

STUDENT ACCEPTANCE STATEMENT

I, _____, as a student of Montabella High School, acknowledge that I have received a copy of the 2007-2008 Student Handbook/Athletic Code, and that I understand the rules and policies contained therein.

I also understand I am subject to any and all amendments, changes, additions, or deletions to the handbook and/or athletic code for the duration of my high school experience up until graduation.

This form must be signed and returned to the school office before the first athletic game of the season.

Student Signature

Date

Parent/Guardian Signature

Date





Montabella High School

“Home of the Mustangs”

2007-2008 Student Handbook

Shane Riley, Principal
Judy Severson, Counselor
Shelly Millis, Athletic Director
Julie Nichols, Vocational Education Coordinator
Jane Nelson & Cheryl Willis, Secretaries

Address: 1456 N. County Line Road **Phone:** (989) 427-5175
Blanchard, MI 49310 **Fax:** (989) 427-5107
Enrollment: Approximately 300 students
Web Site: www.montabella.com
Colors: Navy and White (trimmed in red)

School Song: *(Tune of Notre Dame Fight Song)*

Cheer-Cheer for old MHS
To her great name we'll always say yes,
Sing her praises up on high,
Shake down the thunder from the sky,
Whether the odds be great or small,
Our MHS will win overall,
As her loyal students go marching onward to VICTORY.

Tradition: 3 CLAPS (It is our habit to give 3 sharp and loud claps when students are introduced!)

Property of: _____

Address: _____

Phone #: _____

September 2007

Dear Students and Parents;

The faculty and administration of Montabella High School are committed to providing you with the best education possible. This student planner is provided to help make your school year a rewarding and fulfilling experience. Review it carefully to avoid later confusion about school rules and regulations.

We are very excited about this planner because it will be used in a variety of ways to help us serve you better. Students can use it to check school policies and organize their time by recording homework assignments, due dates for reports, and activities. It will also serve as a hall pass. We have also provided a place for Media Center I.D. cards, which students must have when checking out material. Therefore, it is important for you to have your planner with you at all times.

It took a cooperative effort by many individuals to create this planner, just as all of us must cooperate to create a great school. We are looking forward to assisting you in fulfilling your educational goals. You can benefit from everything Montabella High School has to offer by being actively involved in the learning in your classes and the programs offered. If you encounter difficulties, we will do the best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your high school career.

Welcome to the 2007-2008 school year!

Sincerely,

Shane Riley
Principal

STUDENT RIGHTS AND RESPONSIBILITIES

A. STUDENT RIGHTS

1. The most important right that students have is the right to a free public education.
2. Students have the right to learn.
3. Students have the right to be safe at school.
4. Students have the right to a clean school building.
5. Students have the right to get help from counselors, teachers, and administrators.
6. Students have the right to sit on committees that talk about student concerns and student rights.
7. Students have the right to be respected by other students and by the teaching staff.
8. Students have the right to due process - that means students have a right to a fair set of rules that are applied in a fair and consistent manner.

B. RESPONSIBILITIES

Student Responsibilities

1. To be in school and on time for all classes except when legitimate, acceptable reasons for absence exists.
2. To be familiar with this policy and to follow all guidelines established by this policy.
3. To SIGN IN at the office whenever arriving late to school. In these cases the student will receive an unexcused or excused pass to class.
4. To make necessary arrangements whenever leaving school before the end of the day including, 1) getting office permission which will require a parent contact by the office, 2) signing out and bringing to the office a note verifying appointment (ie: dental appointment card, note from doctor, etc.)

Parent Responsibilities

1. To see that their son or daughter is in attendance except when legitimate, acceptable reasons for absence exist.
2. To be familiar with this policy.
3. To contact the office by phone, note, or in person, no later than 2:30 p.m. on the day following an absence, and to prearrange family vacations (including hunting/ fishing).

C. DUE PROCESS AND RIGHTS OF APPEAL

Student's rights in this area are found in sections:

- Short Term Suspension
- Expulsion and Long Term Suspension
- Due Process
- Appeals

D. SEARCH AND SEIZURE

While students enjoy rights of privacy that deny unreasonable searches or those that are too intrusive, they do not have a right of freedom from search. As a general rule school officials may search a student or his/her property whenever “reasonable suspicion” is present or whenever something illegal is in “plain view.” (Note: separate sections in “M.H.S. School Rules” under “Driving” and “Lockers”.

Board policy edited states:

1. The right of inspection of students’ school lockers and student driven and/or owned vehicles, purses, pockets, and coats is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in pursuing its “in loco parentis” relationship with their children, will employ every safeguard to protect the well-being of those children.
2. School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to pupils, are school property and may reasonably be inspected. Automobiles driven by students will also be subject to inspection (search) the same as lockers.
3. It is recommended that, insofar as possible, the pupil to whom the locker is assigned be present for an inspection. It is recommended that two members of the staff conduct inspections together, particularly when the pupil is not present. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel.
4. The board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student’s age, and the student’s disciplinary history. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the board.

ACADEMIC INFORMATION

A. HIGH SCHOOL ENTRANCE REQUIREMENTS

Montabella High School offers course work for grades 9, 10, 11 and 12. Students may enroll who have successfully completed the first eight grades. All students in grades 9-12 will take 5 periods each trimester (2.5 credits).

B. GRADUATION REQUIREMENTS

All seniors are required to meet the credit requirement and are required to complete a Senior Project. A letter and a time-line for completion of the project will be sent to parents.

In order to be included in the “Top Ten” at graduation, students must be enrolled at Montabella High School for at least 6 trimesters and meet the requirements of the general education curriculum.

One diploma will be granted for graduating seniors. Use the career pathways to best determine the classes you may need for your career choice, including college prep.

C. CREDIT REQUIREMENTS

Class of 2008 – Credits required: 27.5 of 31.5

4	English	3	Social Studies	3	Science
3	Math	1/2	Health	1/2	Computer
1/2	Physical Ed.	4	Arts/Vocational		
1/2	Senior Project	8.5	Additional Electives		

Class of 2009 & 2010 – Credits required: 26 of 30

4	English	3	Social Studies	3	Science
3	Math	1/2	Health	1/2	Computer
1/2	Physical Ed.	4	Arts/Vocational		
1/2	Senior Project	7	Additional Electives		

Class of 2011 - Credits required: 26 of 30

4	English	3	Social Studies	3	Science
4	Math	1/2	Health	1/2	Computer
1/2	Physical Ed.	4	Arts/Vocational		
1/2	Senior Project	6	Additional Electives		

Comments on the requirements:

1. Students may not use an individual credit to meet more than one requirement.
2. Correspondence courses will not be accepted.
3. Off campus courses must be approved through the office; this includes any classes taken through alternative education, adult education or classes taken on-line. Courses taken from other programs must include 120 hours of in-school instruction in order to receive one credit. All classes must be accredited through NCA.
4. The physical education requirement may be exempted for students with specific physical problems provided a doctor (M.D./D.O.) provides a statement confirming the problem.

D. CAS: Community-As-School is an academic-based career exploration internship which gives students the opportunity to learn and/or practice academic, personal management, and team work skills needed for their future. Students may participate in either a “paid” or “unpaid” internship.

MAIN ELEMENTS OF THE PROGRAM:

1. One to three trimesters of students in the “real-world” work situation.
2. Supervision by Community Teacher on site and Resource Coordinator from school.
3. Interns must complete a curriculum called a LEAP (Learning Experience Activity Packet) to receive graded credit.
4. Interns will attend a weekly team meeting equivalent to one class period with Resource Coordinator.

GENERAL GUIDELINES:

1. Program open to 11th and 12th graders.
2. Students must complete the application process as outlined in the CAS Handbook.
3. Interns may earn a maximum of 1 credit per trimester.
4. Interns may be released from school a maximum of 2 periods a day for a CAS placement.
5. Students may participate in CAS a maximum of 6 trimesters, but may not repeat any CAS placement.
6. The law requires that both “unpaid” and “paid” interns have a current educational development plan (EDP) on file.
7. The CAS placement must relate to their EDP, and the student must be currently enrolled in a related academic course in each trimester that he/she is enrolled in the school-to-work program.
8. All employers of paid trainees must meet all state requirements.
9. The Resource Coordinator must approve job placements, before the student is placed.

Both the CAS Student Handbook containing complete program details, and the CAS Catalog of possible internships are currently available on the Montabella Page. Plan Ahead!

E. REQUIREMENTS FOR PARTICIPATION IN COMMENCEMENT

1. Students who have not fulfilled all obligations to the school, including but not limited to, paying all fines and serving all discipline, may be excluded from commencement exercises.
2. Seniors causing excessive disruption to the functioning of school near the end of their senior year will be disciplined up to and including removal from commencement exercises.
3. Students must have passed all graduation requirements to participate in commencement.
4. Students must dress appropriately for graduation. Guys must wear dress pants and dress shoes (no sandals/flip flops) and girls must wear dress pants or a dress/skirt and dress shoes (no inappropriate flip flops).

F. SCHEDULING AND SCHEDULE CHANGES

Students, with parental approval, will select their own courses annually. It is the student’s responsibility to see that the correct courses are taken to: 1) meet graduation requirements, 2) meet vocational and/or college requirements and 3) satisfy individual student interests. Efforts will be made to insure that students select appropriate courses. Every effort will be made to schedule students in the classes they select. However, not all schedules can be filled completely.

“DROP AND ADDS” - Because the school’s master schedule is largely determined by students needs and requests, changes can be made only under extreme circumstances. Schedule changes will not be made after registration in August. Students who are removed from class for disciplinary reasons, will receive an “F” for the trimester.

G. GRADING - Grade Point Averages will be computed as follows:

A+	4.00	B-	2.67	D	1.00	I	Incomplete
A	4.00	C+	2.33	D-	0.67		
A-	3.67	C	2.00	F	0.00		
B+	3.33	C-	1.67	CR	Credit		
B	3.00	D+	1.33	NC	No Credit		

Each teacher will inform students at the beginning of each trimester how grades are computed in that class and will provide them with a student progress form for students to monitor their progress.

