

[2011]

Windover High School

MIDLAND COUNTY ISD

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## **INTRODUCTION**

Welcome to Windover High School. This is our 25th year as an alternative high school, serving Midland County and surrounding communities. We are pleased to have you join our Windover family. We, the teachers and staff, hope that you will find your time here to be both challenging and rewarding.

This handbook will provide answers to many questions you may have regarding our school. Please read it carefully and completely since it addresses policies and procedures that pertain to you – the student. All students must sign a card indicating they have been given a current Student Handbook and have received an oral presentation, summarizing its major points.

We are here to facilitate your success. If you need additional information, please feel free to call the school at (989) 832-0852. My office is always open for you. Parents, students and interested others can visit us at our website—[www.windover.org](http://www.windover.org)—to obtain the most current information about school events.

Best wishes for a productive and exciting year.

Greg Armstead, Interim Principal

## **MISSION STATEMENT**

To provide the social and academic skills that will guarantee successful high school completion in an alternative learning environment that accepts the individual challenges while enhancing the strengths of all students enabling them to become successful, contributing members of the community.

**ADMINISTRATION**

**LYN KNAPP**  
CHIEF ADMINISTRATIVE OFFICER (CAO)

**GREG ARMSTEAD**  
INTERIM PRINCIPAL

**BOARD OF DIRECTORS**

**CHERI KING**  
PRESIDENT

**BRUCE LOVELACE**  
VICE PRESIDENT

**JOHN WILSON**  
TREASURER

**JAN MCGUIRE**  
TRUSTEE

**MARY YEOMANS**  
SECRETARY

**JENNA MILLER**  
RECORDING SECRETARY

**TEACHERS & STAFF**

**AMANDA MILLER**  
LANGUAGE ARTS/SPECIAL EDUCATION  
PSYCHOLOGY

**NORA GISCOMBE**  
CULINARY ARTS  
CONSUMER ECONOMICS  
HEALTH

**ROD HUYETT**  
MATHEMATICS

**ANGELA SALINAS**  
SOCIAL STUDIES  
SPECIAL EDUCATION

**DOUG THERING**  
CRAFT DESIGN AND TECHNOLOGY  
SCREENPRINTING & GRAPHIC DESIGN

**NANCY VOSSEN**  
SCIENCE

**SALLY BILOTTI**  
READING TUTOR

**KIM HACKETT**  
**BRIAN McKENNA**  
PARAPROFESSIONALS

**TERRY DUSSEAU**  
COUNSELING

**JAN FOWLER**  
OFFICE – STUDENT SERVICES

**CARRIE ELLIS**  
OFFICE –ACCOUNTING  
TRANSPORTATION

**DAILY SCHEDULE  
2009-2010**

<b>BLOCK ONE</b>	<b>8:30 A.M. – 9:45 A.M.</b>
<b>PASSING TIME</b>	<b>9:45 A.M. – 9:50 A.M.</b>
<b>BLOCK TWO</b>	<b>9:50 A.M. - 11:05 A.M.</b>
<b>PASSING TIME</b>	<b>11:05 P.M. - 11:10 P.M.</b>
<b>BLOCK THREE</b>	<b>11:10 A.M. - 12:25 P.M.</b>
<b>LUNCH BREAK</b>	<b>12:25 P.M. – 12:55 P.M.</b>
<b>BLOCK FOUR</b>	<b>12:55 P.M. - 2:10 P.M.</b>
<b>PASSING TIME</b>	<b>2:10 P.M. – 2:15 P.M.</b>
<b>BLOCK FIVE</b>	<b>2:15P.M. – 3:30P.M.</b>

**CLASSES END 3:30 P.M.**

**ELIGIBILITY**

Windover High School is a school of choice and is open to all high school students between the ages of 15 and 20 years old. A student who turns 20 by September 1 of the current school year is not eligible to enroll.

**HOW TO ENROLL**

2011-2012 Application Procedure:

People interested in applying for the next school year may obtain an application at the main office of the school beginning the first day of May of the current school year through August 1<sup>st</sup>. The school will mail applications to anyone requesting an application by telephone. All applications received after August 1<sup>st</sup>, but before the lottery, will not be eligible to participate in the lottery; however, the names of those applicants will be added to the end of the waiting list created at the time of the lottery.

Student Selection:

The deadline for applications shall be August 1<sup>st</sup>. If the number of applicants exceeds the number of positions available the school will hold a random selection lottery the fourth week of August. The random selection drawing shall be open to the public, and the school will notify all applicants of the time and place. Names will be drawn to establish waiting list priority to be used to fill openings during the school year for which the student has applied. After all eligible names have been drawn; the school will add the names that filed application after August 1<sup>st</sup>. All post-deadline applicants will be added in the order in which they are received.

New students may be admitted after the start of the school year only if there are openings. Students who are admitted in accordance with the above will be admitted based upon their waiting list priority. All applicants still on the waiting list must resubmit an application for the following school year. Once students are admitted they will remain eligible to be admitted at the school for successive years without having to re-enter the selection process. They must, however, enroll for the subsequent year.

**STATEMENT OF NONDISCRIMINATION  
FOR  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE 11 OF THE AMERICANS WITH DISABILITIES ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975**

Windover High School is an equal opportunity/affirmative action institution. In compliance with Title VI of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the State of Michigan's Elliot-Larsen Civil Rights Act of 1977, it is the policy of Windover High School that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation or disabilities shall be discriminated against, excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in employment or in any program or activity for which the Board is responsible or for which it receives financial assistance from the United States Department of Education.

