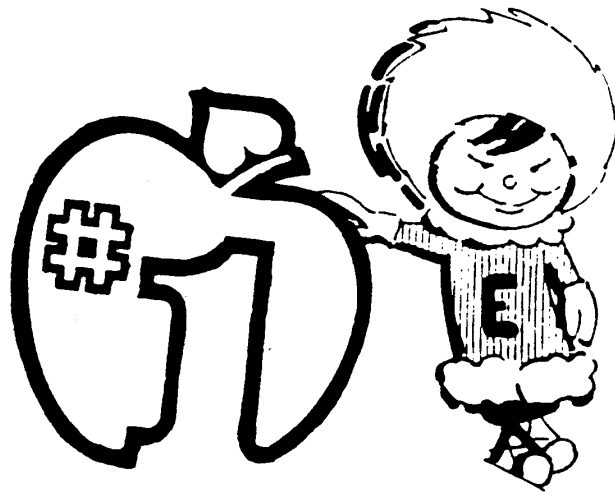


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# **P a r e n t & S t u d e n t H a n d b o o k 2 0 1 1 - 1 2**









**Mr. Doug Leisenring  
Principal**

**\*NEW\* on the Web!**

[www.eskymos.com](http://www.eskymos.com)



## Eskymo Expectations:

-  Food will NOT be permitted in the classroom. Plain bottled water is the only beverage allowed for students.
-  Heads are to remain uncovered while students are inside the school building.
-  Cell phones are prohibited during the class periods unless permitted by the classroom teacher. The use of profanity will not be tolerated.
-  Announcements will be read at the beginning of first (1<sup>st</sup>) hour. Students should remain in their seats and be quiet while the announcements are being read.
-  Students are expected to bring their own supply of pencils and paper to class everyday.
-  Jackets, backpacks, totes, purses, etc. are to be stored in student lockers.

The Escanaba Area Public School District Board of Education complies with the federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of Escanaba Area Public School District Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or handicap for which it receives financial assistance from the United States Department of Education.

Inquiries or complaints may be addressed to the Escanaba Area Public School District Coordinator of the Title VI, Title IX, and Section 504 Title II, Age Act:

Sue Furney, Coordinator  
Title VI, Title IX, and Section 504  
Title II, Age Act  
1500 Ludington Street  
Escanaba, MI 49829  
906/786-5412

**GRIEVANCE PROCEDURES FOR**

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975  
ELLIOTT - LARSEN CIVIL RIGHTS ACT OF 1976

Any person believing that the Escanaba Area Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disability Act of 1990, (5) Age Discrimination Act of 1975, and (6) the Elliott - Larsen Civil Rights Act of 1976, may bring forward a complaint, which has be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Sue Furney, Coordinator  
Title VI, Title IX, and Section 504 Title II, Age Act  
1500 Ludington Street  
Escanaba, MI 49829

**Section II**

The person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply

with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

**Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator with five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2**

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party with ten (10) Business days of this meeting.

**Step 4**

If at this point the grievance has not been satisfactory settled, further appeal may be made to the US Department of Education, Office of Civil Rights, Plaza Nine Building, Room 300, 55 Erieview Plaza, Cleveland 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington D.C. 20201.

The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the civil rights Coordinator's office.

## **ESKY FIGHT SONG**

Fight, fight for Esky High,  
Sweep down the floor (field) to victory;  
Each time you score ....  
The thunders roar .....  
In dashing, crashing, smashing jubilee.  
Rah! Rah! Rah!

On,.... to the goal,  
We want a basket (touchdown),  
We want this game,  
You've got that mighty, mighty, spirit  
That brings glory to old Esky's name.

### **Escanaba Area High School Mission Statement**

Our purpose is to facilitate learning and to teach students. The students are responsible for mastering basic skills, practicing rational thinking skills, demonstrating self confidence, integrity and a positive attitude to becoming productive members of a democratic society within a world of diverse cultures. This schooling will be done by providing a safe and healthy environment, conducive to promoting maximum learning by the student, with a challenging and well balanced curriculum, taught by a caring and professional staff committed to excellence.

## ADMINISTRATION

Superintendent of Schools..... Michele B. Lemire  
 Principal..... Douglas Leisenring  
 Assistant Principal-Athletic Director..... David Wilson  
 Principal 8<sup>th</sup> & 9<sup>th</sup> ..... Darci Griebel

## BOARD OF EDUCATION

President ..... Cory J. Kuchenberg  
 Vice-President..... James L. Hermans  
 Secretary..... Nicole M. Dewar  
 Treasurer .....Cathy J. Wilson  
 Trustee..... Willard M. Carne  
 Trustee..... Marilyn Noble  
 Trustee..... Clyde (Jed) Gagnier

## BOARD OF EDUCATION MEETINGS

Escanaba Middle School  
 6:00 P.M.

- July 1, 2011**
- July 18, 2011**
- August 15, 2011**
- September 19, 2011**
- October 17, 2011**
- November 21, 2011**
- December 19, 2011**
- January 16, 2012**
- February 20, 2012**
- March 19, 2012**
- April 16, 2012**
- May 21, 2012**
- June 18, 2012**

## Important Dates for 2011-2012

September 6 .....	Start of School
September 19 – 23.....	Homecoming
November 4 .....	End of Quarter 1
November 10 .....	*Evening Parent/Teacher Conf
November 23 – 25 .....	Thanksgiving Break
December 22 – January 2.....	Holiday Break
January 18 – 19 .....	*Semester 1 Exams
January 20.....	No classes for students
February 24.....	No classes for students
March 7 - 8 .....	Half Day (Students excused at 1 p.m. for MME Testing)
April 2 – April 6 .....	Spring Break-End of Qt 3
April 14.....	Prom
May 25 .....	Graduation
May 30 – 31 .....	*Semester 2 Exams

\*Subject to change. Times TBA.

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### Daily Schedule

Period 1.....	7:35 - 8:38 a.m.
Period 2.....	8:43 – 9:41 a.m.
Period 3.....	9:46 – 10:44 a.m.
Period 4A .....	10:49 a.m. – 11:47 a.m.
Period 4B .....	11:19 a.m. – 12:17 p.m.
Period 5 .....	12:22 p.m. – 1:20 p.m.
Period 6.....	1:25 – 2:23 p.m.

**Lunch Schedule**

**1<sup>st</sup> Lunch** (Students scheduled in 4B) ..... **10:44 – 11:14 a.m.**  
Grades 10, 11, & 12 ..... Open Campus

**2<sup>nd</sup> Lunch** (Students scheduled in 4A) ..... **11:47 a.m. – 12:17 p.m.**  
Grades 8 & 9 ..... Closed Campus

**Office Staff**

Principal's Office:

- Principal .....Douglas Leisenring
- Assistant Principal-Athletic Director.....David Wilson
- Principal 8<sup>th</sup> & 9<sup>th</sup> ..... Darci Griebel
- Executive Secretary to Principal & Athletic Director..... Sandy Dufresne
- Main Office Secretary (10<sup>th</sup> – 12<sup>th</sup>) ..... Lynn Brodersen
- Junior High Secretary (8<sup>th</sup> & 9<sup>th</sup>) ..... Pam Hansen

Student Services Office:

- Teacher Consultant-Special Education ..... Kris Aiken
- Secretary ..... Maureen Ayotte
- Guidance Counselors ..... Tracy Hudson  
Sue Malenfant
- Social Worker..... Denise Hirn
- Discipline Officer.....Gary Lark

Library Clerk..... TBA

Food Service Director ..... Nancy LaFave

**Faculty**

**English:** Cody Fleming, Michele Geyer, Paul Olson, Elizabeth Schlenvogt, Scott Shepeck, Lynn Soderberg, Gerald Spaulding, Sarah Trombley, Rachel Wagner, and Tammy Wiles.

**Mathematics**

Jim Aird, Barb Larson, Lisa Maki, Mike Maki, Tina Marenger, Brent Sauve, and Ryan Wender.

**Science**

Dan Delong, Jim Hansen, Greg Libby, Kelly Libby, Jessica Menard, Lynn Thomas, and Marie Young.

**Social Studies**

Jodi Gardner, Michele Geyer, Scott Hanson, Phil Lynch, Greg Potvin, Scott Shepeck, and Ryan Wender.

**World Languages**

Vicki Volk and Rachel Wagner

**Business**

Betty Hivala

**Physical Education & Health**

Jane Lamb, Tracy Erickson, Theresa Pascoe, and Jeff Wright.

**Fine Arts**

John Beck, Bruce Cassell, Scott Dykema, Janet MacKenzie, Laura Robinson, and Cathy Uhaize.

**Industrial Arts**

Trent Bellingar, and Vic Thompson.

**Special Education**

Mary Demerse, Tina Hall, Sarah Hill, Jeane Johnson, Robin Martin, Julie Simon, and Holly Stammer.

**Media Permission / Opt-Out Policy** – Parents or students who do not want their name or picture given out to the media or used in publications such as PowerSchool, newsletters, pamphlets, yearbook, or local newspaper must contact the building principal.