H. INCOMPLETES

A student who receives an “I” in a class at the end of a trimester will have one week to get the work made up. If a student has not made the work up at the end of that period the “I” will be changed to an “F”, failing.

I. REPEATING COURSES

The staff at Montabella High School recognizes that under extenuating circumstances, students may wish to repeat a course to improve a grade. Students that wish to repeat a course must submit a request to the building administrator prior to scheduling to be approved on an individual basis by the School Improvement Committee. Repeating courses to affect class ranking will not be allowed. A student who repeats a course to improve a grade may have the lower of the two grades removed from his/her record provided the student requests the change to be made. The office staff will not attempt to determine which students are repeating courses and may wish to have a lower grade removed. Students must retake classes at the earliest opportunity. All transcripts must be completed with these changes by the end of the second trimester. Students may repeat Senior Project, but the original grade shall remain on the transcript.

J. CAREER CENTER

Montabella Juniors and Seniors may enroll in Career Center vocational programs. Sophomores will visit the Career Center to assist in making a decision regarding Career Center programs. Montabella is allotted a certain number of “slots” in each program. If we have more requests than slots, students will be selected for the program based upon academic grades, attendance, vocational interests and likelihood to success.

K. ADULT EDUCATION CLASSES

Students may enroll in adult education classes for high school credit (for failed courses only) with prior approval of the principal and counselor.

L. DUAL ENROLLMENT

Students interested in dual enrollment must contact the counselor or principal.

M. GUIDANCE AND COUNSELING

Counselors can help students in many ways, including:

1. Orientation of 8th graders to the high school
2. Selecting appropriate classes
3. Helping students to better understand themselves
4. Interpreting standardized test results
5. Discussing effective study skills
6. Helping students to better get along with others
7. Teaching students how to appropriately fill out applications and prepare for job interviews
8. Finding career information appropriate to a student’s interests
9. Helping students develop decision-making skills
10. Discussing college plans
11. Providing financial aid information to students continuing their education beyond high school
12. Working with students to select appropriate career center programs
13. Making class presentations and facilitating discussions
14. Working with students in developing their future plans
15. Helping students find part-time work or full-time employment after graduation
16. Making referrals to outside agencies

Individual counseling is often done in the area of:

1. Personal problems
2. Choosing classes
3. Improving study skills
4. Clarifying career goals and post high school planning
5. Improving communication with teachers, peers, and/or family
6. Decision making

7. Academic achievement
8. Dating and marriage decisions

Confidentiality

Counselors keep information related to counseling services confidential, unless disclosure is in the best interest of the client, or is required by law. The law states that confidentiality needs to be broken when child abuse or neglect is suspected, or when the client intends to harm herself/himself or others.

Testing

Counselors are responsible for coordinating the testing program. In addition to administering the tests, counselors interpret test results to students, parents, and teachers.

MME (Michigan Merit Exam) is given to all 11th grade students. As of Spring 2007, the MME replaced the MEAP. This test consists of the ACT plus Writing, Workkeys, Reading for Information, Applied Math, Michigan Mathematics, Science, and Social Studies tests. The MME is required to be considered for graduation status.

MEAP - The Social Studies test is administered to all 9th grade students as mandated by the State..

PLAN - Administered to all sophomores, this assessment helps students explore options in careers, education, and training, and is a good predictor of future ACT scores.

PSAT (Preliminary Scholastic Aptitude Test) Should be taken by a select few 11th graders to qualify for the National Merit scholarship and those who plan to take the SAT for college entrance. Students must pay a small fee.

SAT (Scholastic Aptitude Test) This is similar to the ACT and must be taken only if applying to selected colleges. Students must pay a small fee.

Project Find

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

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

If a child you know is struggling in school or has a physical, emotional or communication problem that might prevent success in school, call Project Find. Contact your building principal or call 1-800-252-0052, visit www.ProjectFindMichigan.org or contact Dan Brant, your local Project Find Coordinator, at 616-754-9107, ext. 369.

ATTENDANCE POLICY

The staff and administration of Montabella High School believe that the maximum educational achievement occurs for students through regular attendance in classes. The student and their parents/guardians are responsible for regular class attendance. Excessive absences from any class may result in poor achievement and/or failure to earn credit required for graduation.

Because class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability, and self-discipline, it is a relevant objective criterion, which can be related to a pupil's course grade. The purpose of the attendance procedures is to help students develop these responsibilities and to maintain academic standards for earning credits.

A. HOURLY ATTENDANCE/ABSENCE DEFINED

Students may not exceed six (6) absences (excused or unexcused) in any class in a trimester. Students who exceed six (6) absences in any class will fail to earn credit in that class for the trimester. Students that are absent more than six days in any class may restore credit for the trimester by making up each hour missed in each class. Students who exceed ten (10) days in any trimester must provide doctor's notes for absences in order for them to be excused.

In order to support academic standards for earning grades and our athletic participation philosophy/policy, students are expected to be present in a class for the majority of the class period to avoid being considered "absent". Missing a class for more than a 20 minute period will be treated as an absence.

In computing the attendance rate, the following absences will not count against the student:

1. Documented court appointments as a subpoenaed witness only.
2. School activities as excused by the office and with teacher/coach permission.
3. Suspension days (in-school suspension & out-of-school suspensions).
4. In the event that we fail to transport the student. This does not include situations where a student has been removed from the bus due to disciplinary reasons.
5. Church obligations that cannot be satisfied outside the normal school day.

Appeals for exceptions in unique or extraordinary circumstances (based on hospital stay) may be made to the building administrator prior to the end of the marking period in which the absences occur.

Procedures for restoring lost credit:

1. Students shall monitor their own absences.
2. After school tutoring is available Monday through Thursday most school weeks from 3:10-4:10 to make up hours.
3. Saturday school will be made available at the end of each trimester.
4. Students must make up all hours as determined appropriate at the end of each trimester.

Students must be in regular attendance in order for credit to be earned in a trimester. Failure to make up absences translates into failure to earn credit.

B. ATTENDANCE PROCEDURES FOR ABSENCES

It is the responsibility of the parent to contact the office by phone, e-mail, note, or in person, no later than 2:30 p.m. on the day following the absence. Failure to contact the office will result in an unexcused absence and will be disciplined according to handbook for unexcused absences. Parents may be called on the day of the absence for verification.

CLASSIFICATION OF TERMS

A. EXCUSED ABSENCES

Excused absences include, but are not limited to, medical appointments, illness, funerals, college visitations, and family vacation (including hunting/fishing). No vacation time will be excused during the last ten days of a semester.

It is also the student's responsibility to get their assignments in advance. Students should not expect an extension on due dates. As a general rule for excused absences, students will receive one additional day to make up work for each day missed. For long-term assignments, such as research papers or projects, this is not applicable. However, all projects are due on the assigned deadline date, regardless of absences. Students who miss only the day of a test should be prepared to take the test the day they return. Likewise, missing only the day prior to a test for a test over material covering several days is not reason enough to postpone a test.

B. UNEXCUSED ABSENCES

Unexcused absences include, but are not limited to, missing a ride or the bus, car trouble, work, school work, babysitting, oversleeping, etc. Failure to contact the school on the day following an absence will also be considered unexcused. Students will receive a zero "0" for all work missed due to skipping or when unexcused. Work assigned on an unexcused/skip day cannot be made up.

Unexcused: An unexcused absence as defined above shall be deemed truant. Students who incur unexcused absences may be subject to the following discipline guidelines:

- First Unexcused Absence: Warning
- Second Unexcused Absence: 1 after school detention
- Third Unexcused Absence: 1/2 day in-school suspension
- Fourth Unexcused Absence: 1 day in-school suspension
- Fifth Unexcused Absence: 1 day out-of-school suspension
- Sixth Unexcused Absence: A student may be indefinitely suspended until a conference can be held with the student's parents/guardians and a designee of the superintendent's office.

Skipping: It will be considered skipping any time a student is absent from a part of a class, a whole class or from multiple classes and the TEACHER, PARENT AND/OR THE OFFICE STAFF IS NOT AWARE THE STUDENT IS OUT OF CLASS BEFORE THE ABSENCE. If a student presents a forged note, the absence will be considered skipping. If this occurs once, written notes WILL NO LONGER BE ACCEPTED, parent contact must be made. A student who leaves a class and does not report to the office immediately will always be considered skipping. A student who leaves school without permission will also be considered skipping. An unverified absence from a class shall be deemed a skip and will be subject to discipline.

DISCIPLINE:

- 1st offense - 1/2 day in-house
- 2nd offense - 1 full day in-house
- 3rd offense - 2 full days in-house and parental contact
- 4th offense - 1 day out of school

Additional skips will result in further discipline as determined by the principal.

C. TARDIES

Any time a student is late to class without an excused pass from the office or a teacher, the student will be recorded tardy. Individual teachers will define what they consider as being tardy in their class. Coming to school late will be considered unexcused and will only be excused for reasons stated above under "Excused Absences". Students who are continually late for school may lose their driving privileges. Examples of unexcused tardies include but are not limited to: oversleeping, car trouble, running out of gas, missing a ride, missing the bus, or coming to class unprepared.

DISCIPLINE:

- 1st tardy warning
- 2nd tardy 30 minutes after school
- 3rd, 4th & 5th tardy 1 hour after school

Additional tardies will result in further discipline as determined by the principal.

AWARDS AND RECOGNITION

Montabella High School will make an effort to recognize and applaud those students who perform in an exceptional manner. The awards or recognitions that follow are those currently taking place but could change in the future.

A. ACADEMIC LETTERS & RECOGNITION

At the end of two trimesters, Freshmen students will receive an award for achieving a GPA of 3.40 or better. At the end of five, eight & eleven trimesters of work, students who have maintained an accumulative G.P.A. of 3.40 or better will have earned an “academic letter.” These will be awarded at spring awards assemblies. The first time a student qualifies after completing five trimesters, the student will receive an “M” monogram letter with the word “academic” embroidered on it. Second or third time recipients receive a pin to place on their letter.

