

ELK RAPIDS HIGH SCHOOL

PARENT-STUDENT HANDBOOK



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Elk Rapids Schools Board of Education

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For the most up-to-date information regarding Elk Rapids Schools, please visit our website: www.erschools.com

MISSION: Elk Rapids Schools equips every student to be an innovative problem-solver who succeeds in diverse communities.

VISION: Exceptional education grounded in academic rigor, relationships, and community.

BELIEF STATEMENTS: at Elk Rapids Schools, We Believe:

- Collaboration among students, staff, parents, and the community builds trust and supports a high-functioning school system.
- Connections and relationships foster growth for all.
- Support for the whole student enables learning.
- Individuals can thrive and make a positive impact.
- Excellence is important in all that we do.
- Staff are critical to our success.
- Safe environments are foundational to effective learning and a positive school culture.
- Facilities and resources will be designed to support district goals.

NON-DISCRIMINATION POLICY: The Elk Rapids Public School District does not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability, in its programs and activities.

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I. ACADEMICS

GRADE CLASSIFICATION: Students will be classified according to their year of entry as freshmen into high school.
TOTAL NUMBER OF CREDITS REQUIRED: students must earn the minimum credits listed below in order to graduate: (See GRADUATION REQUIREMENTS.) One-half credit is earned by the successful completion of a semester course. Additional credit opportunities are listed below:

- 1/2 credit can be earned by passing a college level course.
- Credits for correspondence, summer school, after school, and on-line courses will be determined by the principal and counselor at the time of enrollment. Such credits are normally a ½ credit.

In all cases, it is the responsibility of the student to periodically check with the appropriate counselor regarding the satisfactory progress and completion of all graduation requirements.

GRADUATION REQUIREMENTS: Seniors must satisfactorily complete the minimum (or more) units of credit for their class to be eligible for participation in graduation exercises and to receive a diploma. These requirements are in compliance with the Michigan Merit Curriculum.

ERHS Graduation Requirements: a total of 22 credits required.

English	4 credits	English 9, 10, 11, 12 (A & B)
Math	4 credits	Algebra 1, Geometry, Algebra 2 & 1 additional credit. (0.5 credit must be taken during senior year).
Science	3 credits	Biology A/B, Physics or Chemistry, Plus 1 additional credit.
Social Studies	3 credits	U.S. History A/B, World History A/B, Economics & Government
PE/Health	1 credit	General Physical Education and Health
World Language	2 credits	Taken between 8-12 grade
Arts	1 credit	Visual, Performing, or Applied Art
Electives	varies	Multiple offerings in each department

SCHEDULING

Minimum Class Load: In order to meet current Board of Education guidelines, students must be enrolled full time. Approved programs of co-op or work experience may count toward the requirement. All students are required to have full schedules (6 class hours) in the Fall semester. If Seniors have sufficient credits to graduate with their class at the end of the year to have a reduced schedule in the Spring (i.e. either 1st or 6th hour free), they may pursue that option after speaking with the School Counselor and receiving approval from the Principal.

Schedule Changes and Adjustments: The student and the parent/guardian must request all schedule changes during the drop/add period. Requests to drop or add a course must be turned into the counselor no later than the end of the fifth day of the semester.

Students MUST follow their present schedules until change requests have been completed, officially approved or denied. Check PowerSchool for updates.

Schedules may be changed if:

- Student schedule is not complete.
- Student has duplicate courses that may not be repeated.
- Senior needs class (es) for graduation.
- Student has completed course (s) in summer school or has "tested out."
- Student has been accepted into a special program, co-op job, college class, etc.

Schedules may not be changed for the following reasons:

- Student preference for lunch period.
- Student preference to be with friends.
- Student preference for a different period or term.
- Student preference for a different teacher.
- Student changes mind about taking a course.

The principal must approve any exceptions to these guidelines.

PERSONAL CURRICULUM

The Personal Curriculum is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

Click this link below to learn more about PC:

<https://www.michigan.gov/mde/services/academic-standards/mmc/personal-curriculum>

ONLINE/Virtual CLASSES

Online elective courses are available through Edmentum and Michigan Virtual. Core courses (English, math, science, and social studies) are available in person and are not an option to take online. Must meet with the counselor to discuss online elective options and be scheduled. If a student fails an online course, they are not permitted to take another in a future semester. This is NOT recommended for Freshmen. Students must be highly motivated independent learners with highly developed self-management skills.

TESTING OUT OF HIGH SCHOOL CLASSES

The State of Michigan mandates that high schools provide students a method of "testing out" of classes. This allows students who already have knowledge or skills taught in specific high school classes to show mastery in those subject areas.

- All students have this opportunity to "test out" of all classes.
- "Testing out" allows a student to go on to higher levels or additional courses available to them.
- Students must exhibit mastery of course content by attaining a grade of 77% or better on a comprehensive final examination.
- Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to; portfolios, performance, papers, projects and/or presentations.
- Credit earned for "testing out" of classes may apply toward the credits required for ERHS graduation.
- Testing out will occur before taking the course.

Credit earned will be based on successful mastery of the required assessment and recorded as "Credit". The student's cumulative grade point average will not be impacted. Credit will be accepted as fulfillment of a requirement in a course sequence. **Once credit is granted by "testing out", a student may not receive credit for a lower course in that course sequence.**

1. Parents and students can get further information in the ERHS Principal's/Student Services Office.
2. There is no charge to students for "testing out."
3. Parents and students can schedule in May for testing in June.

DUAL ENROLLMENT PROGRAM

The State School Aid Act contains a provision that 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 in grade 11 or grade 12 have taken the entire PSAT, PLAN, MME, SAT, ACT, or Compass test and are endorsed in one or more subject areas in which they wish to dual enroll. Also, students in grades 11 or 12 may take courses in subjects not offered by the school, typically in the core academic areas.
2. Students must be enrolled in both the school district and a post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
3. Students must enroll in college courses not 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.
4. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, fine arts, or religion.

School districts are required to pay the lesser of (a) the actual charge for tuition, mandatory course fee, and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year that student attends the post-secondary institution.

*Students may be charged for their courses if they receive a failing grade.

*There is a December 1st deadline for Spring Dual Enrollment and a May 1st deadline for Fall Dual Enrollment.

Parents may obtain information concerning procedures and guidelines in the ERHS Guidance Office where the dual enrollment process begins. **Please note** that if the state changes these guidelines, the program at Elk Rapids High School may be altered. **Other ERHS considerations:**

1. Students requesting high school credit must follow specific timelines and procedures.
2. Students with a high school G.P.A. of less than 3.0.
3. Students who have not completed a previous class may not continue with Dual Enrollment or Early College.
4. Students may not take college courses if those course times conflict with their high school schedule of graduation requirements.
5. Students must weigh the advantages and disadvantages of Dual Enrollment considering the fact that, although they may choose to take a course both for high school and university credit, some universities will not accept transfer credit if the student takes the course for high school credit.

WORK-BASED LEARNING

The State of Michigan no longer allows in-school placements unless the placement is a part of a course with a curriculum, assessments, recorded attendance and grading. Under no conditions are students allowed to be placed as office aides.

Out-of-school placements are “paid trainees”. These students may be released up to two periods each semester in their junior and/or senior year to earn credit as they work. They can earn no more than a total of six credits for a school-to-work placement. These students must work hours equivalent or beyond their release time. Their job placement must relate to their Educational Development Plan (EDP) and the student must be taking a related class in all semesters in which he/she is enrolled in a work-based learning experience.

All employers of paid trainees must meet all state requirements and the job placement must be approved by the Principal before the student can register for the course.

Students must complete relevant safety training and all paperwork must be completed before starting in the placement.

EARLY HIGH SCHOOL COMPLETION

Some students may wish to finish their high school requirements and terminate their attendance early. These students should consult with their Counselor when they begin to consider early completion. Those students who have **NOT** passed the MME are encouraged to remain at ERHS until their class graduates and take courses that might improve their educational background. All regular ERHS graduation requirements must be met for early high school completion, in addition to the following procedures:

1. The student should request a form from the counseling department, complete and return with appropriate signatures.
2. The form explains required procedures to follow for diplomas, graduation, and related activities. A parent signature is required on the letter if the student is under the age of 18 at the beginning of the Semester.

Further information and the complete list of procedures can be obtained from the School Counselor.

TRANSFER OF CREDIT

Students who enter Elk Rapids High School from another school will be placed at a grade level by the counselor based upon an examination of the transcript. It should be noted that the Michigan State Board of Education maintains the following standards:

- Instruction must be given by certified teachers in each core area.
- Curriculum must be comparable to the State Core Curriculum
- Students must be provided with a minimum of 1098 hours of instruction annually.

Credits for students transferring in from other public schools, including charter schools, or private schools that meet the above standards will be accepted from an official transcript.

WITHDRAWAL and/or Transfer from ERHS: Students who wish to withdraw from school or transfer to another school should notify the Counseling Office at least three days prior to the intended transfer date for preparation of exit grades and transcript.