**Transfer Credits/Grades:** All course work completed out of the Escanaba Public School District will be accepted for graduation credit. All grades for this course work will be based upon a 4.0 grading scale with the exception of the *National College Board* established *Advanced Placement* courses that will be based upon a 5.0 grading scale

**Graduation Requirements:** Requirements for graduation are as follows:

**Subject**

---

Michigan Merit Exam .....	<b>Must be taken</b>
English .....	<b>4</b>
Science .....	<b>3</b>
• Intro Earth Science / Physics	
• Biology	
• Chemistry	
Mathematics.....	<b>4</b>
Social Studies.....	<b>3</b>
• World History/Geography	
• US History	
• US Government	
Physical Education .....	<b>.0.5</b>
Health.....	<b>.0.5</b>
Applies Arts (Fine Arts or Industrial) .....	<b>1</b>
Electives.....	<b>6</b>

**Total requirements for graduation .....22**

*8 semesters of high school attendance based on current state law, all students must attend six hours per day.*

**Graduation Ceremony:** Participation in the graduation ceremony is a privilege, not a right. All credits must be recovered by May 1<sup>st</sup>. Students who are short credits (who have earned less than 19 credits) on May 1<sup>st</sup> will not be allowed to participate in the graduation ceremony.

**Home School Transfers** Students entering Escanaba High School from home schools **must** provide verification of credits and work accomplished. Failure to do so will result in a No Credit status.

**Students who are short credits for graduation are allowed to earn up to 2 credits per academic year through the use of online course work , correspondence courses, independent study, or Bay de Noc College courses with approval by the principal or his designee.**

**Grading** Calculations for honor rolls and student grade point average will be made by using all course grades. The calculation will be an exact numerical grade average based upon the following numerical scale: (During the first semester, all districts grading scales are being reviewed and may be subject to change.)

**Regular Education Courses:**

A = 4.0	B- = 2.7	D+ = 1.3	FCR = 0.00 with Credit
A- = 3.7	C+ = 2.3	D = 1.0	I = Incomplete
B+ = 3.3	C = 2.0	D- = 0.7	CR = Credit
B = 3.0	C- = 1.7	F = 0.0	NCR = No Credit

**Advanced Placement Courses:**

A = 5.0	B- = 3.7	D+ = 2.3	I = Incomplete
A- = 4.7	C+ = 3.3	D = 2.0	CR = Credit
B+ = 4.3	C = 3.0	D- = 1.7	NCR = No Credit
B = 4.0	C- = 2.7	F = 0.0	

The grade numerical equivalents will be totaled and divided by the number of grades involved.

**Student Grade Point Average** The GPA is based upon final semester grades. Student class rank will be determined after each semester grades. Class rank for the top ten students for graduation exercises will be based upon the semester grades at the end of the 7th semester

**ACADEMIC HONESTY POLICY** Escanaba High School provides an opportunity for the personal, social, and intellectual growth of all students. The reputation and integrity of the school depends on complete honesty in all situations, and while the majority of our students work very hard to gain an education, occasionally some choose to be dishonest which ultimately degrades the school, other students and teachers. Students will be accountable for any works that represent the school in the larger community or published.

Examples of dishonesty, but not limited to:

1. Using hidden notes, copying, or helping another student in a test situation.

2. Permitting or submitting another student's work as one's own.
3. Exchanging work for money.
4. Sharing work over the Internet through email or instant messaging.
5. Claiming credit on a group project when no personal contribution was made.

Examples of plagiarism, but not limited to:

1. Copying word for word from any outside source without proper citation.
2. Paraphrasing from an outside source without proper acknowledgement.
3. Submitting the work of another student as one's own.
4. Submitting the same work in two different classes without permission from both teachers.
5. Misrepresenting a quoted passage as a paraphrase.
6. Copying videos or images without appropriate citation.

Penalty for dishonesty of plagiarism: *(These penalties are cumulative during a student's high school career.)*

**1<sup>st</sup> Offense:** Total loss of credit for the assignment/test and notification of the principal's office (possible further disciplinary action), athletic/activities director National Honor Society advisor, scholarship committee, and parents.

**2<sup>nd</sup> Offense:** Failure of the class for the marking period in which the second offense occurs and notification of the principal's office, athletic/activities director, National Honor Society advisor, scholarship committee, and parents. If the violation occurs during a semester exam, automatic failure for the exam and a 20% deduction off the semester grade (lower by 2 grades, an "A" would become a "C"); credit could still be earned for the semester.

**3<sup>rd</sup> Offense:** Semester failure and notification of the principal's office athletic/activities director, National Honor Society advisor, scholarship committee, and parents.

**Any student wishing to appeal a grade reduction under this policy may do so following the Student Grade Appeals stated below.**

**Grade Appeals** Any student who wished to appeal a report card grade must do so under the following guidelines: The instructor of the course in which the grade is to be appealed must be contacted within ten (10) school days of the issuance of the report card. If the matter cannot be resolved at that level, the student may then appeal to the Principal. After a thorough and complete analysis of the situation, a decision will be rendered. The Principal will assemble a committee of two from faculty, one Guidance Counselor and an Assistant Principal. The student will have the right to address the committee.

No grade appeals will be permitted outside of these time parameters. Appeal to the Principal must take place within five (5) school days following the decision rendered by the appropriate faculty member.

**Dual Enrollment** (Post Secondary Enrollment Options)

Effective April 1, 1996, Public Act 160 created the Post Secondary Enrollment Options Act which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 11 or grade 12.
2. Students in grade 12 must meet the requirements for an endorsed diploma in one or more areas of the Michigan Merit Exam. Grade 11 students must take and receive an appropriate score on the

PLAN test prior to eligibility for Dual Enrollment.

3. Students must be enrolled in both the school district and post secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.

4. The college course(s) must not be offered by the district. An exception to this could occur if the board of education determines that a scheduling conflict exists, which is beyond the student's control.

**Students wishing to participate in this program must make application with the Student Services Office at least TWO weeks before the start of each semester.**

## General Information

**Student Classification** To be classified as a senior, a student must have a minimum of 18 credits; as a junior, 12 credits; as a sophomore, 6 credits; and as a freshman, 8th grade credits, plus other factors considered in borderline cases. Occasionally a student just short of the required credits may continue with his class because his counselor feels the deficiency can be made up, or arrangements have been made to take an additional class.

**Age of Majority** Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their students records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
4. provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

**Notification To Public Regarding Inspection Of Instructional Materials** Mr. Doug Leisenring is the Principal and is responsible for coordinating inspections of instructional materials at the school. His office is located at 500 South Lincoln Road, Escanaba, MI 49829. He can be reached by calling 906-786-6521. Members of the public have the right to inspect instructional materials, including but not limited to print and non-print materials, teacher's manuals, films, tapes and any other supplementary materials, used as part of the educational curriculum. 7/03

**Student Class Load** All students are expected to enroll in a minimum of six (6) class hours, the cooperative work-study program is included.

**Schedule Changes** It is imperative that careful consideration be given to the selection of elective subjects as schedule changes are virtually impossible. Students and parents should understand that classes are planned and teacher schedules are developed on the basis of subjects selected by the student and approved by the parent will comprise the student's schedule for the following school year.

### **Drop/Add Policy**

- ◆ There will be an **OPEN** Drop or Add Policy in place for **one week** of each semester as each situation requires.
- ◆ Starting with the 2nd and ending with the 11th week of each semester any student that drops a class, the grade transfers to the new class and will be averaged with the rest of the assignments.
- ◆ Students will not be added to classes after the **first week** of each semester unless they are new to the district or at the discretion of the principal or his designee.
- ◆ Changing the level of class within a department will remain the same. (Teacher-parent-counselor involvement)
- ◆ If a student chooses to drop a class after the 11th week of the semester, a grade of "F" will be recorded for that class. This grade will be calculated into the GPA for that student.
- ◆ Any student who refuses to attend a class to which they have been assigned or have chosen, will receive a grade of "F" for the semester in that class, *regardless of when such refusal takes place*.
- ◆ Please realize that special education students are under State guidelines, which may not coincide with our recommendations for the general student population.

**Exams** With the exception of serious illness, all students are expected to be present for semester exams. Due to the fact that final exams represent 20% of a student's grade, parents are reminded not to schedule family vacations, dental, medical or other appointments for exam days.

**Auditing a Class** A student, with the permission of the Principal, may retake a course they have received a semester grade of D+ or lower. The course must be taken in the consecutive semester or year depending on whether it is a semester or full year course. The student will not receive any additional credit but the higher grade will be recorded and used in the student's over-all Grade Point Average.

**Make Up Work** Students should request make-up work prior to or after being absent. Credit is granted following excused absences; and it is the student's right to make up all work missed so he or she has the option to lose no points toward their grade. Suspensions are considered to be school excused absences and students are given the option to make up all work. We have generally permitted students one day to make up work for each day's absence. In case of extended approved absences, teachers will establish reasonable time limits for make-up work with students. Every attempt should be made to complete work prior to absence.