B. ATTENDANCE INCENTIVE

The following attendance incentive has been adopted to help to encourage SENIORS to be in attendance each school day. If a SENIOR has no more than one excused absence for the FINAL TRIMESTER in any class, and a “B” average in that class, the SENIOR will not be required to take the final exam for that period. A student who does not have to take the exam may do so to try to better the grade. It will not be averaged if it does not help the grade. The only absence that does not count toward the incentive is a school related absence. All other absences will be counted in the one day limit. This includes, but is not limited to, days such as court appointments, hospital stays, funerals, vacations, college visitations, in-school detentions, etc.

C. CHARACTER COUNTS HONOR ROLL

Students who have a perfect discipline record will be put on the Character Counts Honor Roll and will receive a special award after each trimester. This is a cumulative award which starts at the beginning of the year and continues thru each trimester. Students who have a perfect discipline record for the entire year will be rewarded at the end of the school year.

D. DANFORTH “I DARE YOU” AWARD

The Danforth Foundation sponsors a program nationwide that Montabella participates in. This award recognizes two of the top junior leaders who are selected by the faculty.

E. D.A.R. AWARD

The Daughters of the American Revolution sponsor a program nationwide that Montabella participates in. This award is an effort to recognize the top Senior in terms of citizenship and leadership and is selected by the senior class and high school faculty.

F. DEPARTMENTAL AWARDS

In the spring awards assemblies teachers select outstanding performers in the various subject matter departments. In addition, extracurricular areas such as music, athletics and drama, make special recognition to participants and outstanding performers throughout the year.

G. GRADUATION HONORS

Special recognition will be given to the seniors who have the highest grade point averages through the first ELEVEN TRIMESTERS as follows:

(Duplicate recognition will be given for ties.)

Valedictorian - Highest G.P.A. Salutatorian-2nd Highest G.P.A.

Top Ten -Ten Highest G.P.A.

Honor cords will be given to Seniors who graduate with Highest Honors (3.78 or higher), High Honors (3.40 to 3.77) and Honors (3.00 to 3.39). In order to be included in the "Top Ten" at graduation, students must be enrolled at Montabella High School for at least 6 trimesters and meet the requirements of the general education curriculum.

Class of 2009 & beyond: Students will have their GPA & ACT scores calculated to determine class ranking, including Valedictorian, Salutatorian, and top ten status.

H. HONOR ROLL

The honor roll will be computed and posted three times each year. The honor roll will be based upon the G.P.A. of the final grade at the end of each trimester. The honor roll will be posted with three levels: Highest Honors 3.78 to 4.00; High Honors 3.40 to 3.77; Honors 3.00 to 3.39

I. THE HUGH O'BRIAN YOUTH FOUNDATION

Hoby is a State Leadership Seminar open to all sophomores. Evaluations of the students' applications are used for the selection of one sophomore that will attend. The applications are in essay form. This program emphasizes leadership ability, self-development, American's Incentive System, and our democratic process. It also brings the ambassadors together with some of today's distinguished leaders.

J. NASSP LEADERSHIP AWARD

This award is given by the principal to the outstanding leader of the senior class. The student then becomes eligible to compete for one of a hundred National Scholarships.

K. PERFECT ATTENDANCE

The perfect attendance award will be given to students who have "perfect" attendance for the entire school year. The only absence allowed for this award will be a school related absence.

L. PRESIDENT’S AWARD FOR ACADEMIC EXCELLENCE

Initiated in 1983, to honor students for their outstanding academic achievement. Awarded to seniors who meet the following criteria: 3.5 GPA or higher, composite ACT score of 24 or higher and at least 12 credits in core courses of study.

M. PROJECT CLOSE-UP

The Close-Up foundation sponsors a one-week intensive training session in the spring of each year in Washington, D.C. Selected Juniors may attend this program that emphasizes governmental education, cultural exposure and other dynamic learning opportunities. This program is partially funded by the Curtis foundation and intermediate school funds but also requires a large amount of funding through fundraisers or personal contributions of the student’s family.

N. SUMMER INSTITUTE

The State of Michigan Department of Education is currently sponsoring one week intensive learning experience during the summer. These are competitive programs for Sophomores and Juniors.

GENERAL INFORMATION

A. ACADEMIC ELIGIBILITY

Students must be eligible according to athletic eligibility standards to be eligible to compete in academic competition.

B. AGE OF MAJORITY

Students who wish to exercise their age of majority rights must schedule an appointment with the principal and their parent/guardian prior to signing the form.

C. DRAFT/VOTER REGISTRATION

Eighteen year old boys are reminded to register for the draft, and all students who are 18 years old are reminded to register to vote.

D. FIRE DRILLS

Specific directions for vacating the building are posted in each room. General procedures in case of fire or fire drills are:

1. At the sound of the buzzer, pupils should leave the building with their teacher by the nearest posted exit. Those students who do not leave will be subject to immediate disciplinary action which may include suspension.
2. Never assume that the buzzer is a false alarm. State fire regulations require that a building must be evacuated whenever an alarm is rung.
3. Students must not stop for books, clothing, etc.

4. Students should walk, not run. There should be no pushing or shoving.
5. When the all clear is given, students should return to their classrooms.

E. HEAD LICE

On a random basis, students are checked for head lice. Anyone infected with live lice or nits will be sent home to be treated. The school will contact the parent/guardian to come take their student home. Medicated shampoo rinse for treating head lice may be obtained from the health department or a pharmacy. Home remedies are not considered an acceptable treatment.

The treatment must be used correctly. Questions about directions should be referred to a doctor or nurse.

Students may return to school 24 hours after the treatment, or as otherwise stipulated on the prescribed directions. Parents must accompany their student to school upon return and must present the treatment shampoo box or label. Hair and scalp will be examined upon return prior to a student being admitted to class.

E. IMMUNIZATION

SUBJECT: Enforcement of Immunization Law (Act No. 368 of the Public Acts of 1978). All students must meet the minimum immunization standards unless a valid medical/religious exemption (waiver) is presented.

F. INJURY REPORT

Students who are injured during the school day are to notify their teacher and request permission to go to the office. Students are not excused to go home unless the office is able to reach a parent or guardian. The teacher should fill out an injury report at this time to be filed in the office.

G. LOCKERS

Lockers are the property of the school. They are assigned to students for their physical well being and for the purpose of storing supplies, coats, and other items essential for the formal educational process. Periodic locker checks by professional staff are designed for the purpose of insuring school safety and pupil welfare. (This section also applies to gym lockers and storage in Art, Home Economics, Industrial Arts, etc.)

1. Do not keep money or valuables in a locker. The school is not responsible for anything stolen from a locker.
2. Do not give the locker combination to anyone.
3. If the locker does not work properly, contact the office.
4. Students should keep lockers clean. Fines may be assessed for cleaning or repairing a student's locker.
5. Students may switch lockers if they inform the office of the switch. This is important since frequently during times of illness or injury it is necessary for a parent to get things out of a student's locker.

6. **SEARCH OF LOCKERS.** The administration may search a locker if the administrator has “reasonable suspicion” that the locker contains any item against school rules or if such an item is in “plain view” during a periodic locker check. Searches will take place with the student(s) present if at all possible.

7. **LOCK DEPOSIT.** Students will be required to pay a \$5.00 deposit for all padlocks issued to them by the school. Students must use a school issued lock.

H. LUNCH

Students may purchase lunch either by entering a lunch ID number or by paying with cash for all menu and Ala Carte items. Each student will be assigned an individual Lunch ID number to make purchases from their lunch account. It is preferred that deposits be made weekly or monthly whenever possible. Deposits are accepted prior to school each morning in the cafeteria. Students wishing to deposit money during lunch hour should stay to the back of the line. Students who are eligible for free or reduced lunch must apply at the start of the school year on the forms provided.

I. MEDIA CENTER RULES & PROCEDURES CIRCULATION

1. All general book materials circulate for two weeks.
2. Magazines circulate for one week.
3. Books and magazines may be renewed if not in demand.
4. Lost material should be reported immediately. If not found, the student is expected to pay for the replacement of the material as well as a \$1.00 handling fee. If the material is found at a later date, the price of the material may be refunded; however, the \$1.00 handling fee will not.

FINES - For everyday materials are late, you will be charged a 5 cent fine. Fines are payable only to the media coordinator or director. Any fines over six weeks will be charged an additional \$1.00 handling fee. Students who remove barcodes from, or otherwise deface library materials will be charged a fine and will serve an in-school.

PASSES - All students must present a pass upon entering the media during the school day, and have their pass signed by the circulation attendant or media supervisor when leaving. If more than one name appears on the pass, all must come in and leave together. When leaving, students must have their passes signed by a media supervisor.

STUDENT I.D. CARDS - Students will be issued a School I.D. card upon entering the high school. Students are responsible for keeping track of their School I.D. School I.D.'s must be shown when checking out any materials from the media center. Lost cards should be immediately reported to the Media Supervisor. A \$5.00 fee will be assessed to replace a lost or damaged card.

MEDIA CENTER PRIVILEGES: Media Center Privileges may be revoked if you are loud and disruptive, show disrespect for materials, equipment, or staff, or have overdue materials or unpaid fines.

J. TRANSFER STUDENTS

Credits earned by transfer students will be evaluated by the high school counselor. Every effort will be made to fairly equate credit. It is our desire to assist students who transfer into Montabella High School after the school year has begun. However, due to the difficulty of placing students in appropriate classes because of scheduling, we will do our best to ease the transition for students who will be moving and hopefully disrupt their education as little as possible. If a student wishes to appeal the decision of the counselor, he/she would do so with the principal within a ten-day period that begins with the date of enrollment. Montabella High School does not weight grades in any classes. Any weighted grades transferred into Montabella will not be recognized, but will be converted to a four (4) point scale to figure GPA. In order to be included in the "Top Ten" at graduation, students must be enrolled at Montabella High School for at least 6 trimesters and meet the requirements of the general education curriculum.

