

# Student Handbook



**Ishpeming Middle School ~ Ishpeming High School**

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## MESSAGE FROM THE PRINCIPAL

On behalf of the staff, welcome to Ishpeming Middle and Senior High School. This student folder is published so that all students of the Ishpeming Middle and Senior High School may have a ready reference to information which is necessary to the understanding of the daily operation of our school. It is essential that all students read the information contained in this folder so there may be as few misunderstandings as possible. When this folder does not give you the information you need, you should contact your building principal, counselor or a teacher for help.

### ISHPEMING SCHOOL DISTRICT PHILOSOPHY OF EDUCATION

The Ishpeming School District is committed to a philosophy of concern shared with the family and community, for the development of all phases of student growth.

It is a shared responsibility to prepare students for a worthy future life providing them with the basic skills, attitudes, and knowledge which will enable them to cope with their own problems, with those of society and to live a fulfilled life.

### INVITATION TO PARENTS

Parents are welcome at school and should feel free to ask for a conference with teachers and counselors at any time.

### ATTENDANCE POLICY

Ishpeming High School is a full time school and all students are expected to attend school every day and to be on time. You should strive to develop habits of punctuality, self discipline, and responsibility. Regular school attendance is not only the law in Michigan, but one of the first essentials to success in school which leads to future success and is an important part of the school record that each student establishes.

1. Each student will be required to have a telephone call (485-1066) from a parent or guardian **with the reason for the absence** registered in the principal's office between 7:30 a.m. and 10:30 a.m. on each day of the student's absence. In the event a phone call is not received by 10:30 a.m., the school may contact the parent for verification of the student's absence. If a parent is unable to call the school, they may send a note with their son/daughter when they return to school. There is an answering machine hooked up for those who need to leave a message after school hours. **Failure of a parent to call the school or send a note with his/her son/daughter will result in the student receiving a pending unexcused admit slip to his/her classes.**
2. **If a call or a written excuse stating the reason for the absence is not received by the second day after the absence,** the pending unexcused admit will be made permanently unexcused and the student may face disciplinary action which may include detention or suspension from school. Any unexcused absence includes a grade of "F" in each class for each day missed.
3. Students will not have to report to the office for an admit slip after an absence provided a phone call was made to the school the day before the student's return to school. **If a call was not made, the student must report to the office with a note from the parent/guardian to obtain an admit slip to class.**

4. **Students arriving to school tardy should report to the office.** Three tardies are considered equal to one absence. If a student has been detained in the office, or by a teacher, the student should ask for a slip from the person who detained him/her before going to the next class.
5. Students will be allowed to make up all work missed during excused absences and receive credit for the work provided the work is made up in a reasonable length of time. **NOTE: It is the student's responsibility to ask each of his/her teachers for all work missed upon returning to school.**
6. **A student will be permitted up to nine (9) excused absences during a semester. The nine (9) excused absences are to be used for:**
  - personal illness;
  - dental or medical appointments (appointments during school hours are discouraged);
  - professional appointments (Legal, Court, etc);
  - serious, personal or family problems;
  - death in the family;
  - short term family activities of 2 days or less.

Any additional absence for illness, appointments, etc. will require a professional's statement verifying the reason for the absence before an excused admit slip may be granted.

7. **After accumulating nine (9) absences from any one class per semester,** parents will be notified. As a student approaches five (5) days absent in any class, the principal will remind her or him of the consequences of exceeding nine (9) days as well as send a letter home to parents. The process will be repeated at seven absences. Additional absences after nine will each result in the semester grade being lowered by 1/11th (example: A marking grade of B is lowered to a B-; another absence results in the B- grade being lowered to a C+, etc.). If a student fails due to absences before the end of the semester and becomes a classroom discipline problem, the student will be removed from the class with a disciplinary F and placed in Guided Instruction without credit.
8. Vacation absences, or school sanctioned activities will not count toward the total of nine (9) absences.
9. Extenuating circumstances, presented at a parent conference, may be considered by the administration to extend the nine (9) day limit.
10. **It is extremely important that students understand that the nine (9) periods of absence from any one class are to be used only as indicated in this attendance policy.**

**Students under 16 years of age with severe and persistent discipline and truancy problems will be referred to Marquette County Juvenile Court.**

### VACATION ABSENCE

The following policy pertains to requests made by parents and/or students to be excused from school for vacation trips:

The decision to take a student out of school is one for the parents to make and not the school. However, vacations during the school year are to be limited, as such vacations will have a detrimental effect on

academic achievement. Student attendance on each day of scheduled classes is critical for academic performance. Vacations at the beginning of the school year and at the end of the school year are discouraged due to the extreme detrimental effect on student achievement. It is a parent's responsibility to insure that the student is in class on a regular and consecutive basis.