**Report Cards & Parent Conferences** Report cards are issued to students after each term. The school year is divided in four nine-week terms. Parent conferences are held at the end of the first quarter. After this initial conference, parents are encouraged to contact their son/daughter's counselor to check on student progress or to set-up parent/teacher conferences.

**Honor Roll** An honor roll listing is published at the end of each semester, with students have opportunity

for placement on the "A+", "All A," "A Average," or "B or Better" honor roll. To qualify for the "A+" (4.01 & up) honor roll, student must have earned a semester GPA over 4.00; "All A" honor roll, a student must have earned nothing lower than a semester grade of A (4.0) in all courses. The "A Average" honor roll lists students who have earned nothing lower than an "A-" (3.7 to 3.999). The "B or Better" honor roll includes students earning a B average (3.0 to 3.6999). To qualify for the honor roll, the student must not have any grade lower than a C- or an Incomplete.

**Student Withdrawal** Any student who is withdrawing permanently from school for any reason must check with their counselor.

**Textbooks** Students do not pay a rental fee for textbooks but will be charged for books which are damaged or lost. Charges are based upon the following schedule:

<b><i>Lost Book</i></b>	<b>New (Hard Cover)</b>	<b>Full Purchase Price</b>
1 year old	\$80 & Up	
2 years old	\$60	
3 years old	\$50	
4 years old	\$45	
5 years old	\$40	
Greater than 5 years	\$10.00	<b>Soft Covered Books \$10</b>

**Damaged Books** Minimum of \$5.00 up to full purchase price, depending upon age and extent of damage done to book.

**Musical Instrument Damage** Students do not pay a rental fee for the use of school instruments but will be charged for damages or loss of the instrument.

**Semester Transfer Policy** No student will be transferred from a full year course at the end of the first semester except for the following instances:

1. A student or teacher requests such change, and after a meeting between the teacher, student, parent(s), and counselor, a mutual decision for transfer is made.
2. A student transfers out of the district in which event one-half credit will be granted.
3. A student has made up one semester of a previously failed course.

In every case, the transfer form must be used. Because of the number of students, who may want to change at the beginning of a semester, please leave your name in the Student Services Office. You will be called in as appropriate. **All** drops and adds must be completed within two weeks.

## **Students Procedures and Guidelines**

**Announcements** Public address announcements for informational purposes are made only once daily. Special and emergency announcements are made when necessary. All announcements must be approved by an administrator and handed into the Principal's Office.

**Bulletin Boards** The bulletin board located by the Student Services Office is designated for student personal notices, including items for sale, lost-and-found, rides wanted, etc. items may be posted for a week and must be approved by an assistant principal. Class officers and Representative Assembly agendas, minutes, and notices and class announcements will be posted. The Daily Bulletin and Eskymos.com website also has student announcements updated daily for students and parents. Check these bulletin boards/announcements regularly.

**Gambling** Any form of gambling is prohibited in the building and on the premises.

**Communication with Students** All communications with students in classrooms by other students must be done through the General Office or by an Assistant Principal.

**Phone Use and Messages to Students** *Phone use in offices is for emergency use only. Messages for students will only be taken for emergencies, doctor appointments, rides home etc. Planning social events or work schedules are not appropriate.*

**Check Cashing Policy** Checks are only accepted if used as payment for school purchase, function, or deposit on lunch account. There is no check cashing of any kind. Parents are reminded to make check payable to *“Escanaba Hot Lunch”* if the money should be deposited to student’s lunch account.

**Doctor/Dental Appointments** Every attempt should be made to schedule appointments outside of school hours. Notify the Student Services Office when appointments are during school hours.

**Specific Events/Activities (Opt Out)** The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) area ("protected information surveys"):

- (1) political affiliations or beliefs of the student or the student's parent;
- (2) mental or psychological problems of the student or the student's family;
- (3) sex behavior or attitudes;
- (4) illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) critical appraisals of other with whom respondents have close family relationship;
- (6) legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
- (7) religious practices, affiliations, or beliefs of the student or the student's parent; and/or;
- (8) income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Board will provide parents, within a reasonable period prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as

well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to adult students or an emancipated minor under State law.) Surveys, including third party surveys, that include one or more of the above delineated items are scheduled or are expected to be scheduled on: *(Escanaba High School has no scheduled surveys. If one is presented, parent permission forms are required for survey.)*

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request. The following such activities are scheduled or expected to be scheduled: Name of Activities Specific or Approximate Date Non-emergency, invasive physical examination(s) or screening(s) are scheduled or expected to be scheduled on the following dates (refer to Policy 5310):\* Name of Examination/Screening Specific or Approximate Date Parents may opt their child out of participation in any activity described above. Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request. Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520. This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent for assistance and information.

*\*These examinations/screenings are: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 3/23/09*

**Student Privacy And Parental Access To Information (2416)** The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or physical problems of the student or his/her family;
- C. sex behavior or attitudes;

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

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

To ensure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy **8350**.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the Escanaba District of the substantive content of this policy at least annually at the beginning of the school year, and

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

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

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

#### **Annual Notification To Parents Regarding Student Records And Specific Events/Activities Student Records**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records. On \_\_\_\_\_ [insert date], the Board of Education adopted a policy regarding the disclosure of education records and the rights of parents and students to access education records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer ("DRO"). The DRO is responsible for the supervision of student records in the school and his/her office is located in the Principal's Office or s/he can be reached by calling 906-786-6521.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records

can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

B. request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement.

C. consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request. ( ) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See Paragraph B above).

E. obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

FERPA requires that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do

not want their student's information disclosed without their prior written consent. The District has designated the following information about each student as "directory information":

(Refer to policy 8330 for the information the district has defined as directory information.)

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" ( ) a student's name; ( ) address; ( ) telephone number; ( ) date and place of birth; ( ) major field of study; ( ) participation in officially-recognized activities and sports; ( ) height and weight, if a member of an athletic team; ( ) dates of attendance; ( ) date of graduation; ( ) awards received; ( ) honor rolls; ( ) scholarships; ( ) telephone numbers only for inclusion in school or PTO directories. The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within \_\_\_\_\_ days (**refer to Policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

### **Escanaba School Dress Code**

**Dress Guidelines** The following dress regulations have been drawn up by a committee of students, faculty and administration: "We believe that it is the student's and parents' responsibility to promote the highest level of student behavior in all areas, including dress. To this end, it is required that students avoid inappropriate extremes and dress in good taste while attending school and school-sponsored activities. Health and safety standards must be maintained at all times; if dress is unhealthy, unsafe, or curtails the educational process, the student will be excluded from school classes until dress has been corrected.

While fashions change, the reason for being in School does not. Students are in School to learn. Any fashion (dress, accessory, or hairstyle) that presents a health or safety problem, causes a disturbance or distraction, or does not provide adequate body coverage will not be permitted. Personal expression is allowed within the general guidelines listed below. It is your responsibility to dress appropriately for school. Neatness of appearance and cleanliness of a person reflect pride in one's self, in one's family, in one's school, and in one's community.

Student clothing must adhere to the following or a change of clothing will be required:

- Heads are to remain uncovered when students are inside the school building. Hats, bandanas, visors, hoods or doo rags of any kind are not to be worn in school. Such items are subject to confiscation and EHS will not be responsible for safe return.
- Clothing and accessories, backpacks, jewelry, notebooks, etc must be free from objects that could be perceived as a weapon.
- No sunglasses are to be worn in school.
- Clothing and accessories, backpacks, jewelry, notebooks, etc must be free of profanity, obscenity, drug related (alcohol, tobacco or illegal substances) slogans, gang related slogans vulgarity, double meanings, sexually suggestive sayings and anything racially, ethnically or religiously offensive.

- Bottoms (pants, skirts, shorts, etc.) and tops (shirts, blouses, etc.) must overlap at ALL times. Pants and tops must provide adequate covering and no undergarments may be exposed or visible. This includes clothing with rips and tears that reveals undergarments.
- Inappropriate attire may include, but is not limited to; tube tops, halter tops, muscle shirts and tops with spaghetti straps, unless appropriately covered. No see-through apparel. Clothing should reflect modesty and pride.
- Pajamas and slippers are prohibited.
- Jackets/Coats may not be worn in class.
- Footwear that is conducive to both indoor and outdoor use must be worn at all times. Rollerblades and roller shoes are not to be worn in or near the building.

Students who dress inappropriately will be sent home to change and continued problems will be handled by the assistant principal and or the discipline officer.

**Driving on Campus** The speed limit is 15 mph. Drivers are expected to observe safety rules at all times. Those who fail to drive carefully will have on-campus and vehicle driving and parking privileges taken away. Further violations of the safety rules will result in charges being filed with the Escanaba Public Safety Department (Examples: parking on grass, driving on sidewalk, blocking school busses etc.)