K. TORNADOES

If the school is notified by the sheriff or fire chief that there is a tornado forecast, students will be sent home if time allows. If the tornado is in the immediate area, or there is not time to send the students home the following action will be taken: Students will go to designated areas. In case of tornado warnings and both parents are gone during the day, we request those parents to instruct their children as to where to be sent when school is dismissed. It would help us if parents would please refrain from using telephones at times like this unless absolutely necessary. We will need to contact other schools, bus drivers and the fire chief or they may be trying to contact us.

L. WITHDRAWAL FROM SCHOOL

Students who withdraw either to transfer or to drop-out are requested to first report to the office. Students are requested to obtain a withdrawal form that must be filled out by themselves and their teachers. The purpose of this is to obtain grades at the time of withdrawal and to be sure all books are turned in. Student's records will not be released until all fines are paid and a request is received from another school for the records.

M. WORK PERMITS

Anyone under the age of 18 must have a work permit to be legally employed, except in the following instances: newspaper carrier, domestic work, farm work, or work in a business owned and operated by a parent. Work permit applications are available in the Principal's Office. When the application is completed it should be given to the secretary in the office. A 24 hour turn around time may be needed to process the application before a final copy is approved and issued to the student. A permit may be revoked by the school if poor school attendance results in a level of school work lower than that prior to beginning employment.

N. VISITORS

Students who wish to have visitors during the regular school day must pick up a visitor form in the office at least two (2) days before the visit and turn it in at the end of the day. The form then requires parent’s approval, teacher’s approval, visitor’s home school approval, and office approval. Visitors must be presently enrolled in high school and will only be approved if student does not have school on that day.

STUDENT ACTIVITIES

At the current time the following activities are available for students at Montabella. Depending upon student interest, the availability of a sponsor and other concerns the number of activities may increase or decrease from time to time.

A. CLASS OFFICERS

Each class votes to select a president, vice-president, secretary, treasurer, and two (2) student council representatives each spring. These officers are responsible for working with the class advisors to conduct all class business.

B. CLUBS

Clubs and other organizations may be formed provided there is sufficient student interest, there exists an acceptable advisor or sponsor and the goals of the group are positive in nature. Students wishing to form new organizations must get approval before any formal functioning begins.

C. M.S.A.C. ACADEMIC ACTIVITIES

Language Arts Quiz Bowl Computer Art Exhibition
Forensics/Debate Model U.N. Talent Revue Honors Band

Students must be eligible according to athletic eligibility standards to be eligible to compete in academic competition.

D. NATIONAL HONOR SOCIETY

The National Honor Society, an organization begun by the National Association of Secondary School Principals in Chicago in 1919, continues to select outstanding students from grades ten through twelve to give special recognition. Students must apply to be considered for membership at the end of their 3rd, 5th, or 7th semester. There are four areas of equal importance which must be considered for membership. These are Scholarship, Character, Leadership and Service. To be eligible in the area of Scholarship, a student must currently have a G.P.A. of 3.00 or better. Evaluations are then made by the faculty in the other three areas. All teachers, counselors, and staff who work directly with the students are asked to report concerning those students they know. We expect that a selectee will be active in at least

two areas of service in the school, community or church. He/she must evidence leadership in a positive manner to the betterment of his/her school and class. His/her character must be such that we find him/her to be upholding in a positive manner the generally accepted high standard of behavior of our society. If at any time a student falls below these minimum requirements, he/she is removed from membership. In case he/she fails below the semester B requirement, he/she has one semester to restore his/her average except in the case of a second semester senior. Cheating, substance abuse, or other flagrant violations of school rules are grounds for dismissal from National Honor Society.

E. STUDENT COUNCIL

The student council has two major functions: first, to approve all school social events including dances, school parties, etc, and second, to improve Montabella High School in any way that is practical and acceptable. The student council has five officers: President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer, who along with class officer and representatives, are elected in the spring for the following year.

F. STUDENT ADVISORY COUNCIL

The student advisory council meets with the building principal several times each year. The student advisory council has two major functions: first, to provide input and direction to policies of the school that affect students and second, to improve Montabella High school through establishing goals and directions for school improvement projects. Four students will be chosen from each class by the building principal. Students on the Student Advisory Council must maintain a “C” average.

CHARACTER COUNTS!

The Montabella High School Handbook is based on the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. We believe that a person of character is a good person, someone to look up to and admire. He/she knows the difference between what is right and wrong, and always tries to do what is right. A person of character sets a good example for everyone and tries to make his/her school a better place. What’s most important is that a person of character follows rules. Outlined below are the six pillars of character. Under each pillar is a list of school violations and/or inappropriate behaviors that relate to each pillar.

A. Trustworthiness

- Gives proper notice of absences.
- Arrives on time.
- Develops honest, open, and ethical in relationships with others.
- Stands by his or her commitments.
- Does not steal, misuse or abuse school property or equipment.

Does not spread rumors.
Keeps commitments to family, teachers, class, school, and community.
Is honest.
Does not lie or cheat.
Lives by his or her principles no matter what others say.
Has the courage to do what is right and to try new things even when it is hard.
--Cheating
--Theft
--Tardiness

B. Respect

Is friendly and cooperative when asked to take on responsibilities.
Listens to and acknowledges the viewpoints of others.
Treats everyone with respect and dignity to maintain a positive environment.
Models listening and maintains an open mind.
Works to establish a respectful and working relationship with students & staff.
Accepts constructive criticism and modifies behavior when necessary.
Is courteous and polite to others.
Doesn't use, manipulate, exploit or take advantage of others.
Works well as a team member.
Respect other's property and takes good care of school property.
Resolves disagreements, responds to insults and deals with anger peacefully and without violence.
Does not use profanity or make inappropriate comments towards classmates or teachers. Avoids the use of dangerous and illegal substances.
--Inappropriate behavior towards staff & students
--Inappropriate Affection
--Inappropriate language/obscene gestures
--Smoking/drugs
--Sexual Harassment/Intimidation
--Threats
--Vandalism
--Littering inside and outside of the school
--Fighting

C. Responsibility

Gives proper notice of absences.
Is on time for class and is prepared to learn
Accepts responsibility and is accountable for quality of work.
Takes pride in work.
Takes responsibility and is accountable for his or her own actions and mistakes.
Strives to improve abilities, learn new skills, and takes on broader responsibilities.

Is committed to doing the best in class and on campus.
When things get tough, continues to focus on goals.
Demonstrates self-control and appropriate behavior in classes and at school related functions

- Inappropriate behavior towards staff & students
- Cheating
- Tardiness to school/class
- Unexcused absences/skipping
- Not doing assignments or projects, or participating in class
- Follows dress code
- Follows driving rules
- Proper use of computers and computer rules

D. Fairness

Uses tact and fairness in dealing with others.
Is flexible in coping with different expectations, situations, and diverse leadership styles.
Completes tasks in a timely manner.
Contributes knowledge, ideas, and skills to others.
Concentrates on the positive.
Refrains from judgment, giving classmates support and encouragement.
Lives by the rules and encourages classmates to do likewise.

- Cheating
- Not meeting deadlines
- Intolerance of others
- Sportsmanship

E. Caring

Builds positive relationships with others.
Shows kindness and is sensitive to the feelings of others.
Takes time to help others.
Does quality work.
Respects the property of others.
Treat others the way they would like to be treated.
Forgives others for their shortcomings.

- Disrespect to staff & students
- Fighting
- Intolerance of others

F. Citizenship

Maintains an active role in school and community activities
Follows school policies, regulations and procedures
Shows initiative by becoming helpful and resourceful.
Indicates a positive and enthusiastic attitude.
Takes care of school property
Helps the school and community be better, cleaner, and safer.

Obeys teachers, coaches, and other staff members.
--Follows all rules in the Student/Parent Handbook

M.H.S. SCHOOL RULES

All students and parents are expected to be aware of school rules and the consequences for violating them. No student will be allowed to stop another student from learning, or a teacher from teaching. Students are expected to conduct themselves within these guidelines whenever on school property or at any school activity. Students who violate these rules assume the responsibility for accepting the appropriate discipline. A letter will be sent home to parents indicating the infraction and the disciplinary action taken. Students will also be required to call home to explain the situation to their parents. All students will display personal qualities such as responsibility, self-management, ethical behavior, and respect for self and others. Unless otherwise stated, all offenses are cumulative over the current school year only. Students may expect more severe consequences for repeated offenses of a rule. Students who have a history of violating several rules may face suspension or expulsion for their total disciplinary record. While every effort has been made to write a complete code, the following rules are not to be considered a complete list. Students may have consequences for inappropriate behavior not specified in these rules.

A. ALCOHOL AND DRUGS

Students shall not possess, use, dispense (sell) or be under the influence of any beverage containing alcohol or any illegal, controlled, or mind-altering substance or so called “look alike” drugs on school property or at any school activity. Discipline may range from suspension to recommendation to the Board of Education for expulsion. Each case will be reported to the police. To clear up any concerns in regards to students using alcohol, a breathalyzer may be offered. Police will be notified if student refuses to take a breathalyzer test.

B. BULLYING

Bullying is the repeated abuse of a student over time by other students, which may include physical, emotional, or verbal abuse. Discipline may range from in-school suspension to recommendation to the Board of Education for expulsion.

C. CHEATING

Cheating on daily work or minor quizzes will result in a zero (0) on that assignment and/or detention. Individual teachers will deal with these violations. Appeals may be made to the student advisory committee. Further incidents will be treated in the same manner as cheating on tests and major assignments or projects, and will not be tolerated. They will be disciplined as follows:

- 1st offense: Zero (0) on the test, assignment or project plus the trimester grade will be reduced one full grade with a comment attached.
- 2nd offense (in any class): The student's trimester grade in the class of the 2nd offense will be reduced two full grades with a comment attached.
- 3rd offense (in any class): The student's trimester grade in the class of the 3rd offense will be recorded as an "F" with a comment attached.

