
4. The medication shall be brought to school by the parent/guardian in a pharmaceutically filled container. Refill of prescription shall be the responsibility of the parent/guardian upon notification of the school.
5. Medication may be administered only by a teacher, administrator or other school employee designated by the Administrator in the presence of an adult staff member witness, when possible.
6. In the event of physician-ordered changes in a student's medication program, the school Administrator shall receive such orders directly from the attending physicians and shall note such changes on the student's "Authorization of Medication" form.
7. Exceptions to these guidelines may be made to provide for unusual circumstances such as students in need of inhalers.
8. Over the counter medication may not be administered without the permission of parents/guardians. An "Authorization of Medication" form should be filled out by parent/guardian, and medication should be stored in the school office.

### **LOCKS AND LOCKERS**

Every student will be provided with a locker that should be kept locked at all times. If there is a problem with your locker, notify the office. The school will not be responsible for anything stolen from a locker. Do not keep money or other such valuables in your locker. No food or beverages are to be kept in your locker unless unopened. **DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE.** Students are fully responsible for their possessions. If a locker, assigned to a student, is left with graffiti and/or items

glued or stuck to the surface a \$10.00 locker-cleaning fee may be assessed. If a locker, assigned to a student, is damaged that student will be responsible for the cost of repairs. Forest Area Schools retain ownership of the lockers. Your use of the lockers is on a privilege basis and this privilege could be taken away if the lockers are abused or if any material that is against school rules are found contained in the lockers. The principal's office will have a list of all lockers and combinations along with a master key. Lockers are subject to search at any time. The principal will check any locker that is under the jurisdiction of the school if there is any suspicion of illegal contents in the locker. Do not change lockers with another student. Students are not allowed to share lockers.

### **LOST AND FOUND**

The lost and found department will be located in the middle/high school's maintenance office. Any article found should be turned in to the middle/high school office. All items found will be kept for a period of thirty (30) days. After this period, articles found will be disposed of properly or given away. Forest Area Community Schools cannot and will not be responsible for lost or stolen articles, regardless of location on school property.

### **SCHOOL CLOSING AND ANNOUNCEMENTS**

When school is to be called off for storm days, the radio stations to listen to are: WCCW, WTCM, WLDR, WKLT, and WKJF (Cadillac); the television stations to listen to are: 7&4, 9&10 and 29&8. The school will also use the "Instant Alert" system to notify parents/guardians about school closings and other announcements.

### **SCHOOL DANCES AND ACTIVITIES**

A dance permit form with date, time, sponsor, place and chaperones must be completed by the sponsor and filed in the principal's office in advance of the dance, with a deadline provided by the principal. Completed application forms require the principal's approval before the pass is final. Middle school dances must be grades 6-8. All school dances should have at least one (1) school staff and two (2) parent/guardians as chaperones. All school rules apply at the dance. Once students are in the dance, they may not leave without permission. Once a student leaves a dance, they must immediately leave school property, and not return. For any other student not attending Forest Area Schools, a guest pass must be filled out. The pass must be signed by the advisor and the principal. It is at their discretion entirely whether a guest will be admitted. Guest passes must be signed and brought to the dance for admittance. Guests and hosts must enter the dance together. Any guest brought to the dance must follow the same rules as the Forest Area student. If the rules are broken by the guest, the person bringing the guest will be held responsible. For special dances, the group involved may set special rules approved by the principal unless specifically indicated in advance, rules at the annual prom, wherever located, are identical to those for general school dances as described. Guest passes for dances are allowed for high school only; no outside guests are allowed at middle school dances. Administrative approval is required for all fundraising activities. These activities must be approved and added to the list of events on the calendar and must not interfere with any other activity that is taking place. No one 21 or older will be admitted to school dances.

### **SCHOOL INSURANCE**

The school participates in a medical insurance policy that provides benefits for all students. A certificate of coverage will be sent home the first day of school. This will provide benefits during school sessions and school-sponsored activities for accidental bodily injuries. Additional coverage for dental and 24-hour is available. Instructions for enrollment are included in the certificate. Athletes must take Interscholastic Athletic Coverage if they are not covered through a family policy.

### **SCHOOL TELEPHONES**

The school phone is available for student use. Students should not get out of class to use the phone except for illness or an emergency.

### **STUDENT ID CARDS**

Each year, middle and high school students will be issued an ID card. Students should carry this card with them.