GRADE REPORTING: The school year is divided into two semesters, each lasting 18 weeks. Report cards are mailed to the home address at the end of each semester and progress reports are available on PowerSchool 24 hours a day for review. Parents will be given a web address with a password to view their child's grades, attendance, and other information. Students who receive an “I” (incomplete) will not be listed for the Honor Roll.

GRADING SCALE: Academic achievement is reported using the following scale:

	A =	4.0	A- =	3.67	
B+ =	3.33	B =	3.0	B- =	2.67
C+ =	2.33	C =	2.0	C- =	1.67
D+ =	1.33	D =	1.0	D- =	0.67
	E =	0.0			

A = Excellent Progress, B = Good Progress, C = Fair Progress, D = Unsatisfactory Progress, E = Failure
I = Incomplete, CR = Credit, NC = No Credit

EXAM POLICY: All students will take a comprehensive final exam at the end of the First Semester. In addition, all 9th grade through 11th grade students will take a comprehensive final exam at the end of the Second Semester. For 12th grade students, there may be exemptions granted for the Second Semester as follows:

1. Individual Faculty members will determine if the 2nd Semester Final Exam is required for Seniors.
2. Faculty shall adhere to the following when making this determination.
 - a. Total number of tardies in the class.
 - b. Total number of absences in the class, as well as the types of absences..
 - c. Documented disciplinary issues within the class (PowerSchool logged discipline).
3. Faculty may also consult with Administration regarding Senior exam determinations.

For Advanced Placement (A.P.) courses: *the expectation is that AP Students do take the end of course exam offered through College Board.*

HONOR ROLL: The Honor Roll recognizes academic achievement and is published each semester. To be eligible, students' grades must have a 3.0 trimester grade point average. Students who receive an Incomplete (I) or a no credit (NC) grade/s for the semester will not be considered for the honor roll. Students must have a minimum of three graded ERHS classes.

HONOR GRADUATES: Based upon 7 semesters and using cumulative grade points, graduating seniors are recognized as follows: 3.00-3.49 "Honors" (gold cords), 3.50-4.00 "High Honors" (gold stoles)

NATIONAL HONOR SOCIETY: The National Honor Society (NHS) is a national organization created to recognize outstanding students. The purpose of NHS is to develop character, promote leadership, create an enthusiasm for scholarship, and stimulate a desire to render service. A student with a cumulative grade point average of 3.50 by the end of the sophomore year is a candidate for the National Honor Society, using the following selection process:

- NHS advisor/s invite all sophomores and juniors with a cumulative GPA of 3.50 or higher to apply.
- Candidates to be considered must submit the Student Activity Information Form to the advisor/s..
- Potential NHS membership is then reviewed by the Faculty council.
- Determination for membership: student must have a majority (3) of the votes cast by council members, with a formal Induction ceremony to follow.

II. ATTENDANCE

Elk Rapids High School strives to provide all students the education and skills to be responsible, healthy, and productive citizens, prepared to compete in an ever-changing global community. To do this properly, regular attendance is an absolute necessity. Elk Rapids High School has developed an attendance policy and a set of attendance procedures designed to promote good attendance in a positive, constructive manner. The effectiveness of these procedures depends upon parents, students, and the school working together to see that students attend classes regularly in order to acquire a sound high school education and to prepare themselves to become responsible citizens and members of society.

"Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement." OAG No 541, p 738 (12-20-78).

EARLY RELEASE FOR SENIORS: Depending on the school calendar and the established date for graduation, seniors may be released prior to graduation commencement ceremonies, per Administration.

Attendance Requirement to Receive Course Credit: coinciding with earning a passing grade in a course, the attendance requirement is as follows. Students are permitted a maximum of 9 absences per class, per semester, with no make-up hours required . However, at 10 (or more) absences per class period, per semester, students are

required to complete make-up hours in order to receive semester credit in a course (*refer to Saturday School information below*).

Attendance Appeal form: may be submitted at any time during the semester to provide dates & documentation (doctor's office and/or appointment notes) to verify one's attendance. Any supporting documentation (medical, legal, social services, etc.) is helpful for administration to consider when granting an appeal. The deadline to submit an Attendance Appeal is no later than one week prior to the end-of-semester exams. Hard copies are available in the main office, and upon request, office staff can email the document electronically to the requesting parent.

**Note: ERHS Administration reserves the right to grant conditional appeals whereby a student may earn past credit through future action defined in a written plan.*

SATURDAY SCHOOL: the term "Saturday School" refers to a three (3) hour, quiet work-study session, held in our ERHS Library/Media Center from 8:00 AM to 11:00 AM, throughout the school year. In the Fall of each new school year, a list of all the Saturday School dates is shared with ERHS Families, so that both students & parents are aware of the dates, and take advantage of these opportunities. Oftentimes, additional Saturday School sessions are added to our calendar, particularly toward the end of each semester, which are then shared with ERHS Families.

Each Saturday School session is supervised & facilitated by two ERHS staff members focused on assisting students with academic needs. Saturday School attendees will be completing current and missing assignments, make up work as allowed by individual staff, and serving hours to make up a student's 10th (or more) absence. Saturday School may potentially accommodate students referred for disciplinary reasons as well.

Students are expected to bring school work, something to read, and all appropriate materials with them. The support team will provide basic materials necessary for students including calculators, classroom copies of textbooks, pencils and paper. Students will be provided reading materials if they do not bring work/materials. ERHS Expectations for Saturday School sessions are as follows:

- Each Saturday School session will begin at **8:00 AM SHARP**; Students will NOT be admitted after 8:00 AM. Arriving 5 minutes early is strongly advised. Each session will end at 11:00 AM.
- Those students that are tardy will be assigned an alternative session.
- Students will be placed at separate tables in the Library and will not be allowed to socialize.
- Students will be expected to clean off their workspace at the close of their time/the session.
- ALL electronics will be collected upon arrival, including phones, music players, iPads, and laptops.
- Electronics may be used by students for academic purposes at the staff's discretion.
- NO SLEEPING will be permitted. Sleeping will result in dismissal.

Excessive Absences: Students who have accumulated ten (10) or more absences in a course, during a semester, who failed to serve the required make-up hours have therefore violated the Attendance policy and will therefore receive an "NC" (No Credit) on the report card for that course, regardless of the actual letter grade awarded by the teacher. Students who earn the NC in a course will be given an opportunity to earn back the actual letter grade, by adhering to an **Attendance Contract** during the following semester.

Trips/Vacations: Students are expected to be in classes while school is in session. There are generous vacation periods built into the school calendar, so vacations taken during school time are discouraged. In addition, during such an absence, the student is responsible for making necessary arrangements for missed coursework with teachers.

Responsibility for School Work: Students will notify teachers & administration in advance for pre-arranged absences. Students should request homework prior to departure and arrange a time to make up missed tests or quizzes at a time that is acceptable with the teacher. Students attending *school-related functions* (field trips, Athletic and/or Extra-Curricular competitions, etc.) have the same responsibility for prearranged work. Upon return to school from an absence (or school-imposed suspension/restriction), the work that was due on the day of the absence is due the day of return. If a student was absent due to illness, the student will have as many days to complete make-up work for each excused absence. Students, who have an extended illness, should make arrangements with their teachers on an individual basis. Administrators and/or School Counselors may assist in making such arrangements. Students are encouraged to refer to the teacher's course syllabi for specific classroom policies regarding make-up

expectations. Students with unexcused absences may not have the option to make up work and/or may not receive full credit for missed coursework.

Homebound Services: Students who face hospitalization or extended illness should communicate with the Principal as soon as possible in order to request homebound services. Days of school missed by students after homebound services have started will not count against the attendance requirements. A doctor's verification and completed homebound services application will be required for homebound services.

TARDY POLICY: Punctuality is essential to success and is a fundamental employability skill. For this reason and the fact that tardiness disrupts the class and impacts the learning process, ERHS adheres to the following policy. Tardiness is defined as being late to class. Tardiness of more than ten (10) minutes equals an absence.

Excessive tardiness is addressed as follows:

- 1st & 2nd Tardy to class = Teacher issues a warning
- 3rd & 4th Tardy to class = Teacher informs Administration, Student is assigned a Lunch Detention
- 5th (or more) Tardy = Teacher informs Administration, Student is assigned a Saturday School, and Administration informs the parent.

Students who accumulate more than ten (10) tardies in a class, per semester, may result in an "NC" (No Credit).

**At the Teacher's discretion: 10% of a student's final grade may be impacted by total tardies (Example: A Student who was tardy to class three (3) times during the semester, that student's grade may be reduced by 3%).*

ATTENDANCE PROCEDURES, Reporting Absences: parent/guardian should contact ERHS main office staff for any & all absences. Any absence due to illness, funeral, religious observance, medical absences, or other important business that cannot be accommodated outside the school day, MUST BE VERIFIED BY A CALL OR NOTE FROM THE PARENT OR GUARDIAN BY 3:00 PM THE DAY FOLLOWING THE ABSENCE.

The parent/guardian may call the main office (231) 264-8108 at any time; Voice mail is available after hours.

When leaving a voice message at the ERHS office, please state the following:

1. Student's Name (First & Last)
2. Date/s of the Absence.
3. Reason for the Absence.
4. Relationship of caller to the Student.
5. Contact Phone Number where the caller may be reached.