**Parking Areas** Students will be assigned to a parking lot. ***Students parking without the proper color sticker for the lot they are assigned to will be ticketed and/or towed.*** Vehicle parking lots located on the north side (3rd Avenue, Black Parking Stickers, 11 & 12<sup>th</sup> Grades), south side (5th Avenue, Orange Parking Stickers, 10<sup>th</sup> Grade) of the building have been designated for **student vehicle parking**. Parking areas in front (east) of the building will be used for visitor and faculty/staff parking only. The back parking lot (west) (Green Parking Sticker, 12<sup>th</sup> & 12<sup>th</sup> grades) is designated for ISD students and EAHS faculty/staff parking only. Vehicles must be parked in the properly marked areas. Escanaba Area High School is not responsible for breaking and entering of vehicles, which might occur, or for articles stolen from vehicles.

**Parking Permits** All student vehicles must be registered in the Principal's Office and a Parking Permit purchased annually and placed in **front lower passenger side corner**. Students **temporarily** using a vehicle may pick up a **daily** parking permit in the Principal's Office at no cost.

**Illness in School** Students who become ill in school are to report to the Nurse's Office or school office. If necessary, an out-of-school excuse will be issued, parents contacted, and arrangements made for transportation home. **AT NO TIME SHOULD A STUDENT LEAVE SCHOOL WITHOUT PERMISSION FROM THE OFFICE.** A pass must be received from the nurse, when returning to class, indicating you were under the nurse's observation or care.

**Open Campus Lunch (10<sup>th</sup> – 12<sup>th</sup> Grades)** Open campus for the lunch period is a privilege not a right; and in so being a privilege can be revoked from students. Students who are problems during the open lunch can and will be placed in a closed campus lunch for the term.

**Parental Consent Required for Release of Student for Non-Emergency Medical Attention**

In an opinion released on August 9, 1989, the Attorney General stated that school districts lack authority to

release an unemancipated minor student from school for purposed of obtaining non-emergency medical treatment. OAG, 1989-1990, No 6596, P(August 9, 1989). The question addressed by the Opinion was whether school districts could release minor students during school hours, without parental consent, to go to off-campus health clinics, where among other things, birth control pills or devices were prescribed or distributed.

The Opinion reviewed the authority given to a board of education pursuant to the School code of 1976 to make "reasonable regulations" necessary to manage and maintain public schools, including regulations for pupil conduct and safety while attending school or going to and from school. Establishment of such policies is discretionary with local school authorities. The Opinion notes that while there is limited immunity for school employees who administer medication to a student consistent with written permission from that pupil's parents or guardian in compliance with the instructions of a physician, there is no authority in the School code of 1976 which authorizes a school official to permit an unemancipated minor student to leave the school for the purpose of obtaining non-emergency medical treatment without permission from the student's guardian or parent.

**Lockers** Each student is assigned the responsibility and use of a locker. Problems may be avoided by following these suggestions.

1. Report all locker problems to your Assistant Principal.
2. Be sure your locker is properly locked when you leave it.
3. Keep your locker combination to yourself.

**Locker Clean-Out and Repair Charges** Students will be charged a minimum of 10 dollars (\$10.00) should it be necessary for school personnel to remove any locks, personal items, textbooks, or library books from lockers following the last day of classes. Also, actual labor and material costs for removal of kick marks, bumper stickers, posters, ink stains, etc., and for repair of other than normal wear, will be assessed the student who was assigned to the locker. Charges will be paid as a condition for receiving the final grade report. There will be no clean out or repair charges to any student who leaves the assigned locker empty and in clean condition. Gym lockers also must be cleaned out before you leave for the summer. Any property left in lockers may be given to charity.

**Out-Of-Town Activities** Students participating in out-of-town, school sponsored activities must make the trip both ways in school-provided or school-approved transportation. Exceptions may be made in unusual situations, but requests for such exceptions must be presented in writing to the Activities Director or Athletic Director prior to the trip.

**Visitors** Due to heightened concerns for student / staff safety, only Escanaba High School registered students will be allowed in the building. **All visitors must report to the Student Services Office.**

**Elections and Class Officers** Class officer election will be held in the spring of each year. Qualifications for Class Officers:

1. Candidates must be full time students and have a 'C' or better scholastic average for the last semester of the previous year.
2. Candidates may hold two other offices in a club or service organization.

3. Candidates should show evidence of leadership in school activities.
4. Candidates should be reliable and capable of accepting responsibilities.
5. Each class will elect 5 officers, president, vice president, and 3 class representatives.

Elected class officers and Representative Assembly delegates will assume office at the close of school that spring.

**Health Services (5310)** In compliance with law, the Board of Education may require students to submit to periodic health examinations to:

- protect the school community from the spread of communicable disease;
- determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District shall specify the need for services which may include, but not be limited to: student physical examinations, athlete physical examinations, tests for communicable disease, vision screening, audiometric screening, scoliosis test.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

**Drug Prevention (5530)** The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Michigan statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. tobacco and tobacco products, except as used in accordance with Board policy on tobacco use;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. look-a-likes and any other illegal substances so designated and prohibited by law;
- G. performance enhancing drugs as determined annually by the Department of Community Health.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale,

concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention programs which:
  1. addresses the legal, social, psychological, and health consequences of drug and alcohol use; and
  2. provides information about effective techniques for resisting peer pressure to use illicit drugs, performance-enhancing drugs, and alcohol; and
  3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues; and
  4. promotes positive emotional health, self-esteem, and respect for one's body; and
  5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education.
- C. include a statement to students that the use of illicit drugs and the unlawful possession, sale, and use of alcohol is wrong and harmful.
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, sale, and use of alcohol is wrong and harmful.
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions. The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. provide information about any drug and alcohol counseling and rehabilitation and re-entry program available to students and provide procedures to direct students and their parents to the appropriate programs.
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students.
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory.
- I. provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced.

The Superintendent shall obtain sufficient copies from the State Health Department of the warning notice concerning anabolic steroids and shall ensure that the notice is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.

Rules developed by the Superintendent shall follow these guidelines:

A. In all cases involving the students and drugs, the need to protect the school community from undue harm and exposure to drugs shall be balanced against the need to guard the due process rights of the individual and the opportunity to rehabilitate a member of society within a wholesome school environment.

B. Notations concerning involvement with drugs may be entered on a student's records, except that no notation other than necessary to aid counselors shall be made and all such notations shall be expunged when they are no longer necessary for the counseling of the student or when the student leaves school.

C. In the discipline of students involved with drugs, the following factors should be considered and should serve to mitigate such punitive sanctions as are imposed:

1. the degree and kind of involvement with drugs evidenced by the activities of the student offender; the number of other students affected by him/her; and his/her possible profit motive;
2. the number of times the student has been disciplined for drug involvement previously;
3. the overall disciplinary record of the student;
4. the student's willingness and desire to participate in an approved substance-abuse program or to seek help from professionals, organizations or other individuals qualified to provide services as approved by principal;
5. the potential harm of the specific drug itself, the physical hazard posed by it, and its tendency to habituate users.

The Superintendent shall develop a curriculum for instruction in the harmful effects, and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco for students at each grade level and conduct such in-service training programs for staff members necessary to ensure effective teaching about drugs and assistance to students with drug problems.

The Superintendent shall take such steps as may be necessary to notify all students likely to be affected of the Board policy on the use of drugs.

**Breathalyzer** Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines to determine if a student has consumed alcohol. It is not necessary for the test to determine a specific blood-alcohol level.

**Principal Responsibilities:** *The principal shall be responsible for the prompt written recording of each student search, including the reason(s) for the search; information received that established the need for the search; and the name of informant (if any); the persons present when the search was conducted; any contraband, substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, subject to M.C.L.A. 380.1313, where the dangerous weapon shall be immediately turned over to law enforcement.*

*The Superintendent shall prepare administrative guidelines to implement this policy.*

**Guidance And Counseling** The basic concern of the Guidance Department is the individual student's problems, adjustment and progress. This attitude develops a program, which helps this student to:

- a. Understand self

- b. Make the most of aptitudes and interests
- c. Satisfactorily adjust to the environment
- d. Develop ability to make wise decisions and solve problems independently.

The services offered by the Guidance Department are many and varied, but basically they are as follows:

- a. Counseling - personal, educational and vocational
- b. Testing - aptitude and achievement
- c. Placement - in the proper school program
- d. Parental conferences

### **COLLEGE ADMISSIONS INFORMATION:**

**Michigan Merit Exam MME (ACT)** All 11<sup>th</sup> grade students must participate in the MME testing held in March of each school year. This is a graduation requirement for Escanaba Senior High School. The test is held over several days and includes three main parts:

1. The American College Testing Program (ACT)
2. Work Keys (Reading for Information and Applied Mathematics)
3. Additional State of Michigan Test items

Individual student reports and information on eligibility requirements to re-take the MME is available in the Student Services Office.

**B. College Applications:** Application forms for the state-supported Michigan schools plus many other schools located in and out of the state may be obtained in the Student Services Office. Seniors should confer with their counselor to determine when to begin making application to the schools of their choice.

**C. Catalogs:** College, trade and technical, career and business catalogs may be found in the Student Services Office along with brochures and career monographs. A complete file of vocational information is maintained. These materials may be used in the office or checked out for use at home.