Using the internet to plagiarize papers is considered cheating and may result in a zero "0" for the project. Assisting others to cheat will be treated in the same manner.

D. CLOSED CAMPUS

Montabella High School operates under the "Closed Campus" concept. This means that students are to remain in the school building from the time the students arrive at school in the morning until school is dismissed. Students will only be allowed to leave school with permission. Age of Majority students must follow the rules of closed campus.

E. DANCES

Dance forms and building use forms need to be submitted to the office at least one week prior to the dance. These forms can be obtained from the office. A guest list sign up sheet needs to be in the office for at least two days prior to the dance. Middle school students are not to attend high school dances. All guests must have a signed form on file the Thursday before any dance. Students are limited to one guest and must register them before the dance. Guests must follow all school rules and be prepared to show I.D. upon request.

1. Dances are for 9th through 12th grade Montabella students, unless previously approved. Individuals age 21 or older will not be allowed to enter school dances under any circumstances.
2. Parent chaperons have authority to enforce school rules.
3. Students may not re-enter after having left the dance.
4. All school rules apply to dances.
5. No outside beverage containers will be allowed.

F. DISRESPECT/INTIMIDATION/THREATS

People will treat people with respect. Threatening, disrespectful, verbal assaults, or intimidating behavior or language will not be tolerated. Such behavior or language includes, but is not limited to:

1. Discrimination or derogatory comments based on race, religion, gender, disability, or sexual orientation.
 2. Put down, name calling, teasing, insulting or bullying another person
- Discipline may range from a warning to recommendation to the Board of Education for expulsion.

G. DRESS CODE

Montabella students are expected to dress in good taste. Students will recognize that not all “fashion” is what school personnel consider appropriate. The following is a partial list of unacceptable forms of dress:

- tank tops with less than 2” shoulder width
- shirts with big/loose sleeve openings
- spandex clothing
- mesh shirts
- bare midriffs/torsos
- lowcut/revealing clothing
- shorts - finger length when arms are at side
- going barefoot or stocking feet
- skirts more than five (5) inches from the floor when kneeling
- any item of clothing with vulgar or offensive imprinting

Clothing will also be considered inappropriate if what you are wearing allows undergarments to show. Students who wear inappropriate clothing will not be allowed to return to class until acceptable clothing is obtained. Students who fail to follow staff direction in changing clothes will be considered insubordinate and disciplined according to Section “N”.

H. DRIVING

Students who wish to drive to school must conform to these regulations whenever operating a motor vehicle on school property before, during and after school hours.

1. Students must register all vehicles they might drive before driving them to school. The registration form will require parent signatures and acknowledge awareness of these rules.
2. Students must observe the 10 m.p.h. speed limit on school grounds.
3. Students must not cut in front of busses or school vehicles. These vehicles have the right-of-way.
4. Students are to leave their vehicle and the parking lot and go directly into the high school as soon as they arrive. Students must not be in their vehicle without office permission during the school day, INCLUDING LUNCH PERIODS.
5. Students must park in the designated places in the west lot only.
6. Students are not to drive South or East of the school between 6:00 a.m. and 4:00 p.m.
7. SEARCH OF VEHICLES. Students who choose to drive agree to allow administrative search of their vehicles if the administrator has “reasonable suspicion” that the car contains any item against school rules or if such an item is in “plain view.” Searches will take place with the student present if at all possible. It is normal for the principal to walk around the parking lot and check cars.

Discipline

PARKING VIOLATIONS:

- 1st offense - WARNING
- 2nd offense - loss of parking privileges for one week
- 3rd offense - loss of parking privileges for 30 days

MOVING VIOLATIONS ON SCHOOL GROUNDS: (careless driving, speeding, driving without permission to the career center, etc.)

- 1st offense - loss of driving privileges for one week
- 2nd offense - loss of driving privileges for 30 days
- 3rd offense - loss of driving privileges for the remainder of the year

Any excessive violations will be reported to the police.

I. DISPLAYS OF AFFECTION

Displays of affection, with the exception of hand holding, are considered inappropriate behaviors at school, on school grounds and at school activities. Staff members will issue a report to the office each time they observe such behavior. Students that demonstrate this behavior will be spoken to and expected to control this behavior. If the behavior continues parents will be contacted and if necessary, a suspension from school may need to be imposed.

- 1st offense - warning & call parent
- 2nd offense - after school detention
- 3rd offense - 1/2 day in-school suspension
- 4th offense - 1 day in-school suspension
- 5th offense - parent conference

J. ELECTRONIC DEVICES

Cell Phones - Students may bring cell phones to school if they remain locked in their lockers during the school day. Cell phones are not to be out or used until after school hours. Cell phone use is not permitted in bathrooms or locker rooms. If a student has a cell phone out of his/her locker during school hours, the following will occur:

- First offense- Student is given a warning and the office will return the phone to the student at the end of the day.
- Second offense- Student will receive a full in-school suspension. and the office will return the phone at the end of the day.
- Third offense- Student will receive an out-of-school suspension and the parent may pick up the phone at their earliest convenience.
- Additional offenses will result in additional out-of-school suspension days and a conference between office personnel and parents.

Electronic devices: Students should not bring or possess electronic devices at school unless they have been given office approval for a specific assignment. Students who possess or use these devices will have the following occur:

- First offense - Student is given a warning and the office will return the device to the student at the end of the day.
- Second offense - Student will receive a full in-school suspension and the office will return the device at the end of the day.
- Third offense - Student will receive an out-of-school suspension and the parent may pick up the device at their earliest convenience.
- Additional offenses will result in additional out-of-school suspension days and a conference between office personnel and parents.

Please remind students to keep cell phones in a locked locker and do not bring electronic devices to school. The school will not be responsible for lost or stolen cell phones or other electronic equipment

K. FAILURE TO SERVE DETENTIONS

Failure to serve after school detentions will result in the following discipline:

- 1st offense - 1/2 day in-house suspension
- 2nd offense - one day in-house suspension
- 3rd offense - two days in-house suspension

At this point a scheduled parent conference must be held to determine what steps must be taken.

- 4th offense - one day out-of-school suspension
- 5th offense - multiple days out-of-school suspension

L. FIELD TRIPS

Parent permission slips are required for all field trips. It may be necessary for students to pay certain costs. Students should remember that all school rules apply throughout the trip and that their behavior should be such as to reflect positively upon M.H.S. At the discretion of the principal, students with frequent discipline problems may not be allowed to attend the trip

M. FIREWORKS

Fireworks of any form - legal or otherwise - are not acceptable.

- 1st offense - Minimum of 1 day in-school suspension to a maximum of a 3 day out of school suspension.
- 2nd offense - Minimum of a 3 day out of school suspension to a maximum of expulsion.

N. FIGHTING: The Intentional/Deliberate Act of Pushing, Shoving, Hitting or Striking

Students shall not be involved in any physical contact that could result in injury to another person. A student who does not "fight back" will not be disciplined under this rule unless he/she provoked the fight. The principal, along with members from the Appeal Committee, will give due process to the individuals involved if warranted. Discipline for fighting may range from a warning to recommendation to the Board of Education for expulsion.

O. FOOD AND BEVERAGES

Food and beverages are allowed in the cafeteria and tiled areas and in some classrooms. Outside of the cafeteria open food and beverages will be confiscated. Food and beverage in the classroom is dependent on the individual teacher's classroom rules.

P. INAPPROPRIATE BEHAVIOR/INSUBORDINATION TO STAFF OR STUDENT

MHS will not accept inappropriate\insubordinate behavior in the building or at school activities, including sporting events. Inappropriate behavior also includes water balloons, squirt guns, etc. Discipline for students who have been referred to the principal for inappropriate behavior or insubordination may range from a warning to suspension from school including all sporting events.

Q. LEGAL VIOLATIONS

Generally, any action that could be considered a violation of public law will also be considered a violation of school rules. The police will be notified and a report filed. Appropriate school discipline will be given up to a maximum of permanent expulsion.

R. MEDICATION

Students who are using prescription medication must have a statement from their doctor on file in the office. Medication must be in the prescription bottle. Students who take non-prescription medication must have a statement from the parent/guardian on file in the office. All medication must be kept in the office and will be dispensed according to their doctor's and or parent's instruction.

S. MIDDLE SCHOOL TRESPASS POLICY

Students are not to visit the Middle School at any time during the day unless the visit is prearranged by both the high school and middle school. Athletes who use the Middle School are confined to the locker room and designated athletic areas only.

T. NOON HOUR AND LUNCH

Students are not allowed in the halls without a pass during lunch hour. Students are expected to use the same behaviors in the cafeteria as they use at the dinner table at home. Students are to return trays, utensils, and litter to its proper place. Throwing of food or cutlery will not be tolerated. If a student chooses to throw food or cutlery they will be disciplined accordingly. Cleaning up the cafeteria and/or removal from the cafeteria and/or detention are expected consequences depending upon the severity of the problem.

U. PARKING LOT

Students are not allowed in the parking lot, once they have arrived at school, without an office pass.

- 1st offense - 1/2 day in-school suspension
- 2nd offense - 1 day in-school suspension
- 3rd offense - 3 days out of school suspension

V. PROFANITY, OBSCENITY AND VULGARITY

The use of profane language, obscene gestures or vulgar behavior will not be tolerated.

- 1st offense - warning
- 2nd offense - 1 after school detention
- 3rd offense - 1/2 day in-school suspension
- 4th offense - 1 day in-school suspension

W. SEXUAL HARASSMENT

Sexual harassment means “unwanted and unwelcome sexual behavior which interferes with a person’s life.” Sexual harassment includes, but is not limited to: sexual comments, touching, pinching, grabbing, or indecent exposure. Discipline may range from a warning to recommendation to the Board of Education for expulsion. All sexual harassment incidences will be reported to the police department.