**Frequently, call-backs may be made to verify the authenticity of calls.*

Late Arrival/Sign-In Procedure: Students who report to school any time after the first scheduled class begins, or are returning from signing out earlier in the day, must report to the main office.

Early Dismissal/Sign-out Procedure: If/when it is necessary for a student to exit school any time during the school day prior to dismissal, the student must sign-out at the main office & have parent/guardian communicate with office staff regarding permission to leave school.

Classification of Absences:

EXCUSED ABSENCES: the following as excusable reasons for absence from school. *Excused absences do count toward the 9 absences allowed per semester.*

- Personal Illness: administration may require a doctor's confirmation if deemed advisable.
- Illness in the Family.
- Quarantine of the Home: limited to the length of the quarantine as fixed by the proper health officials.
- Death of a Relative.
- Observance or Celebration of an Established Religious Holiday.
- Absence during the school day for professional appointments: Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - Student shall have a statement to that effect from his/her parents.
 - Students/parents will submit documentation of professional appointments.
 - Student shall report back to school immediately after the appointment, if school is still in session.

SCHOOL RELATED Excused Absences, which do not count toward a student's total absences for the semester, include the following: field trips, athletic events, conferences (with a teacher/counselor/administrator), special programs. Parents are informed by the school (staff, administration, teacher, coach, etc.) regarding any & all School-related activities/events when participating students will be excused from classes.

UNEXCUSED ABSENCES: an absence from class/school, that does not meet the Attendance Policy and/or that has not been approved by administration, shall be considered truancy & subject to discipline. *NOTE: When parent/guardian indicates that they are "excusing" an absence even though the reason given doesn't meet the ERHS Attendance Policy, office staff indicate the absence as "parent verified", but it is still recorded as "unexcused." In such situations, administration may not issue disciplinary consequences; however, *students with unexcused absences may not have the option to make up work and/or may not receive full credit for missed coursework*. In addition, these absences may not be subject to the Attendance Appeal Process.

SCHOOL IMPOSED ABSENCES: Detention/Suspension (see also Code of Conduct).

- **In-School Suspension (ISS)** as assigned by administration per Code of Conduct. Students serving In-School Suspension will request their classwork from their teacher/s and will complete such work during their suspension time. Absences from class due to In-School Suspension *do not count* against semester attendance totals.
- **Out-of-School Suspension (OSS)** as assigned by administration per Code of Conduct. The office will request classwork from the student's teachers, picked up by the student or parent in the main office, which the student will complete during the suspension. Absences from class due to Out-of-School Suspension *do not count* against attendance totals.

III. CODE OF CONDUCT

ERHS Code of Conduct applies to all students while on school premises (as well as anywhere on campus), on bus transportation, while attending a school-sponsored or school-related activities, and while representing our school in any aspect of our local school community and our greater community at large.

ERHS does not administer discipline for the sake of discipline, rather ERHS works to educate students regarding behavior, to correct concerning behavior, while making every effort to maintain a safe environment for students to learn, work and thrive. Therefore, while not an exhaustive list, the headings listed below outline concerns regarding student conduct that are addressed by ERHS faculty, staff and administration.

Academic Dishonesty: including, but not limited to: Cheating, Plagiarism, Forgery, any Falsification of work. Per Administration discernment, any instance of academic dishonesty may result in the following: Loss of points (per individual teacher discretion), Detention, Suspension (ISS and/or OSS), with potential Expulsion.

Alcohol, Drugs, illicit-illegal/controlled substances: possession, use, and/or being under the influence; may include, but not limited to: (alcohol, marijuana, ecstasy, methamphetamine, etc.).

1st Violation = Five (5) day Suspension (OSS). In addition, Substance Abuse Screening, as well as Completion of a recommended course of action by a screening agency may be required, per administration, and potential referral to legal authorities.

2nd Violation = Ten (10) day Suspension (OSS), potential referral to Board of Education for Expulsion, and referral to legal authorities.

Any instance of selling alcohol, drugs or controlled substances is grounds for immediate Expulsion.

Alcohol Look-Alikes: Malt beverages labeled as non-alcoholic may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

Drug Look-Alikes: It is against the Board of Education policy for a student to possess, deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which the person:

- Represents to be a controlled substance.
- Represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
- Represents through misleading advertising the look-alike drug.

Drug Paraphernalia: Various instruments and materials that are commonly known to be intended for the use of, or preparation of illicit substances. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

The Michigan Public Health Code prohibits the manufacture, distribution, or possession of an "imitation controlled substance" and includes criminal penalties for violations. MCL 333.7341 The possession or sale of drug look-alikes on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

Arson: the willful and malicious burning, or attempt to burn, any building or part of any property of the school district. MINIMUM SUSPENSION OF TEN (10) DAYS AND REFERRAL TO LEGAL AUTHORITIES AND BOARD OF EDUCATION.

Assault: referring to "physical assault," Fighting, hitting, striking, pushing, any means to "intentionally cause or attempting to cause physical harm to another through force or violence" (MCL 380.1310). Suspension up to ten (10) days. Potential referral to the Superintendent and/or Board of Education, as well as legal authorities.

Automobile Misuse: any inappropriate use of a vehicle on school property, including failure to register vehicle, parking infractions, speeding, and unsafe driving; students driving, riding in, or entering the parking lot or a vehicle during any part of the school day without administrative authorization. Loss of driving/parking privileges, in addition to possible Suspension, parent conference, referral to legal authorities, as well as the *vehicle may be towed from the school parking lot at the owner's expense.*

Bomb Threat: including any False Alarms, Fire Extinguisher Misuse, etc.: the act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe; misuse of fire extinguisher. Suspension up to ten (10) days. Referral to Superintendent and/or Board of Education, as well as legal authorities.

Bullying/Harassment: name-calling, "picking-on" someone, regardless of statements such as: "I was only joking," is considered bullying/harassment and will result in Detention, and/or Suspension. Per administration, after addressing the issue with the student, if he/she fails to cease & desist with the bullying/harassing behavior, the result will be further discipline, including extended suspension time (see also **Sexual Harassment**, listed below).

Computer/Technology Misuse: Infractions of ERHS Technology User Agreements. Violations such as inappropriate use, destruction or vandalism of technology equipment/hardware, software, network, or supplies will result in disciplinary action. The act of knowingly entering an unauthorized account and copying or altering such programs. The act of maliciously destroying another person's file, account or electronic media. Students are prohibited from bypassing school security filters, utilizing other student login information and downloading non-school related material. Loss of school computer/internet privileges, Detention, Suspension, Potential Loss of Credit, denial to take Advanced courses, Restitution and/or referral to legal authorities.

Dress Code Violations: any clothing that interferes with the health and safety of students or creates or potentially creates a disruptive influence on the educational process, per administration discernment. Warning, Change of clothing, Detention, Suspension.

Displays of Affection: students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in Suspension from school and/or other disciplinary consequences.

Disruptive/Disorderly Behavior: per administration, any acts detrimental to the educational process or safety of others. Detention and/or Suspension.

Electronic Devices/Use of Camera & Cell Phones: the school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." Cellular phones, or electronic devices are not to be on in class. Taking or transmitting images during testing is also prohibited. CONFISCATION AND/OR PARENT CONFERENCE AND/OR SUSPENSION.

Cell Phone Use Violations:

- First Offense= Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone into Office; Teacher communicates with parents; Student may pick up phone from office at the end of the day.
- Second Offense= Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone into Office; Administrator Contacts Parents; Administrator meets with Student; Student Assigned In-School Suspension; Parents required to pick up the phone from office.
- Third Offense= Progressive Discipline, Out of School Suspension, etc.

Fireworks/Smoke Bombs/Explosives/Incendiary Devices/Irritants (such as mace or pepper spray): the act of possessing, selling, using or threatening to use a lighter, matches or any device or instrument capable of inflicting bodily injury. SUSPENSION OF UP TO TEN DAYS. POSSIBLE REFERRAL TO LEGAL AUTHORITIES AND/OR BOARD OF EDUCATION. SEE WEAPONS.

Insubordination/Persistent Disobedience: the act of failing to respond to or carry out a reasonable request by authorized school personnel; recurring insubordination; and deliberate and open defiance of school personnel. Also, refusing to accept discipline is a form of insubordination. When a student refuses to accept the usual discipline for an infraction, the refusal can result in an alternative consequence and more stern action. DETENTION, SUSPENSION, PARENT CONFERENCE, REFERRAL TO BOARD.

Laser Pointers: determined to be a safety hazard, possession and/or of laser pointers is prohibited. Confiscation, Detention, and/or Suspension.

Lunchtime/Cafeteria Behavior: per administration, any inappropriate Cafeteria behavior, including Food and/or Beverages in Non-designated Areas (eating or carrying food and/or drinking or carrying beverages in unauthorized areas), throwing food or other objects, leaving garbage behind, disregarding requests from lunch monitors/staff, as well as leaving campus without administrative approval, is prohibited. Detention and/or Suspension. Tampering with Food/Drink: Students may not Take/Hide/Replace or Add Foreign Substances to another student's food or drink. These actions are not permitted and can result in Suspension from school.