#### **D. Financial Aid:**

- 1. Local** - See information concerning our memorial scholarships in the section for seniors.
- 2. Michigan Promise Grant** – Available to all students for the first two years of college based upon MME score.
- 2. Michigan Competitive Scholarship Program** - These are state scholarships awarded to Michigan residents to attend eligible public and private colleges or universities in Michigan. Students must achieve a qualifying score on the American College Test (ACT) and demonstrate financial need according to the required financial aid form.
- 3. Tuition Grants Program** - A tuition grant is a separate source of assistance and is awarded on the basis of demonstrated financial need and enrollment at a private Michigan college. You do not have to take the ACT test for this grant.
- 4. Federal Programs**
  - a. Basic Grant Program
  - b. Guaranteed Loan Program
  - c. Educational Opportunity Grant
  - d. Educational Opportunity Grant
  - e. National Direct Student Loan
- 5. Special Programs**
  - a. Vocational Rehabilitation

b. Bureau of Indian Affairs.

(See your counselor for more details on the above.)

#### **6. Free Application for Federal Student Aid (FAFSA) - Why fill out a FAFSA?**

The (Free Application for Federal Student Aid), or FAFSA, is the first step in the financial aid process. Use it to apply for federal student financial aid, such as the Pell Grant, student loans, and college work-study. In addition, most states and schools use FAFSA information to award their financial aid/scholarships. Students who are applying for financial aid or scholarships from a college, university, state or agency program will be required to have their parents file a financial statement. This is available in the Student Services Office.

#### **E. Social Security Numbers:**

If you have not by now obtained a social security number, application forms may be picked up in the Student Services Office. A social security number is required for the Basic Educational Opportunity Grant, PSAT/NMSQT, college applications, and others.

#### **INFORMATION FOR SENIORS:**

**Graduation Announcements/Invitations** A committee made up of the Senior Officers and R.A. Members will select the announcement/invitation design to be used by their class.

**Graduation Activities** All seniors are provided with a calendar of these events.

**Transcript of Credits** Seniors **while in school** are entitled to free transcript copies of credits at no cost.\* Subsequent transcripts are \$5.00 each. There is no charge for transcripts required for scholarship applications for underclassmen and graduating seniors. *\*Subject to change.*

**Scholarships and Awards** - Escanaba Area Public High School is unique in the large number of scholarships, which are awarded to seniors. To be eligible for any of the local memorial scholarships:

- A candidate must have attended this high school as a full-time student for the entire junior and senior years
- A candidate must have taken the ACT no later than the end of the first semester of their senior year.
- A priority list of students is based upon a combination of the students' ACT score and their grade point average.

The senior counselor will send a letter of invitation to the top 100 students who meet *all* of the above requirements. The student then comes in and signs a hand receipt for the application information. Contact the senior counselor for more information regarding these and other scholarships.

#### **STUDENT SERVICES:**

**Cooperative Work Training Program** In the co-op program the student divides time between school and a part-time job. The school schedule including a balanced combination of subjects required for graduation and is also combined with subjects related to the Co-op job. Job performance and progress of the student are supervised by the employer in cooperation with the co-op director. This program is open to juniors and seniors whose applications have been approved. Interested students should contact the co-op program director.

**Foreign Exchange Students** We welcome incoming exchange students from accepted programs, but at the same time reserve the right to limit the number at the high school. All applications must be approved by a principal or an assistant principal.

**Health Center (Nurse's Office)** Students who do not feel well or who have questions regarding health are encouraged to visit the Nurse's Office. If the nurse is not available, please report to the Student Services Office. Nursing services include first aid, vision and hearing tests, counseling and if necessary, referrals made to the proper agency. Some health education materials are available.

**Library/ Media Center** The Catherine Bonifas Memorial Library is located in the B Section across from the Principal's Office. It consists of a main reading room, study resource center, conference room, individual study booths, and a faculty library. The main reading room is open to students during school hours as a research and information center.

**Identification (ID) Smart Cards** ID cards will be furnished to all students. Failure to show the ID card to a staff person when asked will result in disciplinary action. The cards contain the student's photo, as well as a bar code for school transactions. These EHS ID cards are needed when attending school functions. The first card will be provided without charge, but a replacement card is \$3.00. The replacement cards can be purchased through the kitchen support staff.

**Lunch** A hot lunch program is available daily. The nonprofit lunch program is subsidized by the government under regulations, which permit no competition from groups or vending machines during serving periods. A point-of-purchase computing system, utilizing the Smart ID Cards, allows payment to be faster and more parent/student friendly. Smart ID Cards are **required** to purchase lunch.

Students are requested to help reduce cleaning and litter problems by keeping food, drink containers, etc. in the commons area. Put refuse in provided containers. Lunch is available at no cost or a reduced price to students of families where income is below a federal or state scale, or in cases of unusual circumstances. Information and application forms are available in the Principal's Office. Students who leave campus for lunch and return late are unexcused.

**Lost-and-Found** All articles which are found should be turned in to the Student Services Office where students may make inquiries concerning any lost item.

**Work Permits** Anyone below the age of eighteen who wish to obtain a job must get a Michigan work permit prior to employment. It is unlawful for any establishment or person to employ a minor under the age of eighteen years until such permit has been issued. This is to protect minors from work that is of a hazardous nature or detrimental to health, or which interferes with the minor's education in high school. Work permits are issued in the Student Services Office.

**Revocation of work permit** 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 or the Michigan Department of Consumer and Industry Services/US Department of Labor informs the school of an employer's violations***

*of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.*

### **ATHLETICS AND ACTIVITIES:**

**Athletics** Escanaba Area Public High School is proud of its traditions and accomplishments in athletics. Both boys and girls interscholastic competition is sponsored in the following sports: boys competition in football, basketball, ice hockey, track, wrestling, cross country, tennis, and golf. Girls' competition in track, cross-country, golf, tennis, gymnastics, basketball, baseball, softball, and volleyball.

Junior Varsity and Freshmen teams are organized in football, basketball, volleyball, wrestling, cross country, softball, and track.

### **Expectations for Athletes**

1. Know and adhere to the Personal Rules of conduct for Athletes, which can be obtained from your coach or athletic director.
2. Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty of school, team and self.
4. Counsel with the athletic director over questions of eligibility.
5. Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
6. Accept favorable and unfavorable decision, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials before, during and after contests.

**Physical Examinations** No student shall be eligible to represent Escanaba High School for whom there is not on file in the Principal's Office, a physician's statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests. Also, signed parent permission and Athletic Code Agreement forms are required to be on file before athletic participation.

**Current Semester Record** Academic eligibility checks of not more than ten weeks are required. If the student is not passing at least twenty (20) credit hours (4 classes) when checked, that student is ineligible for competition until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least twenty (20) credit hours, that student is ineligible for not less than the next Monday through Sunday, and so on until the student is passing (20) credit hours from the start of the semester through the most recent eligibility check.

**Cheerleading** Students interested in cheerleading have an opportunity to try out for varsity, junior varsity, or freshman squads, as well as, the competitive cheer team. Cheerleading squads follow Athletic Department and MHSAA Regulations and Policies.

### **CLUBS AND SERVICE ORGANIZATIONS:**

Clubs may be organized if there are enough interested students, a faculty sponsor, and upon approval by the High School Principal and Activities Director. The following groups are currently active:

**Chess Club** All students in the High School are eligible to be a part of the Chess Club. The purpose of this club is to provide an opportunity to learn the popular game of chess and participate in competition with other schools on local, state and national levels.

**Eskypades (Yearbook)** The Eskypades is the official yearbook of Escanaba Area High School. Any student in grades 9-12 may participate in areas such as photography, layout, design, or any activity covered by the book. Interested students may become staff members by contacting the Advisor or the Principal's Office.

**EHS Colorguard** Colorguard is the visual section of the EHS Marching Band. Auditions for the Colorguard take place in May and practices begin in August. To audition, students must be currently enrolled in Band\* and enrolled in 9th, 10th, or 11th grade. The audition consists of basic equipment skills, basic dance skills, and memorization of routines taught during audition preparation clinics. Also taken into consideration, will be student attendance, GPA, and playing ability in the band class. Because the Colorguard is a section of the Marching Band, not a separate entity, members of the guard must be enrolled in band, and will participate in all scheduled Marching Band activities during the school year. Students selected to the guard must keep their instrumental playing skills up to the required level since they will transition to concert band during the semester.

*(\*Students enrolled in the orchestra class that meets opposite the Marching Band/Concert Band class may audition ONLY with permission of the orchestra instructor.)*

**Student Council** The Student Council is a building-wide service organization made up of elected representatives from each grade level 8 – 12. Community and building-wide projects are the goal of the Student Council each year.

**Key Club** This is a service organization for high school students. It operates under school regulations and draws membership from the student body. Key Club is sponsored by a local Kiwanis Club and its aim is to develop initiative, leadership, and good citizenship, and render service to school, faculty, student body, and the community. Membership drives are made by the members of the club.