### **STUDENT REENTRY FROM ALTERNATIVE EDUCATION**

Any student choosing to or referred to an alternative education program must successfully complete one semester (18 weeks) of that program before being accepted back to Forest Area High School.

### **VISITOR POLICY**

Persons entering a school building shall immediately make their presence known to the building principal's office and receive a visitor's pass. Visitors are only admitted with administrative approval.

## **PUBLIC NOTIFICATION OF RIGHTS**

### **TITLE IX**

The policy of the Forest Area Board of Education is not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

### **FAMILY RIGHTS AND POLICY**

The Family Educational Rights and Privacy Act also declares that the school is forbidden to release information from a student's record without written permission of the student, if age eighteen (18), or the consent of a parent of a minor student. Consequently, student transcripts may be obtained and/or sent to a third party only after a release form has been signed. A parental signature is necessary for students under the age of eighteen (18). Unofficial copies of transcripts are 15¢ per page. Students and parents have the right to review their educational record or their child or ward's educational record in the presence of the school principal or his/her designee. Such a request should be made in writing to the principal who will then notify the student or parent of the date, time, and place of such an inspection. Other information regarding the Education Rights and Privacy Act of 1972 can be obtained through the counseling department.

### **I.E.P. RIGHTS**

If a student has been referred for Special Education Services by a teacher, administrator, and counselor or by him/herself, the following will take place before a student is placed in a Special Education Program.

1. The parents and student will be contacted for input/information and if testing is appropriate, a permission form will be signed by the parents.
2. The parent or student (if over eighteen (18) years of age) will be requested, in writing, to attend an Individual Educational Planning Committee meeting to develop an educational plan for the student.
3. The Committee will meet and make its educational recommendation. The Committee will consist of parents, student, teachers, administrator, school psychologist or any appropriate support staff.
4. If the parents or student (if over eighteen (18) years of age) disagree with the recommended placement, they have a right to a hearing to contest a recommended placement.
5. Procedural Safeguards can be located at the following website:  
[http://www.michigan.gov/mde/0,4615,7-140-6530\\_6598\\_36168-188305--,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_6598_36168-188305--,00.html)

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

1. It shall continue to be the policy of the Forest Area School District not to discriminate on the basis of religion, 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. All students shall have an equal opportunity to participate in, and benefit from, all academic and extracurricular activities and services.

2. It shall continue to be the policy of the school district to make all employment decisions in a nondiscriminatory manner. No decision as to hiring, assignment, promotion, transfer, layoff, termination, or reinstatement shall be made on the basis of religion, race, national origin, sex or handicap. Equal pay shall be given for the performance of jobs requiring equal skill, effort and responsibilities.

3. The Coordinator for Section 504, Title VI and Title IX will be: the Superintendent. Grievance Procedures for Title VI of the Education Amendment Act of 1972; Title IX of the Education Amendment Act of 1972; and Section 504 of the Rehabilitation Act of 1973:

**Section I:** If any person believes that the Forest Area Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972 and/or (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Coordinators.

**Section II:** The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps.



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## Internet Acceptable Use and Authorization Form

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this Authorization for Electronic Network Access once while the student is enrolled in the School District.

The District filters access to materials that may be harmful to minors or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the Authorization form below and return it to your school.

### Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Acceptable Use of Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this Authorization form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate material that may be harmful to minors. However, I also recognize it is impossible for the District to restrict access to all inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the Acceptable Use of Electronic Networks with my child. I request that my child be allowed access to the District's electronic network, including the Internet.

**Parent/Guardian Signature:** \_\_\_\_\_ **Parent/Guardian Signature Date:** \_\_\_\_\_

Students must also read and agree to the following before being granted supervised access:

I understand and will abide by the above Authorization for Electronic Network Access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

**Student Signature:** \_\_\_\_\_ **Student Signature Date:** \_\_\_\_\_



**Parent/Guardian Handbook Acknowledgement**

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

Grade: \_\_\_\_\_

**STATEMENTS TO BE READ AND SIGNED BY STUDENT/PARENT/GUARDIAN**

I have received a copy of the Forest Area High School 2023-2024 Student/Parent Handbook and have been given the opportunity to read all the information contained in it. I understand and accept my personal responsibility for following all information and expectations presented in the 2023-2024 Student Handbook.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_