Obscenity, Profanity, Vulgarity: abusive, profane, or vulgar words, gestures, pictures or sounds; the act of using language in oral or written form, or in pictures, or caricatures, or gestures, which are offensive to the general standards of the school and/or community. DETENTION AND/OR SUSPENSION.

Sale of Personal Items: Students are not permitted to sell personal items while on school premises (as well as anywhere on campus), on bus transportation, while attending a school-sponsored or school-related activities, and while representing our school in any aspect of our local school community and our greater community at large. Detention and/or Suspension.

Sexual Harassment: any unwanted sexual remarks or behaviors, including: verbal, physical, or visual.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online).
- Making sexual jokes or comments about students' bodies or how they look or act.
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love.

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like putting down someone's pants or snapping a bra strap).
- Touching, pinching, or grabbing someone in a sexual way.
- Brushing up against someone's body on purpose

Visual:

- Posting or sharing sexual comments, pictures, or videos.
- Pressuring someone to take or send sexual pictures or videos ("nudes").

Sexual harassment can make someone feel many emotions. You may feel scared, uncomfortable, upset, embarrassed or angry. When it comes to sexual harassment, what matters is how the action makes a person think or feel—not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the Law.

Sexual Assault: any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

- Touching someone's genitals, breast, or butt without their permission (consent).
- Unwanted behavior or touch over or under clothes.
- Unwanted kissing.
- Physically forcing someone to perform a sexual act.
- Threatening or pressuring a person to do any sexual act.
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape).

Sexually assaulting another person is wrong and it is against the law.

In Michigan statute, this is referred to as CSC = Criminal Sexual Conduct.

About Consent: "Consent" means that each person agrees or gives permission. Anyone can change their mind at any time. Consent means each person understands what is going on and agrees to all of it. Someone needs to get consent every single time. Just because someone said "yes" before, does not mean "yes" now. It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want. If someone doesn't consent to sexual acts it is sexual assault.

What if This is Happening to Me? It is not your fault. You are not alone. No one has the right to sexually harass or assault anyone else. You have the right to feel safe and respected. If you feel like you won't be harmed, tell them this is not okay and to stop. Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who..."). If the first person isn't helpful, keep trying until you find someone who is. Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust (See Resources listed below).

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know? Believe. Listen. Support. Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them. Listen without judgment. Give them space and time to tell you what they feel comfortable sharing. Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources: There is Help. You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. You don't have to tell them your name. They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4) Text: 866-238-1454 Call: 855-864-2374

Chat: <https://mcedsv.org/sexual-violence-hotline-chat/>

Michigan's Domestic/Dating Violence Hotline (VOICEDV)
Text: 877-861-0222 Call: 866-864-2338 Chat: <https://mcedsv.org/hotLine-domestic-violence/>
Youth Resources Web Page <https://mcedsv.org/resources>

School Title IX Coordinator: If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation. If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

Elk Rapids District Title IX Coordinator: Josh Haggerty 707 E. Third Street Elk Rapids/ MI 49629
District Policies Related to Sexual Harassment and Sexual Assault PO 5517 and PO 2266: Summary: It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment/ including sexual harassment and sexual assault. This commitment applies to all School District operations/ programs, and activities. All students/ administrators, teachers/ staff/ and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment or assault. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

Smoking, Vaping, including use of Tobacco Products: the use or possession of tobacco or products represented as tobacco (look-a-likes) in any form on school property, school functions, or going to and from school and at school bus stops is prohibited to ALL STUDENTS. Even though it is not a violation of the Youth Tobacco Act for an 18 year old to possess or use tobacco, it is a violation of the Board of Education's regulations relative to students.

Accordingly, the penalties for violating these regulations apply to all students, including those 18 years of age.

1st Violation: two (2) day Suspension (OSS), Possible referral to legal authorities.

2nd Violation: five (5) day Suspension (OSS), Possible referral to legal authorities.

3rd Violation: up to ten (10) days Suspension (OSS), Referral to Superintendent/Board of Education.

Stealing: theft, taking things (money, personal or public property) that belongs to another; Obtaining property through unauthorized entry into lockers, desks, or other areas. RESTITUTION, REFERRAL TO LEGAL AUTHORITIES, SUSPENSION. POSSIBLE REFERRAL TO BOARD OF EDUCATION.

Trespassing & Loitering: trespassing is being present someplace other than where you are authorized to be or refusing to leave when requested to do so. Loitering is when students are in the building or on school grounds without a valid pass and/or not in their regularly scheduled class. It also refers to students lingering in hallways and other areas of the school building. DETENTION, SUSPENSION OR OTHER APPROPRIATE DISCIPLINE. POSSIBLE REFERRAL TO LEGAL AUTHORITIES.

Truancy/Unexcused Absences: the act of being out of scheduled classes without permission; "skipping".
IN-SCHOOL SUSPENSION, POSSIBLE REFERRAL TO TRUANT OFFICER.

Vandalism: willful destruction or damage to property belonging to the school or others while under school jurisdiction. RESTITUTION FOR MATERIALS AND LABOR AND/OR SUSPENSION. POSSIBLE REFERRAL TO THE BOARD OF EDUCATION AND/OR LEGAL AUTHORITIES.

Weapons: possessing, using, or threatening to use, any weapon or instrument capable of inflicting bodily injury. A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is capable of causing death or serious bodily harm.
MINIMUM SUSPENSION THREE (3) TO TEN (10) DAYS. REFERRAL TO LEGAL AUTHORITIES, AND/OR REFERRAL TO THE BOARD OF EDUCATION FOR PERMANENT EXPULSION. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm including

but not limited to, air guns and explosive devices.” Weapons shall include, but are not limited to: firearms, pellet guns, knives, metal knuckles, straight razors, club type implements, explosives, noxious, irritating, or poisonous gases; and drugs or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff, parents or the public. It may also include any toy that is presented as a real weapon or used to threaten or injure another. This includes, but is not limited to: padlocks, pens, pencils, scissors, chairs, jewelry, and other items.

Possession of a weapon will subject a student to permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

The Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school busses and other school transportation.

DISCIPLINARY CONSEQUENCES

Detention: Teachers and/or administrators may assign after-school detention on one day’s notice. Students have two days to serve the detention and students are to have school work to do during that time. Students may not talk, eat, or sleep during detention. Students must make their own arrangements for transportation when serving detention. Detention hours are to be completed after school (2:45- 3:50 PM) in the detention room. Students may also attend detention to complete study hours provided they do not have prior disciplinary obligations. Failure to attend/complete the first assigned detention may result in a one-day in-school, or out of school suspension.

Teacher Snap Suspension: A student may be suspended from a class, subject, or activity for up to one day by his/her teacher for certain conduct as defined in the Student Code of Conduct. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one-day removal. A student may return that school day to the classroom, subject or activity for which he/she was suspended, with the concurrence of the teacher and a school administrator. A student suspended by a teacher must immediately report to the Principal’s Office and the suspending teacher will arrange a parent/teacher conference.

In-School Suspension (ISS): Administrators may assign students to in-school suspension for violations of the Student Code of Conduct. Students are expected to work on behavioral packets assigned by administration and schoolwork throughout the day. Assignments will be requested and collected by students from teachers whenever possible. Students may not talk or eat without permission. Students may not sleep in in-school suspension. absences are not counted toward the attendance policy. Students receive credit for assignments completed. Students may not choose out-of-school suspension in place of in-school suspension.

Out-of-School Suspension (OSS): Administrators may assign students to out-of-school suspension for violations of the Student Code of Conduct. Suspended students may not be on school grounds or participate or attend any school-sponsored activity during the term of their suspension. Assignment requests will be processed through the Principals’ Office.

Expulsion: The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

EXPULSED/SUSPENDED STUDENTS ARE NOT TO BE ON ANY SCHOOL PROPERTY OR PARTICIPATE IN ANY SCHOOL SPONSORED ACTIVITIES DURING THE TERM OF AN EXPULSION/SUSPENSION. ANY STUDENT IN ANY RESTRICTED AREA WITHOUT PERMISSION WILL BE SUBJECT TO DISCIPLINARY ACTION AND/OR REFERRAL TO LEGAL AUTHORITIES.

DUE PROCESS - Appeal Process (Board Policy 5611): Any & all Appeals will adhere to the following procedure.

Appeal Procedure: Suspensions may be appealed by parents in writing to the Principal within two school days of the parent’s notification of the suspension. The written appeal must contain the reason(s) that the suspension is being appealed.

- The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
- 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 a parent if, in the Principal's opinion, this is appropriate.
- The Principal will reach the decision and inform the parent within ten school days after the receipt of the written request.
- The decision of the Principal may be appealed in writing to the Superintendent within two school days of the parent's receipt of the decision. The Superintendent will reach a decision and inform the parent in writing within ten school days after the receipt of the written request.
- The Superintendent's decision shall be considered final. The parent may appeal to the Board only in cases of alleged violation of due process by the Superintendent. In such cases, the appeal shall be made in writing to the Board president within two school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parent of its decision within ten school days of receipt of the written request.