Each individual teacher will determine what work will need to be done by the student in advance or upon return. Teachers will make comments relative to the specific effect of the absence on the student's academic achievement and performance. The student will be responsible for all work missed and material covered during the absence as each student will be graded with the class. **A student must pick up and fill out a vacation absence form from the office at least two (2) school days before the vacation begins in order to receive a vacation absence.**

Past attendance record, academic performance and any prior disciplinary action will be taken into account when granting or denying any special requests. Vacation absences are subject to the action of the principal.

### **ACCESS AND PRIVACY OF RECORDS**

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by the Ishpeming Public School District No. 1.

These rights include:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent/student or when being used by school personnel for school business.

### **ALTERNATIVE PROGRAM**

The adult high school shall serve the school districts as an alternate program for pregnant girls (in accordance with state law) and, therefore, the pregnant student may transfer from the day school program to the evening school program at any time.

Because the Adult High School Program is exactly that, and has a curriculum designed to meet the immediate needs of adults and takes into consideration lifetime experience of adults, students eligible to attend the regular high school day program generally will not be eligible to participate as a credit student in the Adult High School program except under extenuating circumstances which will be reviewed by the Community School Director and the High School Principal.

### **SUSPENSION AND EXPULSION**

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Every effort will be made 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 in the following categories:

- A. Suspension 1 - A student is suspended from a class or classes but will remain in the building. Pursuant to Section 1309 of the Revised School Code, MCL 380.1309, a teacher may suspend a student from a class as provided for in Administrative Procedure 5114. A teacher may recommend to the principal the suspension of a student from class.
- B. Suspension 2 - A student is suspended from the building for the remainder of the school day.
- C. Suspension 3 - A temporary suspension for a specified number of days, not to exceed ten.
- D. Suspension 4 - A student is suspended from attendance at, or participation in, a school/district sponsored activity.
- E. Suspension 5 - A student is suspended from the building pending a conference with the parents or guardian(s)
- F. Separation or Expulsion - A student is excluded from school for an extended period of time (beyond 10 days).

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 principal's office. Parents shall be notified in writing of appeal procedures at the time of the suspension.

The school administrator who investigates an alleged infraction will make the initial determination of the appropriate penalty if the student is guilty of the infraction within the following guidelines:

- A. Suspension 1 is regarded as appropriate for a first instance minor insubordination and disobedience of class rules, or offenses of a similar nature.
- B. Suspension 2 is appropriate for minor indecency, offensive language, scuffling, repetition of Suspension 1 type offenses or more severe violations of Suspension 1 type offenses.
- C. Suspension 3 and 5 are generally the initial penalty for smoking, stealing, forgery, vandalism, gross misbehavior, possession of weapons and small amounts of alcohol or non-dangerous drugs and repetition of less severe misbehavior.
- D. Separation or Expulsion may be the appropriate penalty for sale of drugs or alcohol, possession of dangerous drugs, arson, use of weapons, assault resulting in personal injury and similarly grave forms of misbehavior and persistent minor misbehavior which has not been corrected in spite of lesser suspensions.
- E. Suspension 4 and Other Suspension may be given for violations of activity or athletic rules.

### **CONSEQUENCES OF DISCIPLINE ACTION**

- A. Conference-Meeting of student and/or parent with the building principal.
- B. After School Detention - Teachers or administrators may give this type of discipline action. Students are given twenty-four (24) hours to let their parents know of the pending detention time or will be asked to stay that day after school, if the teacher has called the student's parents. Failure of the student to meet this obligation may result in their suspension or

other disciplinary action. It is the teacher's or administrator's responsibility to supervise this detention.