Any person believing that Windover High School or any part of the school organization has inadequately applied the principles of the afore mentioned Acts, may forward a complaint to the Chief Administrative Officer of Windover High School at the following address:

Lyn Knapp, CAO  
The Education and Training Connection  
884 E. Isabella Rd.  
Midland, MI 48640

A written statement of the entire complaint procedure will be furnished by the principal upon request.

### **FAMILY RIGHTS AND PRIVACY ACT**

Parents and eligible students\* have the following rights under the Family Educational Rights and Privacy Act of 1974 (FERPA):

- The right to inspect and review the student's education record.
- The right to exercise a limited control of other people's access to student records.
- The right to seek to correct the student's education record if believed to be in error.
- The right to report violations of FERPA to the U.S. Department of Education concerning alleged failures by Windover High School to comply with the requirements of FERPA. Contact the office at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Marylan Ave SW  
Washington, DC 20202-4605

- The right to be informed about FERPA rights.

\*All rights and protections given parents under FERPA and this procedure transfer to the student when he or she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

### **DIRECTORY INFORMATION**

The following items are designated as student directory information:

Name, address, date of birth, grade level, photograph, and previous school attended, parents' names.

As part of the enrollment packet, parents or eligible students will be asked to sign a "Permission to Release Directory Information" form. Parents or eligible students shall advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.

### **DUAL ENROLLMENT**

In accordance with the Post-secondary Options Act Update for 2000 and the Career and Technical Preparation Post-secondary Options Act, Windover High School provides the opportunity for dual enrollment in a post-secondary institution (state university, community college, or independent nonprofit degree-granting colleges or universities located in Michigan) of:

Grade 11 students endorsed in all MME subject areas  
Grade 12 students endorsed in one or more subject areas\*

\*Students may take courses in subjects for which there are no endorsements, such as history, political science, psychology, computer science, foreign language, and fine arts programs as permitted, as long as they have attained at least one endorsement.

For career and technical classes, a student must have achieved endorsement in mathematics along with a qualifying score on a nationally or industry recognized job skills assessment test as determined by the Department of Career Development. No course can be in the subject area of hobby craft, recreation, physical education, theology, divinity, or religious education.

Eligible students may enroll in post-secondary courses for high school credit or post-secondary credit or both.

**Tuition and fee support:** Windover High School is responsible for **the lesser of:**

The tuition, mandatory course fees, materials fees and registration fees required by the post-secondary institution, and any late fees that result from the school's failure to make a required payment; **OR** The state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution.

**CREDITS REQUIRED FOR GRADUATION**

If a student entered the 9<sup>th</sup> grade before the year 2007/2008, the following are required credits to earn a high school diploma from Windover High School:

	3.5	Credits	English
	2.5	Credits	Math
	2.5	Credits	Science
	1.0	Credit	U.S. History
	0.5	Credit	Civics
	0.5	Credit	Economics
	1.5	Credits	Cultural Studies
	0.5	Credit	Computer Education
	0.5	Credit	Health Science
	7.0	Credits	Electives
	2.0	Credits	Foreign language, fine arts, and voc. ed.
<b>Total</b>	<b>22.0</b>	<b>Credits</b>	

(note the Cultural Studies requirement has been dropped as of 2008 by Board action)

Any student that began the 9<sup>th</sup> grade at the beginning of the 2007/2008 school year must earn the following credits to graduate with a diploma from Windover High School:

	4.0	Credits	English
	4.0	Credits	Math
	3.0	Credits	Science
	1.0	Credits	U.S. History/Geography
	1.0	Credits	World History/Geography
	0.5	Credits	Civics
	0.5	Credits	Economics
	0.5	Credits	Health
	0.5	Credits	Physical Education
	1.0	Credits	Arts (Visual, Performing, Applied)
	6.0	Credits	Electives
<b>Total</b>	<b>22</b>	<b>Credits</b>	

To be eligible for graduation, a student must earn **at least two credits** and **complete one trimester through the Windover program**. The student must be enrolled no later than the third week of the trimester in which he/she intends to graduate. This rule does not apply if the student's graduating class has already graduated. All work must be completed by the last day of the school year.

Students transferring from neighboring districts with higher credit requirements may be required to complete up to five (5) credits at Windover for graduation.

**CRITERIA FOR EARNING CREDITS**

Credits can be earned through two methods: a point system or a skill card system.

**The Point System:** 460 points are needed to equal one (1) credit or 230 points for one-half (.5) credit. A student may earn up to 5 points per block per day. Students who wish to progress at a faster pace may make arrangements with teachers to do extra credit work. (Not to exceed 5 points per block per day.)

Zero to five points is awarded to students per hour based on their performance in class. The following criteria are used to award points:

- 0 - The student is in class but exhibits inappropriate behavior.

- 1 - The student is producing some work but is not cooperating sufficiently within the demands of the classroom situation.
- 2 - The student is compliant and observant, verbally engaging in a constructive manner, but not physically active or productive. The student is scoring in the low sixty-percent range and is not operating at a level comfortable to the instructor.
- 3 - The student is meeting expectations, is generally prepared, and appropriately engaged on task for most of the allocated classroom or laboratory time. The student is scoring in the high seventies.
- 4- The student is meeting expectations and displays consistent performance above potential as viewed by the instructor. The student displays a very impressive performance in classroom or laboratory activities and scores in the ninety-percent range.
- 5- The student is meeting expectations, displaying outstanding performance, helping others, working to improve the program, and is scoring at or above the ninety-percent range on work completed.

**The Skill Card System:** Each core area instructor has devised a set of skill cards based on mastery skills aligned with the grade level expectations set by the State of Michigan. Credit is awarded when a student has shown mastery in a particular set of skills in any given class.