**National Honor Society** The National Honor Society promotes appropriate recognition for Junior and Senior students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. Academically, any student with a 3.5 average is eligible for selection but that person must also have exhibited positive character, service (to the school and community) and leadership traits. All staff members at the high school have input in the selection of students, but a faculty committee of five actually makes the final determination regarding who is selected.

College admission officers often look for Honor Society membership as a valid indicator that the applicant will succeed at the collegiate level because members have already proven that they are able to achieve with academic endeavors, leadership, honorable and admirable character, as well as service that demonstrates that the member is willing to use talents and skills for the improvement of society.

**SADD** Students Against Destructive Decisions is a club open to any student in grades 9-12. Their focus is to offer programs and activities that promote positive activities for students without alcohol consumption.

**Spanish/French Club** The Spanish and French Clubs were formed to help promote activities for students taking foreign languages. Each club has been involved in special projects to fund trips, dances, and class parties.

**Dances** Each year the high school classes and clubs sponsor several dances for the entertainment of students in grades 9 – 12. Homecoming - September, Halloween - October, Snowball – December, Spring Fling – February, Prom - April. All students must present Smart ID Cards for admittance. ***Any student escorting a non-EHS student must contact the Principal's Office prior to the dance.***

**Academic Letter Award** The High School Academic Recognition Program gives students opportunities to make application to be awarded Academic Certificates, an Academic “E”, and an Academic Pin. Regulations and applications are available in the Main Office.

**Performing Arts Letter Awards** The High School Performing Arts Department has set up a recognition program where by students can earn points toward attainment of a Performing Arts “E” Award. Regulations are available from the Performing Arts Instructor, or the Principal’s Office.

**Scholarships & Awards** The Escanaba High School Scholarship brochure covering all scholarships is available in the Guidance or Main Office.

### **SCHOOL POLICIES:**

**School Board Policies and Administrative Regulations** Copies of school board policies and regulations are available in the Main Office.

**Alcohol/Drugs** Regarding alcohol/drugs, the Board of Education has established regulations, which prohibit:

1. Use of alcohol/drugs in the school building or on school grounds;
2. Use of alcohol/drugs at school functions held on campus or away from campus;
3. The appearance of students in school or at school functions, whether on campus or not, who have consumed to any degree or amount of alcohol/drugs; Possession of alcohol/drugs on school premises and in buildings and at school functions, whether on campus or not.
4. The consumption/use of items other than alcohol/drugs for the purpose of getting high or altering one’s mental state.

**1st Offense** - The student will be suspended for a period of five days and will be referred to the Juvenile Diversion Program if appropriate.

**2nd Offense** - The student will be suspended for a period of ten days and charges will be filed in either probate or district court against said student.

**3rd Offense** - The students will be suspended indefinitely pending a decision by the Board of Education to determine the offender's school status.

**Dangerous Weapons** The term “weapon” means any object which, in the manner in which it is used, it intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Possession of a weapon is a suspendable offense and may lead to expulsion.

**Bomb Threats** The Board of Education is continually concerned about the safety and welfare of district students and staff. Therefore, the Board of Education will not tolerate behavior that creates an unsafe environment or a threat to safety. Bomb threats of any type (written, verbal, etc.) will be taken very seriously and if apprehended, the individual(s) will be permanently suspended pending an expulsion hearing by the Board of Education.

**Cell Phones/Electronic Communication Devices (ECDs)** Students are prohibited from using cell phones or other electronic communication devices (ECD) or having them "On" during class periods. "Using" refers to, not only the making and/or receiving of calls, but also using the cell phone or ECD for any other purpose.

Students are not permitted to wear their cell phones or ECD clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cell phones or ECDs in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc.

Cell phones or ECDs may not be "On" or otherwise used in the school locker rooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The student who possesses a cellular phone or ECD shall assume responsibility to its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECD's brought onto its property, even in the event the phone is confiscated by the staff or the administration.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

**A STUDENT WHO USES THE DEVICE DURING THE SCHOOL DAY WILL HAVE THE DEVICE CONFISCATED FOR 24 HOURS. SUBSEQUENT OFFENSES WILL RESULT IN ADDITIONAL DISCIPLINARY ACTION.**

**Hall Passes** When outside of the classroom, students are expected to have a building-issued hall pass.

**ATTENDANCE:**

**Rationale:**

*To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability, and self discipline. Accordingly, class attendance is a relevant objective criterion by which a student's course grade may be determined. The purpose of the attendance policy is to help students develop regular and punctual attendance and to maintain academic standards for earning credit. Research also indicates that there is a direct relationship between good attendance and classroom success. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.*

*Note to 8<sup>th</sup> grade: The high school attendance policy applies to 8<sup>th</sup> grade students. They will be expected to make up time if they have more than nine attendance points in a class.*

**Student Responsibility:** Good attendance is the responsibility of every student. If an absence does occur the **student** must make sure a parent/guardian calls in to excuse the absence by 8:00 A.M. the day after the absence. ***In the event that parents are not available the student must contact an Assistant Principal upon returning to school.***

Following an absence, the student should report directly to each assigned class. *No entry permit is required.* If the student is excused, he/she is entitled to make up the work missed for the day(s) absent. It is the **STUDENT'S** responsibility to approach each teacher to see what make up work is required and to make arrangements for completing the missed assignments. A student is not eligible to earn credit for make up work or missed classes when the absence is unexcused.

**Parent/ Guardian Responsibility:** Parents/Guardians will be expected to notify the attendance clerk by telephone ***on the day the student is absent from class or by 8:00 A.M. the school day following the absence.*** (Attendance 786-6521 ). ***Parents have until 8:00 A.M. the next school day to excuse their student.***

**Escanaba High School Attendance Policy allows for (9) absences (Excused, Unexcused, or any combination thereof) per semester per class. Any student exceeding nine (9) absences is subject to additional consequences which may result in the student's failure to earn credit.**

**Absence:** An absence occurs whenever a student misses more than ten (10) minutes of the class period.

**Excused Absence:**

Absences for reasons not expressly identified as "excused absences" are considered to be "unexcused absences." Students will not receive credit for assignments or tests which are missed because of an unexcused absence. The following absences are considered to be excused for the purpose of this policy:

- 1) *Illness or hospitalization verified by parental authorization. The school district reserves the right to require corroborative evidence when deemed necessary.*
- 2) *Serious illness or emergency in the immediate family as verified by parental authorization.*
- 3) *Attendance at a funeral or death in the family as verified by parental authorization.*

- 4) *Pre-arranged absences (including college visitations and family vacations), provided that the Student Services Office is contacted for prior approval and make-up work is completed as arranged between the student and the teacher. Arrangements for college visitations must be made with the Student Services Office.*
- 5) *Religious instruction and/or obligations (arranged in advance) and verified by parental authorization.*
- 6) *Professional appointments which can not be made after school (e.g. dentist, doctor, court appointments), verified by parental authorization.*
- 7) *School-sponsored activities.*
- 8) *School-imposed suspensions.*

Every excused absence (except in situations as outlined in #7 & 8 above) counts towards the maximum 9 absences allowable.

#### **Unexcused Absence:**

An absence that is not excused is an unexcused absence. A student is not eligible to earn credit for make up work or missed classes when the absence is unexcused. Every unexcused absence counts towards the maximum 9 absences allowable. Examples include, but are not limited to: skipping, oversleeping, missed bus, or car trouble.

#### **Truancy:**

Students with unexcused absences maybe subject to additional discipline and/or referral to Probate Court for truancy as deemed appropriate by an Assistant Principal(s) or Discipline Officer.

**Tardy Policy:** Punctual attendance is required of all students in all classes. A student who is tardy to class interrupts the orderly conduct and educational delivery of that class. Valuable time is lost to the teacher, student, and the class whenever a tardy occurs.

**Tardy:** A student must be in his/her classroom and ready to begin class as defined by their teacher when the bell rings. Failure to be in the classroom and ready constitutes a tardy.

**School Business:** A student who is late to class due to authorized school business will not receive a tardy for purposes of the policy.

**The accumulation of two (2) Tardies in any one class will constitute a single absence which will then be subject to the attendance policy. Tardies will also be subject to discipline as deemed appropriate by the Assistant Principal(s) or Discipline Officer.**

#### **Consequences:**

Chronic tardiness will result in disciplinary action which may include a referral to probationary court.

A student who reaches nine (9) absences (excused, unexcused, or any combination thereof) in any one course will not be eligible to earn credit in that course for the semester without attending a makeup session(s) that is offered after-school on Monday, Tuesday, and Thursday from 2:30 to 3:30 P.M. (Times may vary.)

Each 1 hour make-up session after school will replace one hour of a missed classroom experience. These makeup sessions will be coded as **M** in *PowerSchool* to denote a makeup hour has been logged by the

student. A student must makeup all missed time over 9 absences prior to final exams in order to earn credit for the semester.