- C. Suspension-Defined under the section "Policies on Suspension and Expulsion."
- D. Separation or Expulsion-Defined under the section "Policies on Suspension and Expulsion."
- E. Alternative Discipline in Minor Offenses-This will be the choice of discipline that the administrator may choose instead of out-of-school suspensions such as: in-school suspension or detention room on Saturday Detention.

### DISCIPLINARY VIOLATIONS

INFRACTION	DEFINITION	MINIMUM	MAXIMUM
1. Theft	Theft or unwarranted search of another person's property or IHS property	Suspension/ Conference/ Detention/ Reimbursement, Parent notification	10 day suspension Police referral Financial reimbursement Expulsion
2. Vandalism	Damaging or destroying the property of another student, staff, IHS property or "retaliatory damage" to the property of faculty/staff	Conference/ Detention/ Suspension, Restitution, Parent notification	10 day suspension Police referral Financial reimbursement Expulsion
3. Verbal Abuse	Willfully intimidating or insulting, or in another manner abusing verbally a student or staff member	Conference/ Detention/Suspension Parent notification	10 day suspension
4. Physical Abuse/ Fighting on school property	An act of physically assaulting a student or staff member Physical encounter with harmful intent	Conference/ Detention/ Suspension Parent notification Referral to Guidance	10 day suspension Expulsion Police referral
5. Harassment/ Intimidation	Persistently annoy to secure a particular action by threat of physical harm	Conference/ Detention/Suspension Conference with parent	10 day suspension Expulsion Police referral
6. Extortion	Attempt to secure money through threat or physical harm	Conference/ Detention/ Suspension Parent notification	10 day suspension Expulsion Police referral
7. Smoking/ Possession & Use of tobacco products	Use/possession of tobacco products on or near campus	Conference/ Detention/Suspension Parent notification Police referral	10 day suspension Expulsion

8.	Forgery	Signing notes without authorization/ Changing school records	Conference Parent notification Detention	10 day suspension Police referral Expulsion
9.	Disruptive or disturbing behavior	Conduct that creates disorder, invades rights of others, disrupts classrooms, assemblies, the cafeteria.  Students are expected to observe all safety rules & avoid any behavior that may cause injury to others.	Conference/ Detention Suspension Parent notification	10 day suspension Police referral Expulsion
10.	Drugs	Distribution, use of, possession of illegal drugs or related paraphernalia	Suspension Parent conference Police referral	10 day suspension Expulsion Police referral
11.	Alcohol	Use or possession of alcoholic beverage on school property	Suspension Parent conference Police referral	10 day suspension Expulsion Police referral
12.	Insubordination, refusal to identify self	Failure to comply with an official staff request	Conference/ Detention/Suspension	10 day suspension Expulsion
13.	Detention	Failure to serve assigned detention	Detention doubled/ Suspension	10 day suspension Expulsion
14.	Fire Alarm	Vandalism or activation of fire alarm	Suspension Parent conference Police referral	10 day suspension Expulsion Police referral
15.	Attendance/ Class cutting	Unexcused absence from class	Detention/ Exclusion from class pending parent conference/Suspension	10 day suspension Expulsion Drop class-grade of F
16.	Leaving School Grounds	Leaving school grounds without school and parent permission or without signing out in the office	Conference Detention/Suspension Parent notification	10 day suspension Expulsion
17.	Littering	Failure to deposit trash in appropriate containers	Conference/Detention	10 day suspension
18.	Cheating	Copying another student's work or test answers, cheat sheets, giving or receiving information during a test	Conference Detention/Suspension Zero on paper Parent notification	10 day suspension

19.	Radios/Tape Recorders/Pagers/Cell Phones	Not permitted in school	Confiscation/ Detention Parent notification	Suspension Article held to end of semester for retrieval
20.	In Halls Without Pass		Conference/ Detention	Detention/ Suspension
21.	Explosives	Possession, use or sale of any explosives	Conference/ Suspension Parent conference Police referral	10 day suspension Expulsion Police referral
22.	Dangerous or annoying instruments	Possession or use of knives, firearms or other dangerous instruments	Conference/ Suspension Parent conference Police referral	10 day suspension Expulsion
23.	Laser Pointers			
	A. Possession	Possession at School/ School Event	Saturday Detention/ Confiscation of Laser	Expulsion/ Confiscation of Laser
	B. Use	Use at School/School Event	3-Day Suspension/ Confiscation of Laser	Expulsion Confiscation of Laser
24.	Misbehavior at School sponsored activity	Violation of school rules pertaining to dances, athletic activities, etc.	Parent notified Suspension from activities/school Police referral	Suspension from all activities Police referral Financial reimbursement 10 day suspension Expulsion