The level of mastery on a skill card is based on the following 4 point system:

- |   |  |
|---|--|
| 0 | not there or did nothing   |
| 1 | introduced to work but did not explore the work                    |
| 2 | could do the work but needed help or stopped part way through      |
| 3 | could complete the task without assistance / lesson was understood |
| 4 | completely understands the lesson and can teach other students     |

**The following formula/method is used to arrive at a grade for skill card classes:**

If a student had 100% achievement (earned all 4s) but was only present for 60% of the material covered then his/her grade in the class is:  $100\%(60\%) = 60\% = D-$

If a student had 60% achievement (the average of the points earned was a 2) but was present for 100% of the material then his/her grade in the class is:  $60\%(100\%) = 60\% = D-$

If a student has 75% achievement on 80% of the material then his/her grade is:  $.75 (.80) = 60\% = D-$

If a student has 90% achievement on 90% of the material then his/her grade is:  $.9 (.9) = 81\% = B-$

For figuring a student's achievement score/percentage use the following:

- |   |           |
|---|-----------|
| 0 | 0%        |
| 1 | 50 - 59%  |
| 2 | 60 - 75%  |
| 3 | 76 - 90%  |
| 4 | 91 - 100% |

The following grading scale will be applied:

- |          |   |
|----------|---|
| 100 - 90 | A |
| 89 - 80  | B |
| 79 - 70  | C |
| 69 - 60  | D |

## **PERFORMANCE CONTRACTS**

Good attendance usually leads to earning adequate points and making progress toward graduation. Failure of a student to earn at least 50% of the available points in his/her class or classes over a period of weeks may result in the student being placed on a performance contract. The principal, in conjunction with the teacher(s), will draft the contract. The contract will delineate the changes in performance and attitude needed to increase point generation. Failure to change the behaviors will result in the student being removed from the class. If the situation persists after performance contracts and a parent conference, the student will be limited to a partial schedule.

## **SOURCES OF CREDIT**

1. Previously earned high school credit
2. Approved college credits
3. Training courses (maximum 2 credits)
4. Adult high school completion classes and independent study.
5. Correspondence courses.
6. Testing for credit
7. Approved on-line courses

## **TESTING FOR CREDIT**

### **Windover Policy – Testing for Credit**

Students who have fallen behind in credits may test for elective credits during selected testing dates. Students may earn up to 5 credits through testing. To be eligible to participate, a student must

- Have his/her attendance at an acceptable level—80% or higher for 3 weeks in a row
- Be present at school for the day of pretesting and/or testing
- Be in good academic standing in each class in which the student is enrolled
- Be actively engaged in his/her education\*

\*A student who misses a testing date may or may not be allowed to test on an alternative date. Any student who is suspended or asked to leave school on a testing day will not be allowed to make up the test.

### **Tests for credit are as follows:**

#### **English Series**

Writing Skills  
Grammar  
Mechanics  
Comprehension  
Prose  
Poetry  
Drama

#### **Science Series**

Physics  
Chemistry  
Earth Science  
Life Science  
Health  
Biology

#### **Mathematics Series**

Business Math  
Practical Use of Mathematics  
Algebra  
Geometry

#### **Social Studies Series**

World History  
United States History  
Geography  
Economics  
Government  
Behavioral Science  
Psychology  
Sociology

## Certificate of Completion Requirements

Some students may be on track to earn a Certificate of Completion rather than a Michigan Merit Diploma. Students that have a Certificate of Completion as a target in an Individual Education Plan, or those students that are unable to complete the Michigan Merit Curriculum before reaching the age of 20 will be placed on the Certificate tract. Below is a side-by-side comparison of the required curriculum a student needs to pass in order to earn either the regular high school diploma or the Certificate of Completion.

MICHIGAN MERIT CURRICULUM HIGH SCHOOL GRADUATION REQUIREMENTS <i>Effective 2011</i>	
MICHIGAN MERIT CURRICULUM	TRANSITION CERTIFICATE
Mathematics (4 Credits) <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Geometry</li> <li>• Algebra II</li> <li>• One math course in final year of HS</li> </ul>	Mathematics (3.5 Credits)
English/Language Arts (4 Credits) <ul style="list-style-type: none"> <li>• ELA 9</li> <li>• ELA 10</li> <li>• ELA 11</li> <li>• ELA 12</li> </ul>	English/Language Arts (3.5 Credits)
Science (3 Credits) <ul style="list-style-type: none"> <li>• Biology</li> <li>• Physics OR Chemistry</li> <li>• One additional science credit</li> </ul>	Social Studies/Science (6 Credits) <ul style="list-style-type: none"> <li>• Combination of 6 credits between <u>both</u> Social Studies and Science courses</li> </ul>
Social Studies (3 Credits) <ul style="list-style-type: none"> <li>• Civics (0.5 credit)</li> <li>• Economics (0.5 credit)</li> <li>• U.S. History &amp; Geography</li> <li>• World History &amp; Geography</li> </ul>	
Physical Education/Health (1 Credit) <ul style="list-style-type: none"> <li>• Physical Education (0.5 credit)</li> <li>• Health (0.5 credit)</li> </ul>	Health (0.5 credit)
Visual, Performing & Fine Arts (1 Credit)	General Electives (8.5 Credits)
Online Learning Experience	
Electives (6 Credits)	
TOTAL CREDITS REQUIRED = 22 credits	TOTAL CREDITS REQUIRED = 22 credits

### MME ELIGIBILITY

The following requirements must be met before a student can be deemed an 11<sup>th</sup> grader and thus eligible to take the Michigan Merit Exam (MME) during the stated testing cycle for that school year.