X. SKATEBOARDS/IN-LINE SKATES

Skateboards and in-line skates are not allowed at school during the school day unless approved by the office to be used in a specific class. Skateboards and skates are not to be used outside in the bus loading area.

Y. THEFT

The theft of school or personal property will not be tolerated. All theft of property or money in excess of \$50 will be reported to the police. Discipline will include repayment for or the return in original condition of the property to the rightful owner. Discipline may also include after school detention, up to and including suspension.

Z. TOBACCO PRODUCTS

Students shall not use or possess tobacco products on school property or at any school activity.

- 1st offense: 1 day in-school suspension with a written report due at the end of the suspension day
 - 2nd offense: 3 day out-of-school suspension
 - 2nd offense: 5 day out-of-school suspension
- At this point a parent meeting must be held.
- 3rd offense: 10 day out-of-school suspension

AA. VANDALISM

Intentional damage to school or personal property will not be tolerated. All major vandalism will be reported to the police. Discipline will include payment for the repair or replacement of the property plus janitorial help and/or suspension time at principal's discretion.

BB. USE OF COMPUTERS/TECHNOLOGY

All students using the Internet must sign an Internet use form.

Anyone who is caught tampering with the set up commands, using features other than those for which they are instructed, modifying the programs in any way, looking up inappropriate material, or visiting chat rooms, will be disciplined according to the severity of the incident. In general, the following discipline will be followed:

--1st offense - Warning

--2nd offense - Student will not be allowed to use any school computer for one week

--3rd offense - Student will not be allowed to use any school computer for one month

--4th offense - Student will not be allowed to use any school computer for one semester

Incidents occurring in a computer class may result in failure of the course.

In some instances of extreme misuse, it may deemed necessary to issue other punishments in addition to the above discipline, up to and including out of school suspension.

CC. WEAPONS

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

DISCIPLINARY ACTION

The following disciplinary actions may be administered for violations of the SCHOOL RULES of Montabella High School and for violations of individual teacher's classroom rules.

If the building administrator has reason to believe that a student is in violation of any law (including alcohol and drug laws), he/she will advise the parent of the student and the appropriate law enforcement agency after a thorough investigation.

A. IN-SCHOOL SUSPENSION

The purpose of in-school suspension is to enable students who would otherwise be suspended from school, to remain in school while providing these students an opportunity to improve their academic standing. Work covering a longer period of time, such as a major unit test, may be made up at the discretion of the principal and teacher. Time on task, according to all educational research, is a critical factor in the educational process. Giving students an opportunity to remain in school, while at the same time providing corrective discipline, reinforces that school attendance and academic achievement are important.

In-school suspension is an effective deterrent for most of the students. There are a small percentage of students that have difficulty following building rules and policies. If a student accumulates an excessive amount of in-school suspensions, one of the following will happen:

1. Parents will be notified and a meeting held to determine a method of helping the student with his/her behavior.
2. Students may receive an out-of-school suspension of 1-10 days.
3. Building Principal may issue an out-of-school suspension and/or go to the Board of Education for expulsion.

Rules for in-school suspension

1. Students who arrive at in-school suspension tardy will have to make up the amount of time the student was tardy.
2. Students must bring all their books and supplies to in-school detention.
3. There is absolutely no talking between students the entire day.
4. Students are not allowed to sleep during detention hours.
5. No visitors or note passing are allowed.
6. No eating or drinking during the day except during the allotted lunch period.
7. No student is allowed to speak to the teacher, get out of his/her chair or leave the room without first asking permission.
8. No music, radio, headphones, T.V. or games of any kind will be allowed.
9. No hall passes.
10. Students are not allowed to change the suspension day assigned to them.
11. Students are to report to the suspension room on the day or days assigned to them. Failure to report on the assigned day may result in an extended suspension.
12. Students failing to complete the scheduled day will be asked to repeat the entire day or serve a three day out-of-school suspension.

B. SHORT TERM/OUT-OF-SCHOOL SUSPENSION

Short term suspension or out-of-school suspension means exclusion of a student from regular attendance at school for a period of ten (10) days or less. Students who are on out of school suspension are not allowed to be at any school function or on school property during the entire time of the suspension. Any violation of this rule will result in one additional suspension day for each violation. This includes non-participation in all after school athletic and extra curricular activities.

1. The student and parents shall be given notification of the grounds for the suspension.
2. The principal shall offer to meet with the student and parents. At such a meeting, the student shall be given an opportunity to deny the charges and rebut any evidence against him/her. At such a meeting, the principal shall review the steps necessary for a satisfactory return by the student to the regular classroom schedule.
3. If the student or parents are not satisfied with the decision of the principal they may appeal the decision to the superintendent.
4. Students will receive a zero "0" for all work missed on an out-of school suspension day. Work covering a longer period of time, such as a major unit test, may be made up at the discretion of the principal and teacher.
5. Parent attendance suspension allows the student to attend all classes provided the parent accompanies the student throughout the entire school day. This form of suspension may be offered by the principal.

C. EXPULSION AND LONG TERM SUSPENSION

Long term suspension means the exclusion of a student from regular attendance at school for a period of more than ten days and expulsion means the permanent removal from school. Only the Board of Education may expel or suspend a student for more than ten days.

1. If expulsion/long term suspension is felt appropriate by the principal, he/she will make such a recommendation to the superintendent.
2. The superintendent will hold an informal hearing with the student, the parents and the principal.
3. If the superintendent feels expulsion/long term suspension is appropriate, he/she will make such a recommendation to the Board of Education.
4. The Board shall establish a reasonable time and place for a hearing on the matter, and shall notify the student and parents. The Board must review the situation and determine what discipline is appropriate based upon the student handbook, the recommendation and the evidence presented. The Board may appoint a "Hearing Officer" to conduct the hearing.
5. At each level students shall be given written notification of the grounds for the action and summary of the evidence supporting the grounds, shall have the right to examine and rebut all evidence against them, shall be given an opportunity to present evidence and witnesses and to confront and cross-

examine adverse witnesses. Students may remain silent and refrain from testifying without prejudice, may be represented by legal counsel. An adequate record or summary of the hearing shall be maintained. A written decision shall be made by the Board or person designated by the Board to conduct the hearing. The student and parents may waive the right to such hearings at any time.

D. DUE PROCESS

1. The due process procedures related to suspension and expulsion are explained above.
2. In all disciplinary matters the student has the right and responsibility to present his/her position on the circumstances of the disciplinary referral. The first step in most disciplinary matters not handled by the classroom teachers is an informal conference with the principal.
3. As a general rule the more serious the problem and the more severe the discipline given, the more procedural rights the student has.
4. For disciplinary situations resulting in discipline of ten days or less, the student has the rights to:
 - a. present his/her side of the issue
 - b. question the evidence
 - c. present witnesses
 - d. remain silent
 - e. appeal as stated later
5. In all cases where disciplinary action is taken a referral will be recorded to maintain a record of the situation. The student's parents and the involved teacher(s) will receive a copy of the referral.

E. APPEALS

1. If the student feels that he/she is innocent or the penalty given (if variable) was too severe he/she may appeal the decision.
2. Teacher imposed discipline may be appealed by speaking with the principal.
3. Principal imposed discipline involving any discipline except suspension may be appealed to the high school appeal committee.
4. Principal imposed discipline involving suspension may be appealed to the superintendent.
5. If a student wishes an appeal he/she must request an appeal in writing to the principal within two (2) school days of the disciplinary decision.
6. In all cases, the person or group hearing the appeal will meet as soon as practical. They will seek to determine the facts of the matter and render a decision in writing within two school days of the hearing with the student.
7. The student will be afforded all due process rights during the hearing.
8. If not satisfied with the decision of the appeal officer or group the student may request a Board hearing. **HOWEVER, THE BOARD IS NOT REQUIRED TO HEAR APPEALS ON DISCIPLINARY MATTERS INVOLVING TEN (10) OR FEWER DAYS OF SUSPENSION.**

9. The high school appeals committee is composed of three faculty members with an option of two students from the student council or student advisory council if the appealing student wishes to have the students on the committee.
10. When an appeal is heard the following decisions are possible:
 - a. The student is found innocent and no action is taken.
 - b. The student is found guilty and the decision remains the same.
 - c. Or where the discipline is not specified, the decision could be that the student is guilty but the discipline is too severe and a reduction is determined appropriate.

LIDLAW TRANSIT - MONTABELLA COMMUNITY SCHOOLS

BUS BEHAVIOR POLICY

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

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

RESPONSIBILITIES OF THE PASSENGERS

PROMPTNESS IS ESSENTIAL. BUSES CANNOT WAIT. Passengers are to arrive at their designated bus stop ten minutes before the bus is due to arrive. Wait in a safe spot away from the road.

When the bus arrives, line up single file 20 feet back from the roadway. The bus will stop ten feet away from the stop. When the bus has come to a complete stop and all traffic has stopped, approach the bus to board when the driver opens the service door. Board the bus in single file quickly, but without pushing or shoving. Hold the hand rail while stepping up into the bus. Go directly to your chosen/assigned seat. Sit facing forward with feet on the floor in front of you, and hold all belongings on your lap.

When it is time to deboard after arrival at school, rise with all your belongings, and file out single file without pushing or shoving. Passengers are expected to walk in the unloading areas of the school.

When deboarding at the bus stop, wait until the bus has come to a complete stop before rising with all your belongings and walking to the front of the bus. Exit the bus when the driver opens the door. Go immediately ten feet away from the bus and go directly home. Checking mailboxes before the

bus departs and is out of sight, is unacceptable and a safety hazard. If you must cross the road at your bus stop, go immediately ten feet away from the bus and ten feet forward. Stand on the shoulder of the road, look at the driver, and wait for his or her signal before beginning to cross the road. When you arrive at the middle of the road at the driver's side of the bus, stop and look both ways before continuing to cross the road. If no traffic is passing from either direction in violation of the stop law, continue to cross the road. If any traffic from either direction is passing in violation of the stop law, wait until the street is clear before crossing. If the driver warns you by the sounding the horn or another pre-arranged signal of danger, go immediately back to the shoulder of the road you just left or follow the driver's directions to move in a particular direction or to stay put.