Due Process Rights: The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided to a student, the Board establishes the following guidelines.

- **Students subject to short-term (10 days or less) suspension:** a student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.
- **Students subject to long-term (more than 10 days) suspension and expulsion:** a student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent, in the case of a long-term suspension of forty-five (45) days or less, or the Board in other long-term suspension or expulsion cases, to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board or Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly.

IV. POLICIES & PROCEDURES

Accessibility & Accommodations: any & all requests for accessibility and accommodations should be made to administration.

Accident Reports: any student who has an accident in school, or on school grounds, is directed to report the accident to an adult (teacher, or any other staff member). Staff member/s will inform the main office so that proper care is afforded to the student, parent contact is made, and school documentation is completed.

Age of Majority: age of majority, which is 18, is a relevant factor in Michigan school policies, particularly regarding the transfer of rights and responsibilities for students with IEPs and for students who are legally emancipated. Students 18 years of age and older are legally recognized as adults. Except as noted below, policies and procedures set forth in the ERHS handbook will apply to all students, regardless of their attainment of the age of majority. As such, students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records, and may represent themselves during disciplinary conferences and be the addressee for their grade reports.

Eligible students who wish to assert these rights should register their intent by scheduling a meeting with a principal to make an official declaration. Until such time as the eligible student registers this intent, school officials may not recognize the above exceptions to school policies and procedures.

Parents/Guardians will be advised when their student has declared “age of majority”. Parents should be advised that once an eligible student has registered their intent as stated above, all school related communication will typically be handled through the student, not the parent/guardian or home.

Backpacks/Shoulder Bags/Any School bag: Based on recommendations from local and state law enforcement, the district recommends the following procedures for student bags at Elk Rapids High School: Students should place bags directly in their lockers upon entering the building and may retrieve them from their lockers when exiting the building.

Bus Transportation: to ensure that all student riders are safe, and to maintain a safe and orderly experience for all (students & staff) using ER Schools bus transportation, students shall adhere to the following.

- Be at the right place at the scheduled time, ready to board the bus.
- Wait for the bus in an orderly fashion and to stay off the roadway while waiting for the bus.
- Wait for the bus to come to a complete stop before attempting to get on or off.
- Enter & exit the bus only by the front door except in the case of an emergency or an emergency drill.
- Be seated and remain seated in that seat until it is time to get off.
- Never throw anything around the bus, out of the bus, or at the bus.
- Never push or shove anyone, such behavior is unsafe and may distract the driver.
- Refrain from profane or vulgar language, smoking, or littering while on the bus.
- Never deface or damage the bus; Report at once any damages to the bus that are observed. Anyone guilty of such action shall bear the cost of repairs.
- Leave the bus at the regularly scheduled stop unless written permission is given by a parent or guardian with the consent of the bus driver. To keep books, musical instruments, feet and other items out of the aisle.
- Above all, obey the driver.

Students who violate this code of conduct may be subject to suspension of all school bus riding privileges. All disciplinary action shall be consistent with the seriousness of the violation. The school bus is considered an extension of the school/classroom and disciplinary actions for misconduct on the bus may extend to the school setting. The overall safety of the driver, other passengers, and other motorists is of the utmost importance.

Cafeteria, Food & Beverage: ERHS offers free school breakfast & lunch (formerly the free & reduced lunch program) which is available to all students. All Families are encouraged to complete the School Meals Application, including federal income guidelines and information regarding cafeteria debit cards, will be distributed at the beginning of the school year or may be obtained in the Principal's Office. *USDA DIETARY GUIDELINES: Board Policy #8510 indicates our implementation of USDA dietary guidelines, please visit erschools.com for details.*

Student behavior in the cafeteria (see also Code of Conduct) is based on courtesy and cleanliness. All students eating at school are expected to properly dispose of their refuse in the trash cans and recycling bins provided. Students are required to remain in the cafeteria/lobby/gymnasium area during the lunch period.

Canine Contraband Detection Program: the overall intent of the use of detection canines on the school campus is to provide a deterrent to minimize the presence of contraband items on school property. Policy incorporates routine inspections of such areas as: lockers, gym areas, common areas, and parking lots. Inspections are performed on a random basis ensuring consistency of areas searched. The ultimate goal is to assist in providing a learning environment free from contraband items.

- Contraband Items (defined): trained canines are capable of detecting the following items:
- Illicit Substances: marijuana, heroin, cocaine, methamphetamine
- Alcoholic Beverages: beer, wine, liquor
- Gunpowder: ammunition, guns, fireworks
- Medications: normally both prescription and over the counter medications commonly subject to abuse
- Bombs: explosives and other incendiary devices

Cell Phones, Smart Watches, Personal Electronic Devices, any Wireless Communication Device:

Cell phones are permitted at school. However, cell phones may only be used before entering the building or after exiting the building. Cell phones must remain in student lockers until the end of the school day. If a staff member observes or hears a phone, they will take the phone to the office. Bluetooth headphones (example Air Pods) are

likewise not permitted and may be confiscated and treated as a cell phone. Specifically, personal communication devices are **not to be seen or heard at any time during the school day (7:45 AM to 2:37 PM)**. A *“wireless communication device” as an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos or videos, or producing email, but does not include a basic telephone. This policy includes prohibition of items such as smart watches, smart glasses, and AngelSense or other GPS location devices.*

First offense – student may retrieve the device in the main office at the conclusion of the school day.

Second offense – parent/guardian is required to retrieve the device from the main office. *Parent/guardian will be advised as to the third offense (below) at this time.

Third offense – student phone privilege is suspended. If it is necessary for a student to bring a phone with them to school, it will be submitted to the main office first thing in the morning and then retrieved at the end of the day (**see Code of Conduct**).

There is a dedicated student phone available in the main office for students needing to contact parents for important/emergency reasons.

Closed Campus: ERHS operates as a “closed campus,” meaning students are not permitted to leave campus during regular school hours. Moreover, during lunch periods, students must remain within the building; Students are not permitted to leave campus during lunch.

Clubs & Student Organizations: clubs & student organizations at ERHS have open membership, are available to all interested students, and practice no discrimination. In addition, each & every meeting, event, etc. is facilitated and/or supervised by the adult advisor (either staff advisor, parent advisor, or other parent volunteer assigned by advisor).

ERHS Clubs & student organizations exist and operate with the primary purpose of providing service to others, and thus enhance the high school experience of its student members/participants. Any student interested in organizing a club must secure a staff advisor, and receive administrative approval. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the advisor & school administration.

According to student interest on a yearly basis, the clubs & organizations active at ERHS include: Art Club, Spanish Club, Michigan Youth In Government (MYIG), Robotics, Academic World Quest, National Honor Society, National Technical Honor Society (through CTC), Student Council/Student Government, Broadcasting, Yearbook, Concert Choir, Jazz, Concert, & Marching Band.

**ERHS clubs & student organizations are subject to change and may not be available every year.*

Displays of Affection: Public displays of affection (PDA) are not appropriate school behavior in the building or on school grounds. This type of behavior is not permitted and is subject to disciplinary action, per administration (**see Code of Conduct**). PDA is considered, but not limited to, hugging, cuddling, kissing, groping, petting, or any other inappropriate behavior, sexual in nature, or otherwise. Holding hands or putting an arm around a significant other is acceptable only in non-academic school settings.

Dress & Appearance: student dress should be neat, clean, and appropriate for the learning situation. Students are expected to maintain the type of appearance that is not distracting to teachers, other students, or disruptive of the educational process of the school. Any form of dress which is considered contrary to good hygiene or which is distractive or disruptive to the purpose of the school will not be permitted.

- Students are not permitted to wear clothing that promotes sex, alcohol, tobacco, drugs, or violence.
- Hats, hoods, similar head coverings, and sunglasses are to be removed upon entering the building. These items may not be carried or worn during any part of the school day and must be left in the student's locker.
- Outdoor apparel, bulky coats, trench coats, jackets, or similar apparel deemed inappropriate by administration are to be removed upon entering the building. These garments are to be left in the student's locker. (This does not include semi-formal or formal wear including tuxedos, suits, and blazers.)
- No bare feet.
- No bare midriffs or backs, no low cut or see through clothing, no sagging pants/shorts, no short shorts/skirts (must extend beyond the finger tips with arms at your side), and no strapless or single-straped tops.

Spaghetti strapped tops must be covered. Shoulder straps must be at least 3 inches in width. Please make sure that clothing choices are appropriate for the educational environment.

- Apparel that presents safety concerns or classroom distractions may be denied and confiscated by teachers or administrators. Infractions of dress guidelines may result in disciplinary action.

Driving & Parking privileges: As a service to our students, ERHS provides parking facilities as a convenience. The fact that the school makes parking available for students does not diminish the school's sole ownership, control, and authority over the parking facilities. The school reserves the right to examine vehicles therein and their contents for the purpose of eliminating fire or other hazards, maintaining sanitary conditions, attempting to locate lost or stolen articles, and locating prohibited or dangerous materials including, but not limited to, narcotics or other contraband.