- The student has completed the Geometry component of the mandated curriculum.
- The student has completed an English 3 course.
- The student has completed Biology 1 & 2, and has also completed Chemistry 1.
- The student has completed two credits of Social Studies.

### ASSIGNMENT OF GRADE LEVEL

A student's grade level is set at the beginning of the academic year, based on the number of credits earned to date. This grade level will not be changed until the following summer. The only exception is an 11<sup>th</sup> grader who accumulates enough credit to graduate. In this case, the student's grade level will be adjusted to 12<sup>th</sup> grade prior to exiting. Grade level is also contingent on achieved academic requirements.

Grade	Credits
9 <sup>th</sup>	0 – 5.75
10 <sup>th</sup>	6 – 11.75
11 <sup>th</sup>	12 – 16.75 (note the MME Eligibility requirements for the 11 <sup>th</sup> grade)
12 <sup>th</sup>	17 – 22

## GRADE LEVEL ACADEMIC REQUIREMENTS

<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; background-color: #ffff00;">9th Grade Courses</th> <th style="text-align: left; background-color: #ffff00;">Credits Needed</th> </tr> </thead> <tbody> <tr><td>English 1/2 (X2)</td><td style="text-align: center;">1</td></tr> <tr><td>Algebra 1 A&amp;B</td><td style="text-align: center;">1</td></tr> <tr><td>Biology 1&amp;2</td><td style="text-align: center;">1</td></tr> <tr><td>American Hist. or World Hist.</td><td style="text-align: center;">1</td></tr> <tr><td>P.E. or Health</td><td style="text-align: center;">0.5</td></tr> <tr><td>Electives</td><td style="text-align: center;">1</td></tr> </tbody> </table>	9th Grade Courses	Credits Needed	English 1/2 (X2)	1	Algebra 1 A&B	1	Biology 1&2	1	American Hist. or World Hist.	1	P.E. or Health	0.5	Electives	1	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; background-color: #ffff00;">10<sup>th</sup> Grade Courses</th> <th style="text-align: left; background-color: #ffff00;">Credits Needed</th> </tr> </thead> <tbody> <tr><td>English 2/3 (X2)</td><td style="text-align: center;">1</td></tr> <tr><td>Geometry 1&amp;2</td><td style="text-align: center;">1</td></tr> <tr><td>Chemistry 1&amp;2</td><td style="text-align: center;">1</td></tr> <tr><td>American Hist. or World Hist.</td><td style="text-align: center;">1</td></tr> <tr><td>Health or P.E.</td><td style="text-align: center;">0.5</td></tr> <tr><td>Electives</td><td style="text-align: center;">1</td></tr> </tbody> </table>	10 <sup>th</sup> Grade Courses	Credits Needed	English 2/3 (X2)	1	Geometry 1&2	1	Chemistry 1&2	1	American Hist. or World Hist.	1	Health or P.E.	0.5	Electives	1		
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### ATTENDANCE POLICY

Students are expected to be in school on time every day and remain for the entire day - from 8:30 a.m. until 3:30 p.m. Good attendance allows the student to earn points and credits more rapidly. Medical and other appointments should be scheduled for after school hours to allow the student to be in school all day every day. Parents are asked to call the school at (989) 832-0852 to report student absences, which will be recorded in the main office.

When a student's attendance falls below 80% for 2 weeks in a row, he/she will be given an Attendance Contract to sign. If the student continues to attend less than 80% of the time for the duration of the attendance contract, the student may be dropped from Windover High School. This gives a student four weeks to bring his/her attendance into compliance. Any student, dropped due to poor attendance, can request to have his/her name placed on the waiting list for possible re-admittance, as space becomes available.

Extenuating circumstances for continuing absences should be discussed and documented with the principal. Students and their parents may ask in writing for reconsideration of the student's particular case. This must be done within one week (7 days) of the exclusion of the student from Windover High School. A meeting with the student, parent, principal and at least one teachers will be held as soon as can be scheduled to discuss the situation. The principal will notify the parents or student of the decision the following day.

### CLOSED CAMPUS POLICY

Windover High School has a **closed campus**. Students are expected to remain at school for the entire school day. Those who leave the campus **cannot** return to school on that day for any reason, unless it is first approved by the principal. Students are required to sign out at the office if leaving before dismissal time. Students who leave early without signing out will be given unexcused absences, which count toward the 80% attendance policy. Closed campus also means that students' friends may not come to visit during school hours.

### SCHOOL CANCELLATIONS

When weather conditions or mechanical failures dictate the closure of Windover High School, it will be announced on the following radio and TV stations:

WKQZ	93.3	FM
WHNN	96	FM
WNEM	TV 5	

Or, you can check the school's website: [www.windover.org](http://www.windover.org)

## SCHOOL DRESS CODE

It is important to be clean and presentable while at school or in the general public.

1. Every student should make every effort to be clean when it concerns hygiene and clothing.
  - a. Please bathe when necessary and put on freshly laundered clothing before coming to school.
2. Clothing or hygiene that presents a health or safety hazard to the student or other students is not allowed.
  - a. Have visible signs of a hazardous material (by sight or smell) i.e.: flammable material like gasoline, oil, blood, human or animal waste.
3. Clothing or appearance that interferes with school work, creates disorder, or disrupts the educational program is not allowed.
  - a. Including but not limited to all of the following:
    - Too revealing (cleavage showing, exposed undergarments, see-through, short shorts, bare midriffs),
    - Designed to provoke outrage (personal attacks),
    - Designed to create excessive noise, or
    - Represents gang affiliation.
4. Clothing or items worn on the clothing that can cause excessive wear or damage school property is not allowed.
  - a. Chains, spikes, or other rough or hard objects that protrude.
5. Grooming, clothing or jewelry that can prevent a student from achieving his/her own educational objectives because of blocked vision or restricted movement is not allowed.
  - a. Sunglasses, hair combed over the eyes or other device designed to hinder or change clear vision.
  - b. Handcuffs or other device designed to restrict human movement.
6. Grooming, clothing or any other object that can be worn or displayed on the body that promotes the drug culture, alcohol consumption, violence, exhibits inappropriate language, is racially offensive or contains inappropriate images or sayings is not allowed.