**A FIRST OFFENSE DOES NOT MEAN THE MINIMUM ACTION WILL BE TAKEN. THE SEVERITY OF THE PARTICULAR OFFENSE ALONE DETERMINES THE OUTCOME!**

**DISCIPLINE REQUIRING EXPULSION**

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

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

**APPOINTMENTS**

If any type of medical, dental or optical appointments are made, the student is asked to inform the doctor as to the times he/she has study periods and make the appointment at that time. This

practice is to be used only when Saturday, after school, and vacation periods are unavailable. In case of emergencies, excused absences will be granted at any time.

### **AUDITORIUM BEHAVIOR**

1. Coats and books must be left in classroom or locker; they will not be permitted in the auditorium.
2. Feet should be on the floor, not on seats or on seat backs.
3. Be seated and remain seated in assigned seats, no exceptions.
4. Whistling and catcalls will not be permitted.
5. Be considerate of others regardless of personal feelings toward performance, such as talking and sleeping during program.
6. There should be no gum, food or beverage in the auditorium at any time.
7. Applause must be appropriate.
8. Students will receive appropriate disciplining for infraction(s) of any rule(s).

### **BICYCLES AT SCHOOL**

Bicycles must be kept in bike racks. It is advisable to lock bike on the rack.

### **BULLYING**

Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. If you believe you are being bullied verbally, physically, or relationally, report this immediately to any school employee.

### **CAFETERIA**

A type "A" meal is provided in the Middle School/High School cafeteria area every day and is available to all students. Meals are to be purchased using electronic fund payment.

In order to keep the cafeteria a place that is safe and healthy, all students are expected to:

1. Deposit all lunch litter in the wastebaskets provided.
2. Leave the tables and floor around their place clean.
3. Exhibit acceptable social behavior.
4. Refrain from any gym type activities in the area during lunch time.

## CARE OF SCHOOL PROPERTY

Students shall be held responsible for all school property which they use, and shall reimburse the school for the equipment and materials lost or abused.

## CARE OF TEXTBOOKS

All students are expected to cover their textbooks. During the school year, if the cover becomes worn, the student is expected to replace the covering. If a textbook is misused, a fine will be imposed. If a textbook is lost, replacement costs will be assessed to the student.

## CHAINS IN SCHOOL

Students are not to wear or possess chains of any form, including those worn on belts and wallets. Students seen with a chain that can be used as a weapon will face serious discipline and possible expulsion from school.

## CLASS RINGS

Students who will have earned the required number of credits by the end of their Freshman year are eligible to place their ring orders beginning in September of their Sophomore year for delivery prior to Christmas. Juniors or Seniors may also order a class ring at that time.

## COMPUTERS

Computers are located in the computer labs, library and classrooms. Improper use of computers, tampering with computers, accessing or publishing inappropriate content, downloading software/playing games, instant messaging, unauthorized e-mail usage, intention to access an inappropriate website, and/or damages to the computer may subject the student and/or parent to financial penalties, suspension, and/or expulsion.

First Offense	Student will not be permitted to use any school computer for the next five (5) school days.
Second Offense	Student will not be permitted to use any school computer for the next thirty (30) school days.
Third Offense	Student will not be permitted to use any school computer for the next one hundred and eighty (180) school days.

## DISMISSAL (SUSPENSION) FROM CLASS

**If a teacher finds it necessary to suspend you from a class, subject or activity because of disruptive behavior, report immediately to the office.** Any student suspended pursuant to this policy shall not be allowed to return to the class, subject or activity from which he or she was suspended on that school day, unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.

## **DRESS CODE**

Students shall exercise discretion in dress and personal appearance to the extent that it does not endanger health or safety, constitute a disruptive influence or violate reasonable standards of etiquette or decorum. Reasonable standards of “decorum” shall be interpreted by the building principal.