RULES WHILE A PASSENGER ON THE BUS

The following rules are to be followed on the school bus. The school bus driver is authorized to enforce these rules of behavior and report any infractions of these rules. Privilege to ride the bus may be revoked for a limited time or permanently if the passenger does not practice safe school bus habits.

--Eating, drinking, chewing gum, smoking, and use of drugs are not permitted. There is to be no littering or defacing property on board the school bus. Passengers can be held financially responsible for intentional damages to property.

--All passengers must sit facing forward with feet on the floor in front of them, and hold all belongings on their lap. Passengers with large items that can not be held on the lap will need to make other arrangements to transport those items. Bus aisles must be kept clear at all times. Passengers must remain seated throughout the bus ride.

--Passengers must receive permission to open windows. No passenger may place any part of their body out of the school bus window, nor will they spit or throw objects out of the window.

--Loud and boisterous behavior is forbidden. Quiet conversation only is permitted. Courtesy is required at all times. Profane or abusive language is not permitted.

--No throwing of objects inside or outside of the bus.

--Horseplay, teasing, hitting others and fighting will not be tolerated.

--Passengers will not have on their possession illegal items or items that pose a safety hazard such as, but not limited to, weapons, alcohol, drugs, cigarettes, lighters/matches. The proper authorities will be contacted if the passengers is found to have these items.

PARENTAL RESPONSIBILITIES

Parents need to discuss the bus rules with their child and stress their responsibilities in the overall safety of bus transportation. Parents are to have their children at the bus stop, ready to board the bus, prior to the arrival of the bus. For younger children a parent needs to be present when the child

arrives home at the end of the school day. Parents should contact the Transportation Department (517) 427-5024 if a change in transportation is necessary. Changes should be kept to a minimum. Parents are to provide transportation should transportation privileges be revoked due to misbehavior.

DISCIPLINE PROCEDURES

Safety is the number one priority. If a passenger does not follow the rules of the bus, the driver will issue a Warning Slip. The penalties for misbehavior are as follows:

--Pre-Warning - This warning is used for elementary students for non-severe items and is intended to give parents notification that the child has been misbehaving and provide a chance to correct the problem before further misbehavior occurs. Parent needs to talk to child and stress the importance of following the rules on the bus. The child must return the Pre-Warning slip, signed by parents, to the driver before being allowed to resume riding.

--1st Warning - Parent must discuss problem with their child and stress the importance of following the rules on the bus. The child must return the Warning slip, signed by parents, to the driver before being allowed to resume riding.

--2nd Warning - Child's transportation privileges will be revoked for three (3) school days. Parents must discuss problem with their child and stress the importance of the following the bus rules. The child must return the Warning slip, signed by parents, to the driver before being allowed to resume riding. A meeting between the parents, driver and administrator may be held at the parents or supervisors request.

--3rd Warning - Child's transportation privileges will be revoked for ten (10) school days, during which time a mandatory discipline meeting must held with the parent, driver, and transportation supervisor present. The Warning slip, signed by parents, must be returned to driver prior to returning to the bus.

--4th Warning - Child will not be permitted to ride the bus for a minimum of (10) school days, plus the PROBABLE loss of bus riding privileges for the remainder of the year. A discipline meeting must be held with the parent, driver, and transportation supervisor, if the child is to resume riding the bus.

To schedule a meeting or to discuss your child's behavior problems, contact the Transportation Supervisor from 8:30 a.m. until 4:30 p.m. at (517) 427-5024.

FOR EXTREME MISBEHAVIOR a child may lose bus riding privileges for the remainder of the school year, even if it is the 1st or 2nd offense. ALL WARNING SLIPS/PENALTIES given during the last two weeks of school could carry -over into the next school year. Extreme violation of the bus rules could also include suspension or expulsion from school.

Students who have lost bus privileges through misbehavior, may be allowed, at the discretion of the building principal, to use district bus transportation for participation in extra curricular activities and field trips. This flexibility is given in the belief those extra curricular activities and field trips are an important part of the educational experience. It is to be understood that additional supervision for the student may be required by the principal.

ATHLETIC CODE

Representing Montabella Community Schools in interscholastic athletics is regarded as an honor and a privilege. All privileges in life are accompanied by certain responsibilities, and this athletic code has as one purpose, to clarify those responsibilities. All students who choose to participate in interscholastic athletics are expected to fully understand and adhere to all parts of the athletic code as an essential condition of their participation.

The purpose of this athletic code is to encourage the athletes to develop and practice a greater appreciation for the values associated with responsible behavior, healthful living, good citizenship, and good sportsmanship.

All athletes are reminded that they are frequently before the public and that their actions will influence community member's general opinion of athletes and athletics at Montabella. Because of the role athletes hold in the school and the community, more is expected of Montabella athletes than from the rest of the school community. Athletes are expected to strive for the type of behavior and quality of character that will make them a credit to their team, coach, school and community.

A. COVERAGE

1. Student athletes will be governed by this athletic code from their first day of involvement in interscholastic athletics through graduation from high school. It is important to emphasize that all athletes are covered by this code in and out of season and during all vacation periods.
2. All athletes who represent Montabella at any grade level must adhere to this athletic code. For the purposes of these rules athletes are defined as members of all interscholastic teams, cheerleaders, pom pon team members, managers and other students who act as support personnel to any of the above teams.

B. ELIGIBILITY

Every student is eligible to compete in interscholastic athletics provided the following requirements are met:

Athletes must meet the eligibility requirements of the Michigan High School Athletic Association. The high school requirements follow:

ENROLLMENT - You must have been enrolled in a high school no later than Monday of the 4th week of the present semester.

AGE - You must be under nineteen (19) years of age at time of contest unless your nineteenth (19) birthday occurs on or after September 1 of a current school year, in which case you are eligible for the balance of that school year.

PHYSICAL EXAMINATION - You must have passed a satisfactory physical examination for the present school year. Record of this examination must be on file in the high school.

SEASONS OF COMPETITION - A student once enrolled in ninth (9th) grade shall be allowed to compete in only four first trimesters, four second trimesters, and four third trimesters.

SEMESTERS OF ENROLLMENT - You must not have been enrolled in grades nine to twelve (9-12), inclusive, for more than twelve (12) trimesters. The eleventh and twelfth (11th and 12th) trimesters must be consecutive. Enrollment in a school for a period of three (3) weeks or more counts as a trimester, participation in one (1) or more interscholastic athletic contests also constitutes a trimester enrollment.

UNDERGRADUATE STANDING - You must not be a high school graduate.

PREVIOUS SCHOOL TERM RECORD - You must have received at least twenty (20) credit hours for classes taken during your last regular semester/trimester of enrollment.

CURRENT TRIMESTER RECORD - You must be carrying successfully at least twenty (20) credit hours of work during the present trimester.

TRANSFER - You must have moved to a new school district accompanied by the persons with whom you were previously living. Check with your principal.

AWARDS - You must not accept any award for athletic performance which exceeds \$15.00 in value. An award may not include cash, merchandise certificates or negotiable certificates of any value.

AMATEUR PRACTICES - You must not accept any money or other valuable consideration (merchandise, etc.) for participating in any form of athletics, sports, or games, for officiating in interscholastic athletic contests, or have signed a contract with a professional team.

C. LIMITED TEAM MEMBERSHIP

After you have represented your school in a sport, you may participate in a maximum of two (2) individual sport meets or contests, during the sport season of a school year while not representing your school. You must not participate in any so-called "all-star" charity or exhibition games before graduating from high school.

D. PHYSICALS

Athletes must have a current physical examination form on file with the athletic director prior to participation in any practice, tryouts or contest. The physical must have been signed by a physician and a parent/guardian, and it

must have been administered by the physician after April 15 of the previous school year.

E. INJURY/ILLNESS

In the event of any injury or serious illness requiring the attention of a physician, an athlete will not return to practice or competition without presenting to the coach who will give to the Athletic Director as soon as possible a medical release form signed by the attending physician stating when and under what restrictions the athlete may return to competition. The school does not provide insurance for athletic injuries and parents must assume financial responsibilities for any medical care required because of such an injury. Parents may purchase health insurance for students through an insurance company as offered at the school at the beginning of the school year.

F. ATHLETIC CODE ACKNOWLEDGEMENT

Before participation in HIS/HER FIRST contest, each athlete and a parent/guardian must sign and turn in to the Athletic Director the acknowledgement form indicating awareness of this athletic code. One SIGNED form will be required PER STUDENT ATHLETE. Each season, a “rules meeting” night will be conducted by the athletic director for the purpose of ATHLETIC CODE UPDATES AND TO introduce parents/guardians to coaches and vice versa. Coaches will conduct their sport specific meeting on this same night, under the direction of the athletic director.forms for coach’s rules.... These forms, if required, will be provided at the “rules meeting” night.

G. IN-HOUSE DETENTION/BEHAVIOR (per season)

Athletes who receive in-house detentions or display inappropriate behavior will be disciplined as follows:

First: Written notice to parents

Second: Call to parents

Third: Off team

On the day the student is scheduled for in-house, the athlete will be disciplined as if they missed a practice before the game according to the coach's rules.

H. COACH RULES

In the event that an individual coach has rules in addition to the athletic code, the athlete and parent/ guardian must sign a similar acknowledgement form and turn it in to the coach before participation in the first contest.

I. ATTENDANCE

Athletes must be in attendance for all periods of the school day in order to be eligible for participation in practice or competition on that day. In order to support academic standards for earning grades and our athletic participation philosophy/policy, students are expected to be present in class at least 85% of each period (miss no more than a 10 minute period) to avoid being considered "absent". Exceptions may be made for medical or dental appointments, funerals, approved education absences or extenuating circumstances which are acceptable to the athletic director or principal. Such exceptions must be prearranged (conditioning missed that day will have to be made up as instructed by the coach).