Students that are considered to be in violation will be asked to correct the problem immediately and may be sent home if the violation can not be corrected at that time.

## CODE OF STUDENT CONDUCT

Students, teachers, administrators, parents and the Board of Directors share the responsibility of maintaining an environment conducive to learning for all students who attend Windover High School. To do this, it is expected that all personnel connected with the school system in conjunction with the student's family will endeavor to help individual students adapt to certain limits and control.

A student's individual rights must be protected. The rights of the student body and the school district must also be protected. The following forms of conduct are detrimental to the best interests of the students of Windover High School. This list refers to conduct or conditions during the school day and on all school sponsored activities, on or off school property. This is not meant to be an exhaustive list.

1. The Drug Free Schools and Communities Act Amendments of 1989, P.L. No. 101 - 226 requires that Windover High School maintains an environment free from the unlawful use, sale, manufacturing, dispensing or possession of **drugs, controlled substances, or alcohol** on school district premises, or during district activities, or attending school activities while under the influence of such substances. Any student found to be in violation of the above law will be subject to disciplinary action up to and including dismissal or expulsion.

Students may not have any medications in their possession or vehicle on school property. If a student must take a prescription drug during school hours, the prescription must be kept in the student's file in the main office. All medications must be in a bottle labeled with the student's name and name of the prescription.

Students are may not possess or consume any performance enhancing drugs while on school property.

First offense may result in suspension from school up to ten (10) days. Second offense may result in suspension from school up to ten (10) days and require enrollment and active participation in a recognized drug rehabilitation program before returning to school. Additional offenses may result in suspension from school for the remainder of the school year. Each case will be dealt with on an individual basis. Parents and guardians will be notified by phone and by mail.

Students experiencing substance dependency related problems may request a leave of absence to participate in counseling or a treatment program.

2. **Weapons** (guns, knives with a 3-inch blade or longer, improper use of tools, scissors, or any other instrument tending to cause great bodily harm when used in an unintended manner) will not be allowed. Possessing or using a gun or other weapon as outlined in the federal Gun-Free Schools Act of 1994 will result in immediate and permanent expulsion. Further if a student brings a gun, knife or other weapon to school, he/she will be referred to the criminal justice system.
3. **Arson:** The willful or malicious burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district will result in expulsion.
4. **Violence, or the threat of violence,** will not be tolerated (physical or verbal). The first offense may result in a one (1) to ten (10) day suspension depending on the nature of the incident. Additional offenses may result in suspension for the remainder of the semester.
5. **Vandalism** (theft; defacing; hanging signs without permission; misuse of school property, building, or personal property) will result in disciplinary action. Damages to Windover property caused by vandalism will be paid for by responsible individuals or collectively paid for out of incentive money.
6. Categories of misconduct which could result in suspension from the school program include, but are not limited to, the following:
  - a. **Gross Misbehavior:** The act of deliberate or willful misconduct, intimidation by verbal, or physical activities, detrimental or disruptive to normal functions of the program or activity under school sponsorship, or the act of threats or physical violence to staff members, or to other pupils.
  - b. **Stealing:** The act of dishonestly acquiring and/or knowingly and willfully having in possession the property of another or others.
  - c. **Obscenity and Indecency:** Offending against commonly recognized standards of propriety or good taste in dress or lack of dress; in language, either spoken or written; in pictures or drawings.
  - d. **Fighting or Physical Assault:** The act of quarreling involving bodily contact in or on school property, or intentionally causing or attempting to cause physical harm to another through force or violence.
  - e. **Verbal Assault:** An oral threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such a touching; or the use of offensive language directed at a person where such language is likely to provoke a reasonable person to physical violence.
  - f. **Bullying:** Physical or verbal force or coercion, either individually or in groups against an individual over a period of time.
  - g. **Extortion:** Securing or attempting to secure money or other items of value by the use of threats and/or violence or without the mutual consent of both parties involved.
  - h. **Gang Activity:** No student on or around school premises shall:
    1. Wear, possess, use, distribute or display gang clothing, emblems, symbols, signs, or other things which are evidence of gang membership or affiliation in any gang;
    2. Commit any act or use any speech or gesture showing membership in a gang;
    3. Further the expansion of gangs in any way.
  - i. **Open Defiance:** Willful disregard of directives of a staff member or persistent disobedience.
  - j. **Sexual Harassment:** Abuse of the dignity of anyone through sexist slurs or through other objectionable or derogatory conduct.
  - k. **Criminal Sexual Conduct:** First through fourth degree criminal sexual conduct as outlined in the state penal code and assault with intent to commit same.
  - l. **Technology Misuse:** Specific intentional tampering with any of the electronic equipment to which students have access or misuse of district technology in any illegal or unethical ways, in violation of the Windover Acceptable Computer Use Policy.
  - m. **Plagiarism:** The intentional use of another person's work presented as your own, in any amount, for consideration for a grade, credit, accolade, or any recognition will not be tolerated and could result in suspension from school and loss of credit.