Dress Code:

1. Appearance which is distracting will not be allowed. Automatically included in this category are:
  - a. “Grubby” clothes, those which are purposely torn, threadbare, or dirty.
  - b. Bare “Midriff” styles, see-through and extremely low cut shirts/blouses, halters, tank tops, mesh shirts or similar attire.
  - c. Skirts and shorts that do not meet the following criteria:
    - Skirts and shorts must approach knee length (fingertip length when fingers are extended).
    - Spandex and lycra shorts are not permitted.
    - Ragged “cut offs” of any type are not permitted.
    - All skirts and shorts must be hemmed.
  - d. “T” shirts or sweat shirts with inappropriate pictures or words including alcohol, tobacco products, sexually suggestive, or use inappropriate language, illicit drug/illegal substances and any other that are deemed inappropriate by the principal.
2. Every student’s appearance should be neat and clean. Hair should be combed, clean and neat.
3. Students must wear shoes or sandals at all times.
4. No hats, hoods or other head coverings.

Violation of this dress code will be dealt with by consultation with the parents. Cooperation will be expected when students are in violation of one of the above rules. Lack of cooperation on the part of parents and/or the students may result in disciplinary action.

## **DRIVERS EDUCATION**

Drivers Education is offered to all students who meet the age requirement. Students will be enrolled in class according to their age (oldest first) and when there are no conflicts with extra-curricular activities.

Local school boards may establish academic and/or attendance standards for participation in Drivers Education courses. In accordance with this, any student taking Drivers Education must have a good attendance record, good behavior record and must have passed five (5) classes the past semester and be passing five (5) classes the current semester.

In accordance with Public Act 387 of 1996, Foreign Exchange students are not eligible for a Michigan

drivers license but may take the Drivers Education class.

### **DROPPING A CLASS / PROGRAM CHANGES**

Changes can be made or a course dropped through the first week of classes if:

1. possible in terms of your existing schedule and the change will not overload a particular class.
2. the change results in a reasonable program of studies in terms of the established curriculum.
3. the change is approved by parent, teacher, counselor and principal.

After the first week, a course dropped will be recorded as a withdrawn failure.

### **DROPS - STUDENT REQUEST**

#### **DISCIPLINARY "F" (STUDENT INITIATED CHANGE FOR DISCIPLINARY REASONS)**

Prior to a disciplinary "F" for the semester being given to the student, a serious effort will be made to resolve the problem. Discussion and resolution will involve the student concerned, the teacher, the principal, the parent(s) and a counselor.

If a student is removed permanently from a class, a disciplinary "F" will be recorded on the permanent record at the time of the action taken. The student's permanent record must reflect enrollment in a normal and nominal number of classes in order to be considered a full time student.

A written record substantiating the incident leading to the removal will be submitted promptly by the teacher involved. Parents will be informed by the principal of the incident and the assignment of the disciplinary "F".

### **DROPS - TEACHER INITIATED**

#### **TEACHER INITIATED REQUEST TO HAVE A STUDENT DROP OR CHANGE A CLASS (OTHER THAN FOR DISCIPLINARY REASONS)**

If a teacher feels it is in the best interest of the student or class, the teacher may initiate a drop request or a change in the student's schedule to take the class at another period. This will be accomplished without penalty (in terms of credit) to the student. Parents will be contacted by the teacher to alert them of the change and reasons for the change. It is assumed that there will be common agreement before the change is effected.

### **ELECTRONIC COMMUNICATION DEVICES (BEEPERS, PAGERS, CELL PHONES)**

Unauthorized Electronic Communication Devices will be confiscated and held for a parent/guardian to pick up from the principal. Repeated offenders of this regulation will have the Electronic Communication Device confiscated and will face disciplinary action which may include suspension or expulsion from school.

## **ELIGIBILITY**

### **EXTRACURRICULAR AND INTERSCHOLASTIC PROGRAM**

Previous Semester Record - No student shall compete in any high school extracurricular or interscholastic program during the current semester, which does not have to his or her credit on the books of the school, a passing grade for the last semester as defined below in at least five (5) classes of the total classes carried. A semester is a period during which a student has been enrolled in grades nine - twelve for three (3) weeks or more, or during which he/she shall have taken part in any extracurricular or interscholastic program. A ninth grade student may compete without reference to his or her record in the eighth grade.