Any "unexcused" absence from practice will result in the following disciplinary actions:

- First offense - athlete will receive a warning (with A.D.'s approval for mitigating circumstances) and a letter sent home
- Second offense - athlete will be removed from the team

J. WEEKLY ELIGIBILITY

Each week teachers will average all grades from the first day of the trimester to the current week. An athlete will be ineligible the next week when he or she receives any combination of the following grades:

High School	Middle School
3 or more D's (D+,D,D-)	4 or more D's (D+,D,D-)
or	or
1 F and 1 or more D's	1 F and 2 or more D's
or	or
2 or more F's	2 or more F's

Three or more points means the student is ineligible to compete in the next week's athletic contests (Sunday through Saturday as per MHSAA). Student-Athletes ineligible for one week must attend mandatory tutoring as arranged through the athletic office, until such time as eligibility is re-established. A coach can require tutoring for borderline athletes as well. A conference with the athlete, parents, coach, and athletic director will be required to explore available options for academic improvement, and to explain future consequences of ineligibility. After the third week of ineligibility, the athlete will be granted the right to remain with the team and contribute in any way he/she can, only as long as the athlete attends daily tutorial sessions, completes regularly assigned work, and demonstrates a pattern of academic improvement. The ultimate goal being a re-establishment of eligibility. If eligibility is regained, the athlete may resume competition.

Trimester Eligibility (High School Only). A student-athlete who receives 2 or more F's at the trimester will forfeit the next ninety (90) school days of eligibility.

The only exception to these standards that may be allowed is in the case of a student who has been placed in an inappropriate educational program or has been placed in special education. The building principal will decide on such situations and these standards will apply once the student is in the appropriate program.

L. Uniforms/Equipment

Athletes may be required to pay a uniform/equipment deposit prior to being issued any school equipment in a sport. Athletes will be responsible for all uniforms and equipment issued them. Regular laundering is expected of uniforms, and proper maintenance of other equipment is expected. Pride in the uniform/equipment reflects pride in the school.

Athletes will be expected to return all issued uniforms/equipment at the end of the season and/or upon their departure from the team as dictated by the coach. Failure to return issued uniforms/equipment will result in a bill for replacement cost of non-returned items. Failure to return issued uniforms/equipment or make good on replacement costs for non-returned items will result in suspension of privileges to participate in athletics at Montabella Community Schools until such time as restitution has been made. The athletic director, under the supervision of the building principal, will ensure this policy is enforced.

M. Training Code and Penalties for Violations.

The athletic training code covers inclusively, but not exclusively, the following violations:

1. The use or possession of any tobacco products, or the use, possession, sale or being under the influence of any beverage containing alcohol or the use, possession, sale or being under the influence of illegal drugs or other mind altering substance.

Penalties (except for selling drugs)

--First offense: Suspension from contests for 25% of a season.

--Second offense: Suspension from contests for 100% of a season.

--Third offense: Suspension from all athletics for one calendar year with return to athletics subject to approval by the Athletic Director, Principal and one staff coach.

A student who admits himself (or is admitted by his parents) into a licensed substance abuse treatment center will not be found in violation of "B" and will be declared immediately eligible under this section when released,

provided the center informs the school that the athlete has completed a full program of detoxification and counseling.

Penalties for Selling Drugs

--First offense: Suspension from all athletics for one calendar year with return to athletics subject to approval by the Athletic Director, Principal and one staff coach.

--Second offense: Permanent suspension from all athletics.

2. The breaking of civil or criminal laws, statutes or ordinances excluding traffic violations. If after thorough investigation the athletic director finds sufficient proof that there was a legal infraction, disciplinary action may be taken regardless of whether or not charges are filed.

--First offense: Penalty to range from a warning to a suspension from contests for 100% of a season.

--Second offense "of the same law": Penalty to range from suspension from contests for 100% of a season to suspension for one calendar year.

--Third offense "of the same law": Penalty to range from suspension for one calendar year (with return subject to approval) to permanent suspension from athletics.

3. The possession of athletic equipment not assigned to the person holding such equipment.

--First offense: Suspension from all contests until everything is returned or paid for.

--Second, Third or Fourth Offense: PENALTY TO RANGE FROM A WARNING TO A SUSPENSION FROM CONTESTS UP TO 100% OF A SEASON.

4. The demonstration of unsportsmanlike conduct in a contest as defined by the rules of that sport if a penalty is assessed by the official of the contest.

--First offense: Penalty to range from a warning to a suspension from contests for 100% of a season.

--Second offense: Penalty to range from a warning to a suspension for one calendar year.

--Third offense: Penalty to range from a warning to permanent suspension from athletics.

5. Unless in the direct supervision of a parent/guardian of one of the student/athletes present, an athlete shall not remain in a place where he/she knows that alcoholic beverages are being served to or consumed by persons under the legal age. In addition, an athlete shall not remain in a place where he/she knows or can be reasonably presumed to know that any provision of the Michigan Controlled Substance Law is being violated.

--First offense: Penalty to range from a warning to a suspension from contests for 100% of a season.

--Second offense: Penalty to range from a warning to a suspension for one calendar year.

--Third offense: Penalty to range from a warning to permanent suspension from athletics.

6. The use or possession of any performance enhancing substance.

--First offense: suspension from contests for 25% of a season

--Second offense: suspension from contests for 100% of a season

--Third offense: suspension from contest for one calendar year.

7. The previous rules cannot be considered all inclusive. Any behavior by an athlete that brings discredit to the athlete, a team or the school will be considered a violation of the athletic training code.

--First offense: Penalty to range from a warning to a suspension from contests for 100% of a season.

--Second offense: Penalty to range from a warning to a suspension for one calendar year.

--Third offense: Penalty to range from a warning to permanent suspension from athletics.

8. Coaches may establish rules in addition to the training code rules. Such rules must be prepared in advance of the season and be approved by a committee composed of an athletic director, the building principal and one staff coach.

A coach may suspend an athlete from one game (or day of competition). A coach may recommend an athlete be suspended from more than one game to the athletic director for violations of the coach's rules, but the coach may not make the suspension without the athletic director's approval.

N. COMMENTS ON RULES

1. The athletic director is responsible for determining the amount of discipline in all cases where a "range" of penalties is given.

2. For a suspension enforced during one season that is not fully served, the athlete will continue the suspension at the start of the next season until fully served.

3. All violations are cumulative over the Middle School years and again cumulative over the High School years. Violations are not cumulative from the Middle School to the High School.

4. For partial season suspension, a suspended athlete will be required to dress in street clothes and sit with the team during each athletic contest and in addition, a suspended athlete will be required to attend all workouts during a suspension period. Exceptions must be approved by the coach and athletic director.

5. Penalties will not be considered served unless the athlete fully completes the athletic season.

6. In the case of 100% of season penalties, the athlete must be physically fit to compete as per doctor's physical, and meet any other criteria required for participation. In addition, the athlete must either practice and not play for a full season or sit a fall, winter, or spring season as determined by the athlete's past participation to be finalized by the athletic director.
7. Quitting or Failing to finish a season due to apathy or lack of commitment drains time and energy—both of coaches and of team members. Student-athletes who fail to finish a season for reasons other than academic standing, by direction of the coach, or as a result of injury, must submit, in the form of a written letter, a plan for reentry into athletics at Montabella Community Schools. The athletic director and the coach of the next sport in which the student-athletes interested must approve this plan. This plan will be kept on file. Subsequent failures to finish a season due to apathy or lack of commitment, will result in further action up to and including possible suspension from athletics for one calendar year.

O. PROCEDURE

1. The athletic director is responsible for administering all aspects of this code including all disciplinary procedures.
2. The athletic director will investigate any reported violation when: Any school personnel report a possible violation, an athlete (or parent/guardian of the athlete) admits to a violation, any other person submits a written, signed complaint reporting a possible violation.
3. Throughout the disciplinary process the individual has the following rights: to BE INFORMED OF THE charges and evidence, to be informed of time, date and place of hearings, to have access to records of hearings, to not make statements or answer questions, to be represented by legal counsel, to present witnesses in the athletes' behalf, and to question evidence or witnesses against the athlete.

P. DUE PROCESS AND APPEAL PROCEDURE

1. A decision of the athletic director may be appealed. The appeal must be requested within three (3) school days of the receipt of the athletic director's written notice and is made by contacting the athletic director and requesting an appeal.
2. Any penalty issued will be postponed until all appeal procedures are finalized. The athlete may appeal on the basis of innocence or in the case of situations where the athletic director assigns a penalty from a "range" of penalties, the amount of discipline may be appealed. The amount of a "fixed" penalty may not be appealed.
3. APPEAL COMMITTEE - When an appeal is requested a committee composed of the following will meet to hear the appeal within three (3) school days: One staff coach (not from the athlete's sport), One teacher of the athlete's choice, the high school principal for middle school athletes or the middle school principal for high school athletes. The decision of the Appeal Committee must be issued in writing within two (2) school days.

4. A decision of the Appeal Committee may be appealed by contacting the Superintendent within three (3) calendar days of the receipt of the appeal committee's letter and requesting an appeal before a committee of three Board members.
5. BOARD COMMITTEE - When an appeal is requested the Board Committee will meet within five (5) calendar days to hear the appeal. The decision of the Committee must be issued in writing within two (2) school days.

Q. Varsity Letters, Participation Certificates, and Sport Pins

With approval of the Head Varsity Coach, varsity letters will be issued to an athlete for completing a season in good standing. This cloth "M" will only be awarded one time. A participation certificate and sport pin will always be awarded to each participant in a varsity sport provided the team conditions are met. Certificates will also be awarded to all athletes who finish a season in good standing at the sub-varsity levels.