- Students may not park in visitor or faculty lots during the school day. If you are unsure of permissible parking locations please check with the Office.
- Vehicles parked in faculty lots or unauthorized areas or unregistered vehicles driven by students are subject to towing at student's expense or other disciplinary consequences. A tire boot may be used in lieu of towing and a fee may be assessed for its removal. Blue lines indicate handicapped spaces.
- All vehicles must be registered, and parking permits must be displayed in the vehicle. These permits may be purchased at the main office.
- Student drivers and their passengers are to immediately leave their vehicle once it is parked and not return to the vehicle during the school day without permission from the office.
- Students that have permission to drive out may not transport other students that do not have permission.
- Vehicles should be operated in a safe and orderly manner and students should observe all parking and traffic regulations.
- All parking areas are off limits to students during the school day, including the lunch hour, unless permission is granted from the administration.
- Driving vehicles during school hours, without permission, is subject to disciplinary action.
- It is strongly recommended that all vehicles be locked during the school day and all valuables be kept at home. The school assumes no responsibility for theft, breakage, or damage to any vehicle while on school property.

Parking Permits: students are permitted to drive their personal vehicles to school and park in the designated lots surrounding the building. ERHS has 250 numbered spots for students & staff. These numbered spots are assigned each August to both students & staff. *Students purchase a spot for \$5.00 for use during the school year.*

Violations of parking regulations may result in loss of school driving privilege, issuance of a city traffic code citation, and/or school disciplinary action. The school is not responsible for theft or vandalism.

Emergency Drills: ERHS complies with all safety laws and in cooperation with local police, fire and safety authorities will conduct drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly participation in said drill. Fire, Tornado, and Lockdown drills are scheduled prior to the beginning of the school year, in cooperation with ERPD & Fire Marshall.

ERHS conducts five (5) first drills, two (2) tornado drills and three (3) scheduled lockdown drills. In addition, one or more "surprise" lockdown drills are conducted each year, unannounced to students & staff, in an effort to ensure quick response by all school building occupants during said drills.

Hallways-Student Passes: Students are **NOT** to be in the hallways or restrooms during class periods unless they have a proper pass. A proper pass/student admit slip is dated and signed by a staff member and is specific to an individual student. Hall passes should be issued only in cases of emergency or for the purposes of instructional or administrative activities assigned by teachers, administrators, guidance counselors, or office personnel. Students that abuse pass privileges may have their pass privileges revoked by the administration. In addition, during the passing of classes the halls are crowded. The following items are common courtesies while in the halls:

- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through the corridors quietly. Be considerate of others in the halls and classrooms.
- Discard trash in the containers provided. Keep the school clean by picking up papers from the floor.

Running in the halls, littering, throwing items, blocking hallways, loitering, PDAs, etc. are not permitted and are subject to disciplinary action, per administration.

Injury & illness: when a student becomes injured or ill at school/during the school day, the student must report to the main office for attention. Parent will be contacted for permission to leave the building, if necessary. If a student requires emergency care, every effort will be made to contact the school nurse, with consultation from parent/guardian.

Inclement Weather: if/when it becomes necessary to cancel school or alter school hours due to a weather emergency, the information will be broadcast over the local radio and television stations as early as possible.

Lockers: as a service to our students, ERHS provides locker facilities to be used for the convenience of students and for the security of students' personal property. The school retains sole ownership, control, and authority over the locker facilities. The school has the legal right to examine lockers and their contents, without notification, at any time. The use of a locker space is a privilege granted by the school. All students are expected to know and comply with all conditions and rules regarding locker use.

- Students are to use the lockers assigned to them, and are not to share unless assigned a locker partner by the school staff members.
- Students are expected to keep their lockers clean, neatly arranged, free from stickers and decals, and **LOCKED without having items stuck in the door to keep it in an unlocked position.**
- Since each locker has its own combination lock, no padlocks are to be placed on them without administrative approval.
- **STUDENTS ARE ADVISED NOT TO LEAVE VALUABLES IN THEIR LOCKER OR BRING THEM TO SCHOOL.** The school will not accept responsibility for any lost or stolen articles.

Lost & Found: located in the hallway outside Central Office, staff will maintain a table to hold the items until the end of the semester, when items will be donated to local pantries. Students should inform office staff, as well as custodial staff, if/when an item is "lost" (clothing item, water bottle, etc.). The school does not accept responsibility for any items that are lost or stolen.

Medication: by law, school personnel cannot dispense any drugs, including aspirin, acetaminophen, ibuprofen, and other non-prescription drugs without a written order from a doctor, which includes: the prescribed amount of medicine, medicine in the original container, written permission from a parent/guardian, and medicine given in the presence of two adults. WHEN MEDICATIONS ARE NECESSARY, THEY ARE KEPT LOCKED IN THE ADMINISTRATIVE OFFICE. *Appropriate paperwork must be completed in the Principal's Office. If a parent desires to provide their child with an over-the-counter medicine without a doctor's order, they will need to be present to administer the medication.*

Off-Campus Student work & Academic pursuits: any course, activity, class, work/study experience, etc. that does not take place in the Elk Rapids High School building or on the immediate grounds, such as Dual Enrollment programs, concurrent courses, work-study programs, and vocational programs, etc. shall operate under the following guidelines.

- Students participating in off-campus educational/work activities are encouraged to be actively attending those activities and utilizing on-site resources related to those off campus activities.
- Students may lose driving privileges and are subject to disciplinary action if they drive out at non-scheduled class, activity, or work times and/or transport passengers that are not involved in their off campus classes or activities.
- Michigan Revised School Code provides authority for disciplining students for off-premises conduct. Section 11a (3) (b) authorizes schools to exercise appropriate powers to provide for students "safety and welfare" while at school or a school-sponsored activity or "while en route to or from school or a school-sponsored activity." Section 1312 (8) requires all school districts to "implement" and "enforce" a student code of conduct "in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on the school premises."

These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Violations of our Off-Campus policy may result in disciplinary action, per administration, and potential loss of participation in any such off-campus programming.

Parent Involvement: the Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The parents have the right to participate in the education of their children as well as the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority.

Picking up Student from school: to maintain safety for all students & staff, parent/guardian must check-in at the main office to be identified, before picking up a student from school. Any other arrangements must be communicated to office staff and/or administration.

**Only a school official may retrieve a student from a classroom; Parents may pick their child up in the main office.*

Posters: any & all posters, flyers, notices etc. placed in and around the school building/campus must have administrative approval.

School-Issued Chromebook: at the beginning of each new school year, students will receive a school computer (Chromebook) for the purpose of academic work. Students are able to access Faculty & course pages through Google Classroom. Students submit the school Chromebook to the Technology office at the end of the school calendar year upon completion of course exams. Chromebook damage incurred from student misuse will result in students charged fees for repair and/or replacement of the damaged item. For further clarification, Students & Parents are directed to Board Policy 7540 (.01-.09), accessed from our school Website, under Board Policies.

Student Technology Acceptable Use & Safety: The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

Search & Seizure (Board Policy 5771): to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed on school property because school property is subject to search at **any time by** school officials. School authorities may conduct periodic general inspections of lockers and desks for any reason at **any time without student consent and without a search warrant.**

- A student's person and/or personal effects (e.g., purse, book bag, athletic bag, and vehicles) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- A student's refusal to permit searches and seizures as provided in this policy contributes to reasonable suspicion and will be considered grounds for disciplinary action. When a student refuses to consent to a search, school administrators may seek assistance from law enforcement officers and/or use reasonable force to restrain the student and conduct a proper search.

If/when a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities.

Student Records: Federal law requires that school districts notify parents and guardians yearly of their right to review their student's educational records. Parents and guardians, wishing to initiate such a review, may be informed of proper procedures by contacting the appropriate building principal. Parents of special education students should notify the caseload provider.

Use of Breath-Test Instruments: administration may arrange for, or administer a personal breathalyzer test (PBT) for blood-alcohol, whenever he or she has reasonable suspicion that a student has consumed an alcoholic beverage.

- The student will be taken to a private administrative or instructional area on school property with at least one other staff member present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.
- If the result indicates a violation of school rules as described in this handbook, disciplinary consequences will be administered and legal authorities will be contacted.
- If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

V. ATHLETICS & Extracurricular Activities

Athletic Code: Developing the physical, mental, emotional and social values of our students will help prepare them for their future endeavors. Elk Rapids Schools adheres to the philosophy that interscholastic athletics and other experiences, which happen outside of the classroom, are an essential and important part of the total educational program. The Co-Curricular Code of Conduct applies to all students who participate in athletics or any other co-curricular activity.

Participation in co-curricular activities is a privilege. Those who participate in co-curricular activities have a responsibility to favorably represent themselves, their families, as well as the school and community. Students participating in co-curricular activities are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate may be lost.

Participation on an athletic team is a privilege and the participants must earn the right to represent Elk Rapids High School by conducting themselves in such a way that the image of the school would not be tarnished in any matter. Any participant whose conduct is judged to reflect discredit upon himself/herself, the team, or the Elk Rapids Public Schools, whether or not such activity takes place during or outside school hours and sessions of the sport season, will be subject to disciplinary action as determined by the coach, the athletic director, and/or the school administration.