## HARASSMENT

Harassment in any form is unlawful. An individual who believes he/she has been subject to harassment should promptly notify the principal or school counselor. Under no circumstances will the student be required to notify the alleged offender. All staff members or volunteers with reason to believe sexual harassment of a student is occurring have the duty to report such information. Failure to report known sexual harassment of a student by an employee or volunteer may result in disciplinary action.

Harassment complaints will be dealt with promptly in the following manner:

1. A written complaint will be made including the date, time, action(s) and possible witnesses.
2. The written complaint will be submitted to the appropriate authorized person.

The designated investigator will:

1. Notify alleged perpetrator of the complaint.
2. Notify parent if student is a minor.
3. Investigate the complaint by talking with any listed witnesses.
4. Review alleged perpetrator's response.
5. Make a determination.
6. Maintain separate and secure files on the situation including notices, findings, and disciplinary sanctions.

Discipline imposed may include student suspension or expulsion (depending on severity), written reprimand, recommendation for counseling referral or dismissal.

## **SEARCH AND SEIZURE**

It is our priority to provide a safe learning environment for all of our students and staff. There may be times when that safety is in question because of some action or information that could present a potential danger or harm. This may require the principal or a designee having to search a student's property (including but not limited to backpacks, jackets, pockets, purses) and/or vehicle on school property. School law requires that the search be justified at its inception and reasonable in its scope, given the initial justification for the search. Searches will be conducted with another adult present.

If this action results in the confiscation of contraband, the appropriate police authorities will be notified and the items will be turned over to them. This action could result in prosecution.

There may be times when law enforcement officials ask to speak with students on school property. The principal will cooperate with the officials in all reasonable requests. Parents of students aged 15 and 16 will be notified in reasonable time if their student is involved. Students who are 17 and older are considered adults and do not need parental permission.

## **SUSPENSION PROCEDURE**

Suspension is defined as the denial of the right to attend school for a specified period of time. If a student is suspended by the principal, the following procedures will be followed:

1. The principal will determine when suspension is appropriate. The principal may suspend a student for up to 10 school days. The Board of Directors may suspend a student for up to 180 days.
2. The principal shall explain to the student all charges against the student, setting forth the nature, time and place of the violation charged and the duration of the suspension, which may be up to ten school days. Parents or guardians will be notified of the suspension by phone and a written copy will be mailed.
3. The written notice shall include the time, place, and date of a hearing if a hearing is deemed necessary prior to the student being readmitted to school. The written notice shall advise the student and parent or guardian of the right to have a counsel present at the hearing. The hearing on the charges shall be presided over by the principal and shall be conducted so that both sides shall have full opportunity to be heard, including the right to hear and examine adverse witnesses and the right to testify and present evidence or affidavits in one's own behalf.
4. When suspension is involved, the fundamental rights of the students must be respected.
  - a. Right of students to be informed of the charges against them. The charges should be specific, setting forth the nature, time, and place of the violation charged.
  - b. Right of students to be heard and present their view of the occurrence.
  - c. Right of students not to be judged guilty simply by virtue of being accused.
5. Within five school days of the conclusion of the hearing, the principal shall make a written report of the findings of fact, conclusions as to the validity of the charges, and the principal's decision regarding readmittance. The report shall be filed with the Chief Administrative Officer (CAO) and a copy shall be mailed to the student and the parent or guardian.
6. After the student, parent, or guardian has exhausted the appeal process at the building level, the decision may be appealed to the CAO and the Board of Directors, in that order.

**Snap suspension** by a teacher is defined as the denial of the right to attend a class, subject or activity for up the period of that class. If a student is suspended by a teacher, the following procedures shall be followed:

1. The teacher will determine that the student's behavior violated the provisions of the Code of Student Conduct, other than that such conduct requires expulsion. The teacher may suspend the student from the class, subject or activity for up to one full school day.
2. The teacher shall explain to the student the reason for the suspension and shall immediately send the pupil to the principal's office and report the suspension and the reason for the suspension to the principal.

3. The principal will take appropriate action, consistent with the Code of Student Conduct. The student will be sent home for the remainder of the day.
4. As soon as possible, the teacher shall contact the student's parent or guardian to set up a parent-teacher conference regarding the suspension. Under normal circumstances, the contact with the parent should be made the same day.
5. Whenever practicable, a school counselor shall attend the conference. The principal shall attend the conference if the teacher or parent or guardian so requests.
6. The teacher will fill out a written form detailing the reason for the suspension. A copy will be furnished to the parent at the conference and the original kept in the student's discipline file.
7. The parent or guardian and student may appeal the suspension to the principal. Due process procedures will be followed as detailed previously.

### **MANDATORY EXPULSIONS**

OFFENSE	GRADE LEVEL	LENGTH OF EXPULSION	REINSTATEMENT PROVISIONS	ENROLL AT OTHER PUBLIC SCHOOLS?
Firearm/ Dangerous Weapon	K - 12	Permanent, subject to reinstatement at discretion of the Board of Directors	Can apply after 150 school days, can be reinstated after 180 school days.	No
Arson	K - 12	Permanent, subject to reinstatement at discretion of the Board of Directors	Can apply after 150 school days, can be reinstated after 180 school days	No
Criminal Sexual Conduct	K - 12	Permanent, subject to reinstatement at discretion of the Board of Directors	Can apply after 150 school days, can be reinstated after 180 school days	No
Physical Assault Against an Employee or Volunteer	Grade 6 & above	Permanent, subject to reinstatement at discretion of the Board of Directors	Can apply after 150 school days, can be reinstated after 180 school days	No
Physical Assault Against Another Student	Grade 6 & above	Suspension or expulsion of up to 180 school days as determined by the Board of Directors or superintendent	Automatic at end of expulsion period.	Yes, if other public school agrees to accept the expelled student.
Verbal Assault Against an Employee or Volunteer	Grade 6 & above	Suspension or expulsion for a period of time as determined at the discretion of the Board of Directors or superintendent	Automatic at end of expulsion period.	Yes, if other public school agrees to accept the expelled student.
Bomb Threats/Other Threats	Grade 6 & above	Suspension or expulsion for a period of time as determined at the discretion of the Board of Education or superintendent	Automatic at end of expulsion period.	Yes, if other public school agrees to accept the expelled student.