**Students are NOT allowed to make up time on a day when they have unexcused absences that same day.**

**Note:** Make up sessions for absences will not, by themselves, overcome the student's poor academic performance. Earning course credit is contingent on meeting all academic standards.

***Attendance Appeals:***

Attendance Appeals must be submitted to guidance counselors. If necessary, the guidance counselors, may further seek out a staff committee which will hear and respond to student appeals to this policy. Students have further rights to due process.

***Attendance Reward Incentive:***

Students who have perfect attendance for the semester will be awarded prizes for their perfect attendance.

**Detention** can be assigned by the principals or any teacher. When a teacher assigns the detention, the student must report to the teacher's classroom at the appointed time. When detained by a principal, the student will report to the Student Services Office. Students will bring study materials and work quietly. Failure to report can result in additional detention or suspension.

Students will be given 24 hours notice of detention obligations. Bus students must take care of their own travel arrangements.

**Distribution of Written and Printed Materials** Freedom of expression and the right to dissent are fundamental freedoms in a democratic society but limited to the degree that they must not: 1) infringes upon the rights and freedoms of others; 2) obstruct or destroy the democratic process.

**Inappropriate Behavior** Students involved in displays of affection deemed unacceptable behavior by the Principal or Assistant Principal will be subject to disciplinary action.

**Loitering, Littering and Property Damage** If an effort to cooperate with all residents who live near any of our area school, the following administrative rule, pursuant to Article III, Section A of the Escanaba Areas Public Schools' Board of Education Policies on Suspension and Expulsion, has been established:

Students who loiter or litter, or damage property while going to or from classes or during school hours will be subject to disciplinary action by school authorities."

When a student violates this rule the following action will be taken by High School authorities:

1. First Offense - A warning will be given with an explanation of future action, should it be needed. Parents will be notified if possible.
2. Second and subsequent offenses - It is possible the student will be suspended according to regulations governing suspensions.
3. Payment may be required for repair or replacement of damaged property.

Loitering in and about the building is prohibited. Students so involved are subject to disciplinary action.

**Search of Lockers, Cars** A general search of student lockers or cars parked upon school premises may be conducted by school authorities when sufficient evidence indicates that an unusual situation is presented involving the health and safety of additional students. Any item(s) removed by school authorities will be marked and recorded for preservation of identity. The disposition of any item removed shall be determined after a conference between the involved student and the Principal. The Principal may decide to contact parents or other agencies.

**Search And Seizure (5771)** The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

**School Property** The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by others, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs and other contraband. This means of detection shall be used to determine the presence of contraband in places in the school where contraband could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

**Student Person and Possessions** The Board recognizes that students have a reasonable expectation of privacy for certain belongings. Accordingly, the Board directs that all searches of a student's person or possessions be justified by reasonable suspicion. The scope of the search will be governed by the seriousness of the alleged infraction, the student's age, the student's disciplinary history, and any other attendant circumstances. The search must be reasonable at its inception and reasonable in scope.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall attempt to obtain the students consent to the inspection; however, provided there is reasonable suspicion, the principal may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and another staff member. A search prompted by the reasonable suspicion that health or safety is immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Search of student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

### Vehicle Searches on School Property

- A. Students are permitted to park on school premises as a matter of privilege, not of right.
- B. The Escanaba Area Public Schools retains authority to conduct routine patrols of its parking lots and inspect the exteriors and "plain view" interiors of vehicles parked on school property.
- C. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.
- D. Vehicle interiors may be inspected whenever a school official has reasonable suspicion to believe that illegal or contraband materials are contained in the vehicle.
  1. At the request of a District administrator, the student shall consent to unlocking, opening, and permitting the administrator or designee to search the vehicle and its contents while on school premises.
  2. A student who refuses to permit a District administrator or designee to search the vehicle will be subject to school disciplinary action, as well as revocation of all vehicle parking privileges.
- E. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**Tobacco/Smoking** The Board of Education has established the regulation that the use of tobacco by all students, regardless of age, is prohibited in the building and on campus. The following procedures will apply to students involved in violation of the smoking regulations:

**1st Offense** - The student will be suspended a minimum of one day. Parents will be notified.

**2nd Offense** - A minimum of two day suspension. Parents will be notified. Referral to Juvenile Diversion if the student is under 16 years of age. Ticket Violation may be issued by Public Safety.

**3rd Offense** - The student may be suspended up to five days. Parents will be notified. Ticket Violation may be issued by Public Safety.

**Suspension And Expulsion (Discipline)** Philosophy - The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individuals themselves or by external authority. It includes the entire program of adapting the individual child to life in our society and involves two major emphases:

1. To guide students so that they enhance the immediate effort of teachers and other pupils in the learning situations and, therefore, do not threaten either the classroom or the instruction which is taking place.
2. To assist students in becoming responsible, productive and self disciplined citizens within the school, in preparation for assuming adult responsibilities. At least by the time they reach high school age, it is expected that the pupils will assume personal responsibility for their own behavior.
 

The school system has a responsibility to assist individual pupils to assume more responsibility for their own actions as they mature and gain experience. While it is recognized that children and youth can be controlled through fear and physical restraint, the purpose of the school is to help students develop self-control and self-discipline. For this reason:

  - a. Discipline and control must be treated as an individual matter with each child. All students must be dealt with as individuals according to age and maturity, experience, abilities and

interest, and values.

b. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including self-image, active participation in both the curricular and extra-curricular activities of the school, a motivation to learn, and the understanding and support received by parents.

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

**POLICY** Every effort should be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. This exclusion may occur in any of the following ways:

1. Temporary suspension - Removal of a student for up to ten days.
2. Suspension/Drop - Removal of a student from school for a period of time and fulfillment of specific conditions, if any.
3. Expulsion - Permanent removal of a student from school for the remainder of the current year or longer based on Board of Education approval.

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

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 340.613 and 340.614 of the School Code. Section 340.613 authorizes suspension for the following reasons: gross misdemeanor, persistent disobedience, or habits of bodily conditions detrimental to the school.

Assuming the responsibility granted to it by law, the Board of Education established the following categories of misconduct (while a student is under jurisdiction of the school) as those which may result in temporary suspension, or expulsion from the Escanaba Area Public Schools: (These categories are general in nature and are not deemed to be all-inclusive).

1. Matters relating to public and private property (Examples:)
  - a. Theft
  - b. Misuse of books, materials & equipment
  - c. Defacing property.
  - d. Trespassing (unauthorized presence in a building)
  - e. Littering
2. Matters pertaining to citizenship when involving school-connected activities (Examples:)
  - a. Violation of state laws, local ordinances, approved safety and fire codes, and laws pertaining to civil disobedience.
3. Matters pertaining to attendance (Examples:)
  - a. Violation of compulsory attendance laws
  - b. Persistent tardiness
  - c. Failure to attend school regularly (if above compulsory age)
  - d. Truancy
4. Matters pertaining to safety of others (Examples)
  - a. Physical attacks or threats to students or school employees
  - b. Fighting

- c. Extortion
- 5. Sexual Harassment (may include, but is not limited to the following)
  - a. Verbal harassment or abuse
  - b. Written harassment or abuse
  - c. Pressure for sexual activity
  - d. Repeated remarks to a person, with sexual or demeaning implications
  - e. Unwelcome touching
  - f. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- 6. Breaking of school rules and regulations
- 7. Conduct detrimental to the normal functioning of the school or school activities.

On the basis of the status of present school law, the Board of Education authorized the Principals of the Escanaba Area Public Schools to separate or suspend a student from school temporarily.

**Sexual and General Harassment Policy** The Board of Education recognizes a student's right to freedom from discrimination includes the opportunity to learn in an environment untainted by sexual general harassment. Offensive speech and conduct are wholly inappropriate to the harmonious educational relationships necessary to the operation of Escanaba Area High School and intolerable in a school to which the students of this district are exposed.

Sexual and general harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when made by any member of the school staff to a staff member or student or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
  - a. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
  - b. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating and intimidating, hostile, or offensive employment or education environment.

The sexual general harassment of an Escanaba Area High School student is strictly forbidden. Any student or employee of this school, who is found to have sexually harassed another person of this district, will be subject to discipline.

Any student who has been exposed to sexual and general harassment by another peer or employee of this school is encouraged to report the harassment to an appropriate supervisor.

**Bullying And Other Aggressive Behavior Toward Students (5717.01)** It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**Bullying** - is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

**Harassment** - includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**Intimidation** - includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**Menacing** - includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**Harassment, intimidation, menacing, or bullying** - means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

**Staff** - includes all school employees and Board members.

**Third parties** - include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

*For a definition and instances that could possibly be construed as hazing, see Policy 5516.*

**Confidentiality** - To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

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

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

**Suspension And Expulsion (5610)** The following administrative guidelines should be followed to provide a fair hearing for each student charged with an offense leading to suspension or expulsion.

**Emergency Removal:** A student may be removed or excluded from a classroom or a school when s/he poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or the school premises. Such removal must be for a period of less than twenty-four (24) hours without being subject to suspension and expulsion procedures.