The school system recognizes that the use of mood altering chemicals is a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Adolescent use and abuse of alcohol and other drugs likewise affects the development of skills related to participation in extracurricular activities.

During the school year, during the season of practice or play, and during the summer, an athlete shall not use or possess tobacco products, alcohol, marijuana, paraphernalia, steroids or other substances defined as a drug or a

look-alike drug. It is not a violation for a student to be in the possession of a legally defined drug specifically prescribed for the athlete's own use by the athlete's doctor. The term *athlete shall* apply to all High School students, including incoming 9th graders.

At the beginning of the school year or season, each organization shall submit a list of student members to the office.

Co-Curricular activities covered: Athletics, Robotics Competition, Student Senate, Class Councils, Musicals, Drama Performance, Madrigal, Pep-Band, MYIG, Debate, NHS, NAHS, Science Olympiad, World Quest, Junior Escorts, Chamber Choir, Odyssey of the Mind, SADD/SAFE ... and others to be determined.

Eligibility: first and foremost, **students must be passing all classes.** Evidence of this will be **checked each Monday afternoon.** Students who are not passing all classes with a D or higher, are considered ineligible and must abide by the following guidelines:

Elk Rapids High School Requirements:

1. A student must have earned a grade of at least a "D" in all school subjects in which they are enrolled.
2. A student must have received credit towards graduation for the classes they were enrolled in during the previous semester.
3. The athletic office will issue to teachers, once each week, an eligibility sheet. A student receiving less than a "D" in any class will receive a warning. A student is allowed just one warning per class, per trimester. If they do not get at least a "D" at the next grade check, they will be ineligible for the week. A week runs Monday through Sunday. Ineligible students will continue to practice, but will not be allowed to dress or participate in any contests or activities.
4. Students who receive a grade lower than a "D" for the semester will be ineligible as follows:
 - a. One week of competition if involved in an activity at that time.
 - b. One week of competition for the next activity, in the next semester.
5. Any student who receives three ineligibilities may be removed from the team for the remainder of the season.

1st occurrence of ineligibility, in any given class, shall be a grace week.

- During grace week, the student shall be *permitted to and is expected to practice and participate as usual.*
- A grace week shall be offered only one time per class, per season/duration of activity.
-

Additional occurrences of ineligibility shall be handled based on the table below:

	Non-Consecutive Weeks	Consecutive Weeks
2nd Occurrence	• Student shall be <i>permitted and is expected to practice as usual.</i> • Students shall attend and sit with his/her team for contests but <u>not</u> be allowed to participate.	• Student may not be allowed to attend or participate in practices or contests.
3rd Occurrence	• Student shall <u>not</u> be allowed to attend or participate in practices or contests.	• Student may be removed from the team for the remainder of the season.
4th Occurrence	• Student shall be removed from the team for the remainder of the season.	

In all instances related to academic ineligibility, *immediate attention* to academic improvement is expected from the student. In addition, close monitoring by coaches and parents is strongly encouraged.

Other Eligibility Details:

1. The **eligibility period** shall run weekly from **Monday to Sunday**.
2. Any consequences being served, for ineligibility, shall be in place for the current and the entire eligibility period.
3. This **policy applies to all students in grades 9–12**.
4. Students participating in co-curricular activities must be in attendance by the beginning of 3rd hour in order to participate in any practice session or contest scheduled that day. The only exceptions include pre-arranged absences, a *medical appointment*, or an emergency. Proof from a medical office must be provided to document an appointment. The principal or his/her designee shall make final determinations regarding these attendance exceptions.
5. Uniforms and/or equipment shall be turned in at the conclusion of each season. In addition, payment for any required replacements shall be the responsibility of the student and made in the high school office. These details shall be confirmed before the student shall be allowed to begin participating in the next sport/club.
6. Any student who is suspended either in or out of school or is expelled from school will also be suspended or expelled/removed from the Elk Rapids Co-Curricular Program (including practices) for the same period of time. In the event that the misconduct is also an athletic code violation, the student-athlete may be suspended from athletics for a longer period of time.
7. Questions regarding eligibility should be directed to the administration.

Special Consideration for High School Musical/Drama/Madrigal Participation

Due to the specific circumstances surrounding a student's role in the high school musical/Drama/Madrigal performance, the academic eligibility rules are slightly different:

- Once the performance dates are within 2 weeks students will remain eligible to participate regardless of their academic status. However, students who lose academic eligibility in the two week time period will NOT be eligible to participate in the next musical/drama/madrigal production.
- Students who violate other school rules such as use/possession of drugs and alcohol and school suspensions, are subject to the same loss of privilege standards.

This set of rules is designed to serve as a guideline and is subject to everyday common sense. The spirit of the rules is to create a safe, healthy and productive co-curricular environment in the Elk Rapids School System. It is realized that no single set of rules, in isolation, can cover every aspect of conduct. Therefore, any specific cases outside these rules will be considered and weighed on an equal and fair basis using these rules as a point of reference. When a student who is involved in co-curricular activities persistently demonstrates that he/she is unable or unwilling to conform to specific regulations, and/or impinges on the right of other individuals and/or interferes with the activities of others or the school, suspension from the team/club may result.

**Other organizations/groups by-laws can supersede the discipline listed above.*

Athletic Code Violations:

Use and/or possession of tobacco products, alcohol, marijuana, paraphernalia, steroids, or other substances defined as a drug or a look-alike drug shall be handled using the following procedures:

First Offense:

- The student-athlete will be suspended for 20% of the interscholastic dates of competition for the activity in progress or the next activity he/she goes out for.
- During this suspension period, the student-athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...
- Also, during the suspension period, the student-athlete will be required to serve 20 hours of community service. The community service will be prescribed by the athletic director.
- The student-athlete will attend all practices and contests which occur during this time.

- The student-athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
- Once all of the above criteria has been met, the student-athlete will be permitted to participate in contests, per the administration & coaching staff.

Second Offense:

- The student-athlete will be suspended for 30% of the interscholastic dates of competition for the activity in progress or the next activity he/she goes out for.
- During this suspension period, the student-athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...
- Also, during the suspension period, the student-athlete will be required to serve 30 hours of community service. The community service will be prescribed by the athletic director.
- The student-athlete will attend all practices and contests which occur during this time.
- The student-athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
- Once all of the above criteria has been met, the student-athlete will be permitted to participate in contests, per the administration & coaching staff.

Third Offense:

- The student-athlete will be suspended for 50% of the interscholastic dates of competition for the activity in progress or the next activity he/she goes out for.
- During this suspension period, the student-athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...
- Also, during the suspension period, the student-athlete will be required to serve 40 hours of community service. The community service will be prescribed by the athletic director.
- The student-athlete will attend all practices and contests which occur during this time.
- The student-athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
- Once all of the above criteria has been met, the student-athlete will be permitted to participate in contests, per the administration & coaching staff.

Fourth Offense:

- The student-athlete will be suspended for one (1) calendar year of interscholastic competition. This will begin on the date of the infraction.
- During this suspension period, the student-athlete will meet with the high school counselor for substance abuse/crime education. The counselor will evaluate the situation and determine the extent of what will be required of the student. Ex. Third Level counseling, research projects, other visitations...
- Also, during the suspension period, the student-athlete will be required to serve 60 hours of community service. The community service will be prescribed by the athletic director.
- The student-athlete will attend all practices and contests which occur during this time.
- The student-athlete will not be allowed to dress for competition. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next activity the student participates in.
- Once all of the above criteria has been met, the student-athlete will be permitted to participate in contests, per the administration & coaching staff.

Fifth Offense: the student-athlete will be suspended from interscholastic athletics for the remainder of their high school career.

***Note: If/when a student-athlete has violated the Athletic Code, he/she may not join a sport, which is already in season, to serve their suspension. A student-athlete may join a sport on the first day of practice, and must complete the season to fulfill any violation requirements.**

Also, Elk Rapids High School believes in honesty and integrity amongst our athletes. If an athlete is willing to come forward and confess to any wrong-doing, which they did not receive a citation for; the athlete may be given relief from a full suspension. The administration may lessen the penalty by up to 50%.

NOTE: If the violation occurs on school grounds or at a school function, consequences outlined in the Student Code of Conduct also apply.

Implementing the Athletic Rules: the first step in implementing this code will be that the person with information regarding a violation or possible violation will notify the athletic director of the nature of the behavior. The athletic director will implement the athletic code. The athletic director will confer with the coach as to the nature of the offense and inform the coach of any previous violations that will impact the consequences of the violations. A written record of all violations and disciplinary actions shall be kept in the athletic director's office.