### **EXPULSION PROCEDURE**

Expulsion is defined as the denial of the right to attend school for a period longer than 10 days. Only the Board of Directors can permanently expel or can reinstate a student who has been permanently expelled. If it is the judgment of the administrator that a student should be recommended for expulsion, the following procedures shall be followed:

1. The principal shall contact the CAO each time a student is suspended and might be expelled. Their discussion will include the nature of the offense, supporting information, and student data justifying the recommendation.
2. Parents will be notified by phone and subsequently, by mail that the student has been suspended.
3. If the principal and the CAO concur that the student should be denied the privilege of attending school for up to 180 school days, the principal will call for a hearing with the Discipline Committee (composed of 1 Board member, 1 teacher, 2 parents and the principal). The student and parents should attend the meeting so the student can have due process.
4. After hearing the evidence, if the Discipline Committee recommends expulsion, the student and parent or guardian will be notified that such a recommendation will be presented to the Board of Directors.
5. The student and parent or guardian will be notified of the following:
  - a. The nature of the recommendation

- b. The date, time, and place the recommendation will be presented to the Board of Directors
  - c. The right to be present and participate in the proceedings in person and/or by legal council.
  - d. The right to request an open or closed hearing with the Board.
6. The information furnished to the Board of Directors shall include the following:
- a. A record of all preliminary procedures
  - b. The recommendation that the student is to be expelled and the duration of the expulsion
  - c. The justification for the recommendation

## **REINSTATEMENT PROCEDURES**

A student who is expelled from Windover High School for physical assault against another student, verbal assault against an employee or volunteer, or bomb threat or similar threat is automatically reinstated at the end of his or her period of expulsion. It is not necessary for the student and parent or guardian to petition for reinstatement. The district may request a conference with the student and parent or guardian before the student is readmitted to school so that plans can be made for a smooth transition back into the school setting.

It is the responsibility of the parent or legal guardian or, if the individual is at least age 18 or an emancipated minor, to prepare and submit a petition for reinstatement. The State Department of Education is required by law to develop and distribute to all school districts a form for petitions for reinstatement. The school district is required to make this form available, but the Board of Directors is not required to provide any assistance in preparing the petition. Upon request, the form will be made available by the administrator.

No later than ten school days after a petition for reinstatement is filed, the Board of Directors will appoint a committee to review the petition and any additional information supplied by both the petitioner and school personnel. The committee will consist of one board member, the principal, one teacher and two parents each having a pupil enrolled in the school. The school's principal may prepare and submit information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

No longer than ten school days after the committee is appointed, it will meet, review all information, and submit a recommendation to the board. In all reinstatement situations other than those that are automatic as dictated by statute, the recommendation shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement. The recommendation shall be based on consideration of all of the following factors:

- >The extent to which reinstatement of the individual would create a risk of harm to pupils or school personnel.
- >The extent to which reinstatement of the individual would create a risk of school district or individual liability for the school board or school district personnel
- >The age and maturity of the individual.
- >The individual's school record before the incident that caused the expulsion.
- >The individual's attitude concerning the incident that caused the expulsion.
- >The individual's behavior since the expulsion and the prospects for remediation of the individual.
- >If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

At the next regularly-scheduled board meeting after receiving the committee's recommendation, the board will make a decision to unconditionally reinstate the individual, conditionally reinstate the individual, or deny reinstatement of the individual. The decision of the board shall be final.

The board may require the student and his or her parent or legal guardian to agree in writing to specific conditions before reinstating the individual in a conditional reinstatement. The conditions may include, but are not limited to, the agreement to a behavior contract, which may involve the individual, parent or legal guardian, and an outside agency; participation in or completion of an anger management program or other appropriate counseling; periodic progress reviews; and specified immediate consequences for failure to abide by a condition. The petitioner also may include proposed conditions in a petition for reinstatement.

If the board denies a petition for reinstatement, the parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, the student may petition another school board for enrollment in the other school district.

The board or school administrator who complies with the state law regarding expulsions is not liable for damages for expelling a student.

## **WEAPONS REPORTING**

Students are required to report any knowledge of weapons being present on school grounds or of any threats of violence being made. This information must be reported immediately to the Principal or any available member of the staff. Failure to report such knowledge may subject the student to discipline, up to and including expulsion.

## **CELL PHONES OR OTHER ELECTRONIC COMMUNICATION DEVICES**

Students may have a cell phone or other electronic communication device in their possession in school. All such devices must be turned off during all class periods. Students may not leave the classroom to answer or initiate any type of outside communication. Students may not use text messaging during class periods or during any testing. No cell phones or electronic communication devices will be allowed in the possession of a student during official (i.e.: state mandated) testing. All such devices must be given to the testing official to be returned to the student upon completion of the testing period. A violation may result in the confiscation of the device or suspension of the student. If a teacher confiscates a device for violations, the teacher should return the phone at the end of the class period. If the student refuses to give the device to the teacher, the principal will be informed. If the principal confiscated the device, it will not be returned until the end of the day. Once confiscated the device may be returned to the student at the end of the school day. Repeat offenses may require parental notification and the parent may be required to recover the confiscated device in person.