Current Semester Record - No high school student shall compete in any extracurricular or interscholastic program that does not have a passing grade from the beginning of the semester to a date seven (7) calendar days prior to the contest in at least five (5) classes of the total classes carried.

### **ENTERING THE SCHOOL**

Fifth and sixth grade students will enter the school through the playground door off Pearl Street. Seventh and eighth grade students will use the main entrance to Central. Students should not arrive at the school until 7:40 a.m. as they will not be admitted until that time to go to breakfast. Those not eating breakfast will remain outside until 7:50 a.m.

### **FIELD TRIPS**

A signed parental or legal guardian consent slip is required of all students attending school sponsored field trips.

### **FIRE AND DISASTER DRILLS**

Fire drills are held according to state law. Students are to follow the exit routes that are posted in each classroom. In the interest of safety, students are not to talk while leaving the building and are to move quickly and in an orderly fashion. Once the students have evacuated the building, they are to move to a safe distance away from the school.

Disaster drills may be held periodically. In this exercise, students will be directed where to take shelter/go pending on the nature of the disaster.

### **FIRE CODE VIOLATIONS**

The use of matches, lighters or similar devices is prohibited except where such use is authorized by a school official, for example, in the chemistry lab or welding shop under the supervision of the instructor.

### **FOOD AND BEVERAGE CONSUMPTION**

Students are not to consume food or beverages in any area of the school. The exception to this rule is the consumption of food or beverage may take place in any authorized area at lunch time or for any special approved occasion.

Students may bring a clear water bottle to classes other than the library, the computer labs, the science lab and the gymnasiums. Any water damage to textbooks or other materials will be the responsibility of

the student. While not in use, water bottles must remain in the student's book bag. Students are not to share their water bottles with other students. The student's name must be written on the water bottle with permanent marker.

### **GENDER HARASSMENT/INTIMIDATION**

The Ishpeming School District Board of Education has adopted a policy that prohibits harassment or attempts at intimidation based on gender. If you believe that another student or a school district employee is harassing you or attempting to intimidate you because of gender, report this immediately to the High School Principal or Superintendent of Schools.

You have the right to attend school free of gender harassment and intimidation. Individuals who engage in harassment and intimidation are subject to school penalties including suspension and expulsion and are also subject to criminal prosecution and civil suit. If you have questions, contact the High School Principal or Superintendent of Schools.

### **GRADING/FINAL EXAM/GRADE POINT AVERAGE**

Grades are an evaluation of what you have earned or learned. We only keep them - you make them. Written or oral evaluation is a continuing process in each class. If a final exam is a requirement of a course, then a student MUST take the exam. Failure to take the required final will result in an "F" as the semester grade. Any extenuating circumstances should be cleared ahead of time. CO-OP and intern programs at the Ishpeming High School will be graded on a pass/fail basis.

For the purpose of compiling the honor roll, a student's grade point average and a student's rank in class, the following scale will be used:

A = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333	Credit (High School) = .333
A- = 3.667	B = 3.000	C = 2.000	D = 1.000	F = 0
	B- = 2.667	C- = 1.667	D- = .667	

Grade Point Averages (GPA) are to be computed to four place decimals and then rounded to three place decimals. Integers in decimal positions beyond the ten-thousandth position (beyond the fourth decimal place) are not used. If the integer in the fourth decimal place is 5 or greater, the integer in the third decimal place is increased by one. If the integer in the fourth decimal place is less than 5, the integer in the third decimal place does not change. (Example 1: 2.4365 becomes 2.437. Example 2: 2.4364 becomes 2.436). The GPA calculated to the thousandths position is to be used to determine a student's rank in their class.

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he would like to discuss with the counselor.

Students wishing to visit a counselor should contact the guidance office to arrange for an appointment.

### **GUM CHEWING**

Careless disposal of gum in drinking fountains, furniture and floors presents sanitation and cleaning problems, and costly repair. Therefore, gum chewing is not permitted.

## HALL PASSES

Students are **not permitted** in the halls during class periods unless they are accompanied by a teacher or have a pass slip from an authorized staff member. If a student wishes to see a teacher or counselor during his conference period, he/she should arrange this in advance and receive a pass to meet with the teacher at a specified time.