Suspensions: the coach of the sport, the athletic director, or school administrator may make temporary suspensions. Parents and coaches are expected to report knowledge of conduct "unbecoming an athlete" to the athletic director or other school administrators. The athletic director and/or administrator will confer with the coach before action is taken. Causes for temporary suspensions may include, but are not limited to the following:

1. Grades
 2. Personal misconduct
 3. Unexcused absences from meetings and practices
 4. Violation(s) of athletic policies
 5. Unsportsmanlike conduct
 6. Civil infractions
- Temporary suspensions may also be invoked during that period of investigation in which an athlete may be removed from a team. An athlete suspended under this section shall be allowed the rights of due process as established by the Elk Rapids School District.
 - Coaches or school officials may impose more severe penalties at their discretion. Coaches of each sport will also establish additional training regulations and rules of conduct, and clearly communicate these rules and regulations to the athletes at the beginning of the season.
 - Suspensions must be appealed in writing to either the principal or the athletic director within two (2) school days of the parents' receipt of the written suspension notice. Students will remain suspended.
The written appeal must contain the reason(s) that the suspension is being appealed.
 1. Students shall not participate until the appeal process is completed.
 2. Upon review, the principal/athletic director 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 parents if, in the principal's/athletic director's opinion, this is appropriate.
 3. The principal/athletic director will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
 4. The decision of the principal/athletic director will be final if the suspension is less than 20% of the athletic season. If the suspension is 20% or more of the athletic season, the decision of the principal/athletic director may be appealed in writing to the superintendent within two (2) school days of the parents' notification 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.
 5. 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 will 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.

MHSAA: all ERHS students participating in athletics will abide by the Michigan High School Athletic Association (MHSAA), as well as the Northern Shores Conferences (NSC) rules and regulations, while operating under our Athletic Code of Conduct. Athletic schedules may be available throughout the year on our web page (www.erschools.com). All students participating in the athletic program are required to have a physical examination and medical insurance waivers.

Adherence to the MHSAA Constitution and Rules

The student will abide by all the rules and regulations of the Michigan High School Athletic Association Constitution and Rules Handbook. Copies of the handbook are available in the athletic director's office. Coaches of each sport are responsible for interpreting, explaining, and ensuring that these rules and regulations are upheld. A summary of the MHSAA eligibility rules for the senior high and junior high students are listed below.

Eligibility-State Requirements:

1. A student must have passed 4 academic classes the previous semester.
2. A student must be under the age of nineteen (19) prior to September 1st.
3. A student must have passed a physical exam for the present year.
4. All other rules of the MHSAA will be followed.

Athletic Programs: listed below are the ERHS varsity sports according to season.

FALL	WINTER	SPRING
Volleyball	Basketball (Girls)	Softball
Soccer (Boys)	Basketball (Boys)	Baseball
Football	Wrestling	Soccer (Girls)
Golf (Girls)	Skiing	Golf (Boys)
Tennis (Boys)	Ice Hockey	Tennis (Girls)
Cross Country	Bowling (boys and girls)	Track & Field
Sideline Cheer	Competitive Cheer	
Equestrian	Dance Team	

NCAA ATHLETIC ELIGIBILITY: in order to be certified as a College Freshman participant at the Division I level, the student must meet the **NCAA CORE COURSE REQUIREMENTS**. A “core course” is defined as a recognized academic course designed to prepare a student for college-level work (as opposed to a vocational or personal-service course). Courses that are taught at a level below the high school's regular academic level shall **not** be considered core courses regardless of course content. To confirm ERHS core classes, students are encouraged to consult with the School Counselor & refer to the NCAA Clearinghouse www.ncaaclearinghouse.net. Elk Rapids High School's code is 231-340.

- **Division I:** Have a core-course grade-point average (based on a maximum of 4.000) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale.
- **Division II:** Have a combined score on the SAT verbal and math sections of 820 (if taken on or after April 1, 1995) or a 68 sum score on the ACT.

Forms and Releases: before the beginning of the fall, winter, and spring seasons, the athlete and parent/guardian may attend a meeting with the coach and/or school administration to discuss the athletic code, team expectations, and to answer athlete and parent questions. In addition, before a student may participate in any athletic activity (including conditioning and practices), the student must provide the following information to the athletic director's office:

- A properly completed physical examination form dated on or after April 15 of the previous school year with the athlete, parent/guardian, and physician/physician's assistant/nurse practitioner's signatures.
- Insurance release information with parent/guardian signature and date.
- A copy of the Emergency Medical Notification and History form.

Team Selection:

Philosophy

Elk Rapids Athletic Department and its programs are an extension of the learning process. We are striving to provide a program of which the student body and community can be proud. Throughout the program, the quest is to allow the student/athlete to be the best possible person, and team member that he/she can be.

Varsity– In following the mission, the varsity team should be comprised of athletes who are the most developed in their skill level, mentally and physically, and best fulfill the needs of the team. There should be continued development in the team concept and character with an emphasis on sportsmanship, and winning.

Junior Varsity– As a sub-varsity program, its concentration should be on preparation for the varsity level. There is the development of skills, character, team, and the winning concept. All members of the team will get playing time.

Freshmen– This is an interscholastic program. The development at this level is competitive skills, physical skills, team development, discipline and a stepping stone to the next level. All players will receive similar playing time.

Middle School– The middle program is designed to offer a variety of interscholastic experiences. Fundamentals of sports are emphasized: the teaching of commitment to the team and the sport, the building of character, and respect toward coaches and officials. Each eligible student on the team will receive similar playing time.

AN ATHLETIC CODE FOR ATHLETES

THE CONTEST DEMANDS:

1. Fair play at all times.
2. A square deal to opponents by players and spectators.
3. Playing for the joy of playing and for the success of the team.
4. Playing hard to the end.
5. Keeping one's head and PLAYING the game not TALKING it.
6. Respect for officials and expectation that they will enforce the rules.
7. That an athlete should not quit, bet, or "grandstand".

THE SCHOOL DEMANDS:

1. Out-of-school and out-of town conduct of the highest type.
2. Faithful completion of school work as practical evidence of loyalty to the school and team.
3. Complete observance of training rules as duty to school, team, and self.

SPORTSMANSHIP DEMANDS:

1. Treatment of visiting team and officials as guests and the extension of every courtesy to them.
2. Giving opponents full credit when they win and learning to correct one's own faults through failures.
3. Modesty and consideration when one's team wins.
4. An athlete will not "crow" when the team wins or blame the officials when it loses.

Quitting a Team: once an athlete has decided upon a sport to try, and after 10 consecutive days, the athlete may not quit, and change to another sport without permission from the coach for the sport the athlete is dropping and the permission of the coach for the sport the athlete is adding. If a student is cut from a team for reasons other than discipline, the student may immediately tryout for another team.

Attendance: student-athlete must be in attendance by the beginning of the third period in order to participate in practice or competition that day. Exception: Prior clearance was granted from the athletic director or designee. If students miss class due to an athletic activity, the student-athletes are required to pick up assignments ahead of time and coordinate any missed materials from their appropriate teachers.

Care of School Equipment: each athlete and parent will assume the responsibility for caring for all equipment and supplies issued to the athlete by the coach or the coach's representative(s) and for returning all such supplies and equipment to the coach or other designated personnel at the conclusion of each season. Parents and athletes will be charged the replacement value for any lost or damaged equipment.

The uniform issued by the school is to be used for athletic contests scheduled by the school district. No part of the uniform should be used as a personal garment. Selected items, as designated by the coach, may be worn on game days for spirit purposes. Athletes who wear the uniform inappropriately may be suspended from the next athletic contest scheduled after the infraction.

Transportation to Athletic Contests: school-approved and scheduled transportation may be used to away events and some practices for specific teams. The student is expected to ride to the contest and return from the contest in

the school-approved transportation. Any change from this policy must be cleared with the athletic director or coach, prior to the contest, unless it is an emergency.

Medical Release to Resume Participation: if an athlete is seriously injured, the athlete must have a doctor's release before the athlete can practice or compete in athletic contests.

Letters and Awards: the individual coach will determine any and all criteria for the winning of an athletic award by a student athlete. Violations of the training regulations may result in the revoking of any awards for which the athlete might otherwise be eligible. Athletes are not considered to have completed their season until the athlete's team has been eliminated from tournament play or the award ceremonies have been completed, whichever occurs last.

Dress Code: we expect our athletes to dress appropriately and to project a favorable image of our school. Coaches may set specific dress code standards for their respective teams.

Inclement Weather Policy: at the high school level, in the event of school being called for hazardous weather (i.e. snow day, ice storm), practices and contests will also be cancelled. The only variance to this would be if an MHSAA tournament game was scheduled, and could not be made up on another night.

Athletic Banquets: all coaches are encouraged to hold some type of awards recognition gathering with their teams. The type of gathering and location is the responsibility of the coach. The Athletic department recommends holding it at the high school, and offering only desserts. There should be no cost to the athlete and their family. The athletic director's office will assist in any reasonable manner requested.

Parent – Coach Communications: both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefit to the students. As parents, when your son/daughter becomes involved in a school's programs, you have the right to understand what expectations are placed on your child. This begins with clear communications to the coach of your son/daughter's program. If you have a concern to address, the following is the procedure you are expected to follow:

- Call the coach and set up an appointment
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for the parent and the coach. Meetings of this nature do not promote resolution.
- If the meeting with the coach did not provide satisfactory resolution, call and set an appointment with the athletic director.
- If the meeting with the athletic director did not provide resolution, set an appointment with the high school principal. At this meeting the appropriate next step can be taken.