## **PEST MANAGEMENT**

Windover High School has contracted with Terminix of Midland, Michigan to conduct monthly inspections of its facility. Procedures will be used to determine when to control pests and whether to use mechanical, chemical, or biological means. Records will be kept on site documenting pest sightings and the applications of any necessary pesticides. Any pesticide application will be conducted by licensed technicians following all federal and state safety guidelines. A copy of the Pest Management Plan and the service schedule is available upon request. Any parent who would like to be notified prior to a pesticide application may submit their request in writing to the principal.

## **TRANSPORTATION**

Transportation will be provided by ETC yellow busses (based on availability) to any student who enrolls at Windover High School, lives in Midland County, and requests it. The purpose of this service is to provide students a ride **to attend school**. Students who use this service and depart early from school are subject to discipline procedures. The Code of Student Conduct applies to students while being transported to and from school. Transportation is a privilege and not a required service of the school. It is intended to help students stay in school and to exceed the 80% minimum attendance requirement.

Students who engage in activities which threaten the safety of others, or who violate the Code of Student Conduct can be denied transportation privileges on the ETC buses. The driver will report any such misconduct to the Supervisor, who in turn will notify the Principal. Violations will be communicated to the parent or guardian.

**Students who drive to school must be legally licensed and must register the vehicle, and the vehicle must be insured and meet all state requirements to be driven on Michigan roads.** Forms are available in the office. All drivers are expected to act responsibly in the parking lot area and park in designated areas only. Reckless driving will result in the student losing the privilege to drive to school. Windover accepts no liability for the safety of students and their passengers driving to or from school.

## **PRIVATELY OWNED VEHICLES**

Students that wish to drive or park a privately owned vehicle (POV) on campus must register the POV with school officials. Any POV parked on school property that is not properly registered may be towed at the expense of the owner, and/or the student that brought the POV may be disciplined for insubordination. Students do not have any expectation of privacy while in a vehicle at any time while on campus. When a school official has probable cause to believe that the POV may contain any contraband, weapons, or that any unauthorized activities are or have been taken place within the POV, the school official has the right to search the vehicle, keeping in mind the scope of the search for the items that the school official believes could be present.

- All students must be licensed and their POV must be covered by insurance.
- Windover is not responsible for either the vehicle or its contents.
- Students are not allowed to loiter in the parking lot, so once the POV is parked it is to be locked and the student(s) are not allowed to return to the POV unless a school official has given authorization to do so.
- Students are not allowed to sit in any vehicle once it has been parked.
- Any student that drives off the school grounds without proper authorization may lose parking privileges on campus and the student may be suspended for up to three days.
- Any student that drives off the school ground without proper authorization and takes any passengers with them will lose parking privileges and face disciplinary action of up to 10 days of suspension.

## **WHS Computer Use Policy For Students**

We require that students and parents accept, and sign the following rules for acceptable use of technology. Access to the Internet and the use of the computer network is provided to students who agree to act in a considerate and responsible manner. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty and staff of Windover High School reserve the right to request the administrator to suspend specific user accounts.

In accordance with the Children's Internet Protection Act (CIPA) all WHS students will access the Internet through an appropriate filter that blocks objectionable (inappropriate and harmful) material. Objectionable material is defined as any visual depiction of obscenity, pornography, or other depictions not appropriate for students. The filter is set to automatically block these kinds of web pages. Sites that advocate antisocial behavior will also be blocked to the extent possible. The safety and security of WHS students is of utmost importance. It is expected that students will never give personal information to a stranger by way of email, chat rooms, or other forms of electronic communications.

1. Students are responsible for appropriate behavior on the Windover High School Network. General school rules for behavior and communications apply on the Internet.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are private.
3. **USERS ARE PROHIBITED FROM:**
  - using the technology for a "for-profit" business, for product advertisement or political lobbying
  - the malicious use of technology to disrupt the use of technology by others, to harass or to discriminate against others and to infiltrate unauthorized computer systems
  - using Windover High School information technologies to draft, send, or receive inappropriate communications and material including but not limited to items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law
  - participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network
  - vandalizing Windover High School or any other information technologies (Windover High School's or any others). Vandalism is defined as any attempt to harm, destroy, disrupt or hack the operation of the Windover High School Network. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses

### **Consequences of Inappropriate Behavior:**

Windover High School's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Electronic Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

### **WHS Electronic Info Access and Use for Educational Purposes - Member Responsibility Declaration**

- Windover High School has developed an Electronic Information Access and Use for Educational Purposes Policy for the Internet, local and wide area networks, computers and related equipment.
- Access and use of the Internet, local and wide area networks, computers and related equipment is a privilege for the user.
- I have read, understand and will abide by the Electronic Information Access and Use Policy and this agreement.
- I understand that should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

- Members having accounts on the Windover High School Network should be advised that they might locate material that could be considered offensive or controversial.
- Parents of minors should be aware of the existence of such materials and monitor home usage of the system.
- Students knowingly bringing or downloading such material into the school environment will be dealt with according to the discipline policies of Windover High School and such activities may result in termination of their account on the network.
- In consideration for the privilege of using the WHS Network and in consideration for having access to the information contained or accessed on it, I hereby release Windover High School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which WHS is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use of the WHS Network.

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- WHS has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for Windover High School to restrict access to all inappropriate or copyrighted materials, and I will not hold them responsible for materials acquired on the network.
- I accept full responsibility for supervision if and when my child's use of the WHS Network is not in a school setting.
- Users may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.
- I hereby give permission to issue a membership account to my child.
- As the parent/guardian of this student I understand that this access is available for educational purposes only.

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