## HEALTH SERVICES

Should you become ill during school hours, report to the school office. When it is necessary for a student to leave school, the nurse or office personnel will notify the parents or guardians. Any student leaving school because of illness must sign out in the office if he/she is to be granted an excused absence. A note or call must accompany the student when he/she returns to school.

Parents are asked to notify the school if a student is taking any medication which could influence his/her behavior or well being. Any time medications are taken during school hours, the school must be notified. This information will be kept confidential.

## HONOR ROLL

There will be one list called the "Honor Roll". All "A" students will be so designated. To be on the honor roll, a student must have a 3.150 grade point average. All subjects will count for the honor roll except guided instruction, driver education, work study (including COOP and Internship), and aides. Work Study Classes are to be graded on a pass/fail basis. A student could not be on the honor roll if given a disciplinary or attendance "F" in the designated honor roll period. The Honor Roll will be published in a local newspaper after each semester.

## INCOMPLETE GRADES

A quarter/semester grade of incomplete in a class at the Ishpeming High School must be converted to a final grade not later than two calendar weeks following the final class day of the quarter/semester. The two calendar week period may be extended by the principal in the event of mitigating or unusual circumstances.

## LASER POINTERS

In response to a growing safety concern with laser pointers, the Board has acted to prohibit the student possession and/or use of laser pointers at school, at school events (home and away), and on buses. The penalty for possession ranges from a Saturday detention to expulsion, while the penalty for use ranges from suspension to expulsion.

## LEAVING SCHOOL (Quitting)

The state law requires attendance in school until the student becomes 16 years of age. If you are considering the possibility of leaving school, see the counselor in the Guidance Office as soon as possible.

## LEAVING THE BUILDING DURING SCHOOL HOURS

No student will be permitted to leave the school building before the appointed time of dismissal without permission of the principal. The parent/guardian may call the school or a student may bring a note from

his/her parent/guardian requesting a passport to leave the school at a specified time. The student will present the passport to the appropriate staff member. The student will report to the office and sign out prior to exiting the building in order to sign out.

## **LIBRARY**

All students enrolled in the high school are entitled to borrow books from the school library. A library card is not needed.

Books taken out of the library must be checked out at the circulation desk. The number of books checked out must show good judgment and courtesy on the student's part.

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. Students are responsible for locker contents. It is the student's responsibility to see that the locker is kept locked and in order at all times.

Since lockers are a permanent part of the building and school district property, students are expected to keep them in good, usable condition. Lockers may be inspected. No gum labels may be placed inside or outside of a locker. Writing on lockers is prohibited. Students are not to alter, jam, or disable the lock mechanism. Students found damaging lockers will be held responsible for their actions.

Get study materials for your morning classes when you arrive in the morning and materials needed for the afternoon classes during the lunch period. No one should leave classes to go to his/her locker except with special permission.

Students are to use the locker assigned to them. Students are not to use other students lockers or switch lockers with out prior approval of the principal.

## **MEDICATION DURING SCHOOL HOURS**

The dispensing of prescribed medication by school personnel shall be made in accordance with the following procedures: Medication to be taken in school will be administered by school personnel. Parents must complete a medication form and bring the medication in its original container that is clearly labeled. All medication except inhalers must be kept in the office.

## **NATIONAL HONOR SOCIETY POLICY**

Membership in the National Honor Society is based upon excellence in four areas: scholarship, leadership, service and character. Each category is judged independently.

To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in this school or have been a member of the National Honor Society in their previous high school. Candidates eligible for election to this chapter must be members of the Junior or Senior Class. A candidate must also have a minimum G.P.A. at the end of the 5<sup>th</sup> semester or 7<sup>th</sup> semester of high school of at least 3.500. Their eligibility shall then be considered on their service, leadership, and character by the Faculty Council as outlined in the Chapter Constitution. Membership is not guaranteed to anyone. The final decision for membership is made by the Faculty Council.

## **PASSES FOR LEAVING SCHOOL**

**Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If you must leave the building because of illness or any other emergency, you must first report to the office. Failure to follow the proper procedure will be considered an unexcused absence and will result in disciplinary actions.**

## **PHYSICAL EDUCATION**

All 9th graders must participate in physical education. In view of this, it is strongly urged that the student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written statement should be presented which clearly sets forth the limitations and is signed by the family doctor. The statement will be made a part of the student's record.