If a member of the school faculty removes a student, under his/her supervision, from a classroom or activity, s/he must submit to the principal written reasons for the removal the day the removal occurs.

A hearing must be held by the principal in accordance with the suspension or expulsion requirements depending on the probable outcome of the hearing. The person who caused, ordered, or requested the removal should be present.

Written notice must be provided to the student and the parent as soon as practicable prior to the hearing. If the probable outcome of the hearing is suspension, the hearing procedures applicable to a suspension must be applied. If the probable outcome is expulsion of the student, the hearing procedures applicable to an expulsion must be followed.

**Teacher Initiated Suspension:** A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, the counselor, psychologist, and/or social worker shall attend the conference. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal.

**Short-Term Suspension:** The principal or designee may impose a suspension of up to ten (10) days duration, but shall attempt to notify the student's parents or guardians of the suspension by telephone, as well as send a written notification by e-mail or by regular mail. A copy of the notification shall also be sent home with the student, if practicable. The written notice shall include the reasons for the suspension, the date(s) of the suspension and the rights to appeal, enclosing this policy with the suspension notice.

**1. Preliminary Hearing:** No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

The principal or designee shall provide the student with an oral or written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges and present any witnesses. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

**2. Sending a Student Home:** Unless the student is an immediate threat to the safety of the school, s/he should remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the principal shall attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain under the principal's supervision until school is dismissed.

The principal may forego the previous provision in the event of mass violations of school rules or where it is not possible to keep the student(s) on school grounds and restore order or

protect people on school property. In such an emergency situation, the principal shall contact the Superintendent.

**3. Responsibility for School Work:**

- a. For an in-school restriction, credit will be given for all classroom assignments that can be completed during the in-school restriction or as homework.
- b. Credit will be given for work missed due to out-of-school suspension. Failures shall be given for any classroom work that cannot be attended such as laboratories or skill sessions.

**4. Appeal:** Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

- a. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
- b. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
- c. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- d. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- e. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

**Long-Term Suspension and Expulsion:** If, in the principal's opinion or as required by statute, the alleged infraction warrants a long-term suspension or expulsion, s/he shall refer the case to the Superintendent and submit the following documentation.

1. the rule(s) alleged to have been violated
2. the charges against the student
3. approximate date of the violation
4. recommendation(s) for long-term suspension or expulsion
5. copy of suspension
6. chronology of disciplinary/corrective actions and witness statements

Upon request, the principal shall also submit:

1. transcript of grades
2. attendance records
3. letter to parents
4. statements from professional staff regarding student's efforts, attitudes, or particular problems

5. statement from counselor regarding help to student, attempts at remediation or correction, etc.
6. memo requesting a Board hearing

The Superintendent shall review the documents for accuracy and completeness and schedule a hearing with the Board.

**Notice of Hearing:** The notice must be provided to the student and the student's parent and shall contain:

1. the rule(s) alleged to have been violated;
2. the charges against the student;
3. approximate date of the violation;
4. the time and place for the hearing;
5. a statement of the student's and parents' pre-hearing rights:
  - a. to review written statements about the alleged misconduct;
  - b. to review the student's records;
6. a statement of the student's hearing rights:
  - a. to counsel;
  - b. to a translator;
  - c. to appear in his/her own behalf and for parents or guardians to appear;
  - d. to produce witnesses and present evidence on his/her behalf;
  - e. to confront and to cross-examine anyone who may have evidence against him/her;
  - f. to a transcript of the hearing.

Notice of expulsion will be sent to the Juvenile Division of the Probate Court for students at ages six (6) through fifteen (15). The court should be informed that the Board has expelled the student and provided the reason for expulsion.

Notice may be sent to the Juvenile Division of the Probate Court for students, ages sixteen (16) and seventeen (17), where the District believes that the court should review the circumstances surrounding the expulsion. The District may provide a copy of the public record to the court.

**Disabled Students:** In accordance with Board Policy 2461, a student in Special Education must be referred to the I.E.P.C. and those disabled under 504 must be referred to the compliance officer to determine if the behavior is related to the disability. Its decision will determine the appropriate next steps.

**Student's Record:** A record of a student's suspension or expulsion may be made a part of his/her permanent record at the discretion of the principal until s/he leaves the school and released in accordance with AG 8330 - Student Records. Days of absence shall be noted in the student's permanent attendance record as an unexcused absence because of suspension or expulsion.

**Waiver:** It is the student's prerogative to waive his/her right to a formal hearing. This waiver is to be in writing and signed by both student and parents or guardian. The signatures should be witnessed. Additionally, the student can constructively waive the hearing by simply not availing himself/herself of the opportunity for it, but such waiver cannot be construed before the passage of a considerable period of time, since it operates to close off the student's rights.

**In-School Suspension** The purpose of the In-School Suspension program is to provide time to do

homework, think about the behavior, which caused placement in the room, and to determine how to change that behavior. Time may be allowed to talk to a counselor about problems or concerns.

**Out-of-School suspension will be used at the discretion of the Principal or Assistant Principal.**

### **Student Status During Suspension**

1. Make up of class work: Students under suspension from school, a class, or classes for specific number of days, or who have been expelled from school and later reinstated, **will be permitted to make up class work for credit.**
2. Use of school premises: Students on suspension are not to be permitted on school premises except as noted below, or if called in by school authorities.
3. Attendance at school functions: Students on suspension will be able to attend school functions open to the general public such as football games, plays, etc. Students will not be permitted to attend school functions limited to students only, such as school dances, assemblies, etc.
4. Participation in school functions (curricular and extra curricular): Students on suspension will not be permitted to participate in school functions, curricular and extra-curricular, for the duration of suspension. (Examples: play rehearsals or production, basketball practice or games, etc.)

**Emergency Procedures** - Each year the Administrator with assistance from all staff members will practice the following Emergency Procedures to assure a quick response of all members of the high school so we maintain a safe educational environment.

- Fire Drills / Tornado Drills
- Medical Assistance Drills
- Lock-Down Drills
- Evacuation Drills

**ACTIVITIES AND ATHLETICS (7<sup>TH</sup> and 8<sup>th</sup> Grades)**

**MDOT Bridge Builders Club**  
**Builder's Club (Jr. Key Club)**  
**SADD**  
**Jazz Band**  
**Yearbook**  
**Track**  
**Football (Boys)**

**Robotics Club**  
**Chess Club**  
**Student Council**  
**Band**  
**Other Clubs of Interest**  
**Boys/Girls Basketball**  
**Volleyball (Girls)**

### **ACTIVITIES AND ATHLETICS (9-12)**

**The ACTIVITIES and ATHLETIC programs at Escanaba Area High School have been developed to give students opportunities to experience self-growth through positive participation.**

#### **9<sup>th</sup> Through 12<sup>th</sup> Grade Activities:**

**Baseball**  
**Basketball**  
**Bowling (boys and girls)**  
**Chess Club**  
**Chorale**  
**Concert Band**  
**Cross Country**  
**Eskypades (yearbook)**  
**Flag Corp**  
**Football**  
**French Club**  
**Golf**  
**Gymnastics (girls)**  
**Hockey**  
**Jazz Band**

**Key Club**  
**Marching Band**  
**National Honor Society (11<sup>th</sup> and 12<sup>th</sup>)**  
**Orchestra**  
**Quiz Bowl**  
**SADD (Students Against Destructive Decisions)**  
**Softball (Girls)**  
**Spanish Club**  
**Student Council**  
**Tennis**  
**Track**  
**Volleyball (girls)**  
**Wrestling**  
**Fall Cheerleading**  
**Competitive Winter Cheerleading**  
**Robotics**

ESCANABA AREA PUBLIC SCHOOLS  
Pesticide Application Notification Form

September 6, 2011

Dear Parent/Guardian:

The Escanaba Area Public School District has adopted an Integrated Pest Management program. Inherent with this are the district's efforts to reduce pesticide use as much as possible. This program and/or any records on any pesticide application are available for review upon request to Amy Cseter 786-4661 [acseter@eskymos.com](mailto:acseter@eskymos.com). While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. If a pesticide is applied during the year, including the summer months when school is not in session, a public notice will be posted at all entrances of the school building, as well as on our district website – [www.eskymos.com](http://www.eskymos.com) – at least 48 hours prior to the application.

You have the right to be informed by first-class U.S. mail postmarked at least three days prior to any pesticide application that might be needed in your school. If you would like to receive notification by U.S. mail, please notify the District Office at 1500 Ludington Street, Escanaba, MI in writing. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. To receive notification, please complete the following information. **If the form is not returned, we will assume you do not want to be notified.** Should you have questions or concerns about pest management within your school/work place, please contact the Principal or the Superintendent's office.

(Please complete the following and return it to the school/work place – Please print)

✂-----

**PRIOR NOTIFICATION REQUEST FOR PESTICIDE USAGE**

School: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Please select one appropriate response:

**NO**, I do not want to be notified

**YES**, I want to be notified when there is a scheduled pesticide application.

Notice will be sent home with your student, unless we have a letter on file from you requesting notification by U.S. mail.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date