## **PREGNANT STUDENTS**

Pregnant students are encouraged to report their pregnancy to the Counselors or Principal.

Pregnant students enrolled in regular daily classes shall abide by the policies and administrative regulations established for all students enrolled in the Ishpeming School District.

Pregnant students who do not choose to remain in regular day school classes are encouraged to continue their education in evening adult classes.

## **PROGRESS NOTICES**

Progress notices are mailed out to parents twice a quarter when the quality of students' work is at the failing point or when the work is considerably below the level of expectation.

## **REPORT CARDS**

Report cards are given out every nine weeks to notify parents of progress. The cards are the property of the students and are not returned to the school.

## **SCHOLARSHIPS AND LOANS**

Students in need of or interested in a scholarship or loan should contact the Principal or counselors.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, if a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition and the student will face disciplinary action.

### **SKIP DAY**

In an effort to prevent any misunderstanding concerning "skip day" it should be known that the Board of Education and the school administration cannot and does not sanction such a day.

Penalties are imposed on those who insist on such actions. Your attitude toward good school citizenship, acceptance of responsibilities as an upper classman and a positive spirit of cooperation between you and your school is what is desired by the administration rather than penalties and disciplinary action.

### **SKIPPING SCHOOL**

Students who skip school may be temporarily separated from classes pending a satisfactory parent conference. Repeated offenses may result in a separation or expulsion.

### **SMOKING**

In conforming to the state law which prohibits sale of cigarettes to children under 18 years of age, and with the recommendation of physicians that smoking is injurious to health, smoking by students is prohibited on or near school grounds.

### **STUDENT ASSAULT**

If a student intentionally strikes an employee on duty, the student shall be promptly reported to the building principal or designee. In such a case, a full deposition of the incident, including witnesses and the assaulting student's and employee's reports, shall be drawn up. The student shall be immediately suspended from school.

### **STUDENT AUTOMOBILES**

The school has a parking lot available for student/staff use located across from Bell Memorial Hospital on Division Street. Therefore, students are to use this lot when taking their automobile to school. Students are cautioned about parking their cars in unauthorized parking areas and on the city streets.

### **STUDENT COUNCIL**

The Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration, where the students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration.

The Student Council's principle purposes are as follows:

- To unify student activities under one control and promote the general activities of the school.

- To aid in the internal administration of the school.
- To teach the student the values of working in a democracy.

Officers of the Student Council are elected in school wide balloting. Each class elects representatives to the council.

### **SUBSTITUTE TEACHERS**

A substitute teacher has a difficult job to fulfill. You are expected to cooperate with the substitute teacher in order to maintain a good educational setting. Student behavior problems involving substitute teachers will not be tolerated.

### **TELEPHONE USE**

The school phone in the office is available only in emergencies. Calls requesting parents to taxi pupils home or to bring forgotten articles, books, or school work to school are not considered emergencies. **Phones in other parts of the building are not designated for student use.**

### **TITLE IX - COMPLIANCE**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”

This summary statement is notification to all persons affected by the policy of the Ishpeming Public School’s intent to comply with the regulations of Title IX.

If any person believes that Ishpeming School District No. 1 or any part of the school organization has inadequately applied the principles and/or regulations of Title IX or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Superintendent of Schools.

### **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer note from your parent or guardian.
2. Obtain appropriate forms from the Guidance Office.
3. Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid.
4. Take complete forms to the Principal’s Office for final clearance.

### **WORK PERMITS**

Any student wishing a work permit must apply at the Superintendent’s Office on the first floor of the high school.

## YEARBOOK

Announcements for purchasing the yearbook will be made by the advisor early in the fall.

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### **NOTICE OF NONDISCRIMINATION**

The Ishpeming School District does not unlawfully discriminate on the basis of religion, race, color, national origin, sex, sexual orientation, age, disability, height, weight, family status or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent,  
Ishpeming Public School District  
319 E. Division Street  
Ishpeming, MI 49849  
(906) 485-5501.

\*ACADEMIC SETTING FOR PERSONS WITH DISABILITIES IS WITH PERSONS WITHOUT DISABILITIES TO THE MAXIMUM EXTENT POSSIBLE.

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