

# 2025-2026 Student Handbook



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**Colors:** Navy and White (trimmed in red)

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

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

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

Dear Students and Parents;

The faculty and administration of Montabella Community Schools are committed to providing you with the best education possible.

This handbook contains a lot of information ranging from student opportunities to school-wide/classroom expectations and beyond. It is used to provide clear communication to students, staff, and parents about how Montabella Junior/Senior High operates.

As a district, we believe in the potential of all students. As a result of this belief, we utilize the M.T.S.S. process to continually monitor our practices and procedures to help maximize that potential. We are excited about the start of a new school year and look forward to partnering with you on this journey.

Sincerely,

Mr. Shane Riley  
Principal

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# DAILY SCHEDULE

## Regular Day Schedule

High School		7 <sup>th</sup> -8 <sup>th</sup> Grade		6 <sup>th</sup> Grade	
1 <sup>st</sup> Period	8:05-8:57	1 <sup>st</sup> Period	8:05-8:57	1 <sup>st</sup> Period	8:05-8:57
2 <sup>nd</sup> Period	9:01-9:53	2 <sup>nd</sup> Period	9:01-9:53	2 <sup>nd</sup> Period	9:01-9:53
3 <sup>rd</sup> Period	9:57-10:49	3 <sup>rd</sup> Period	9:57-10:49	3 <sup>rd</sup> Period	9:57-10:49
4 <sup>th</sup> Period	10:53-11:49	Lunch A	10:49-11:19	4 <sup>th</sup> Period	10:53-11:17/ 11:49-12:12
Lunch B	11:49-12:17	4 <sup>th</sup> Period	11:21-12:17	Lunch	11:17-11:49
5 <sup>th</sup> Period	12:21-1:13	5 <sup>th</sup> Period	12:21-1:13	5 <sup>th</sup> Period	12:21-1:13
6 <sup>th</sup> Period	1:17-2:09	6 <sup>th</sup> Period	1:17-2:09	6 <sup>th</sup> Period	1:17-2:09
7 <sup>th</sup> Period	2:13-3:05	7 <sup>th</sup> Period	2:13-3:05	7 <sup>th</sup> Period	2:13-3:05

## Every Mustang Matters Schedule (Mondays)

High School		7 <sup>th</sup> -8 <sup>th</sup> Grade		6 <sup>th</sup> Grade	
EMM	8:05-8:16	EMM	8:05-8:16	EMM	8:05-8:16
1 <sup>st</sup> Period	8:16-9:06	1 <sup>st</sup> Period	8:16-9:06	1 <sup>st</sup> Period	8:16-9:06
2 <sup>nd</sup> Period	9:10-10:00	2 <sup>nd</sup> Period	9:10-10:00	2 <sup>nd</sup> Period	9:10-10:00
3 <sup>rd</sup> Period	10:04-10:55	3 <sup>rd</sup> Period	10:04-10:55	3 <sup>rd</sup> Period	10:04-10:55
4 <sup>th</sup> Period	10:59-11:49	Lunch A	10:55-11:25	4 <sup>th</sup> Period	10:59-11:25/ 11:55-12:19
Lunch B	11:49-12:19	4 <sup>th</sup> Period	11:25-12:19	Lunch	11:25-11:55
5 <sup>th</sup> Period	12:23-1:14	5 <sup>th</sup> Period	12:23-1:14	5 <sup>th</sup> Period	12:23-1:14
6 <sup>th</sup> Period	1:18-2:09	6 <sup>th</sup> Period	1:18-2:09	6 <sup>th</sup> Period	1:18-2:09
7 <sup>th</sup> Period	2:13-3:05	7 <sup>th</sup> Period	2:13-3:05	7 <sup>th</sup> Period	2:13-3:05

## Early Release Schedule-All Classes

High School		Middle School	
1 <sup>st</sup> Period	8:05-8:33	1 <sup>st</sup> Period	8:05-8:33
2 <sup>nd</sup> Period	8:37-9:05	2 <sup>nd</sup> Period	8:37-9:05
3 <sup>rd</sup> Period	9:09-9:37	3 <sup>rd</sup> Period	9:09-9:37
4 <sup>th</sup> Period	9:41-10:09	4 <sup>th</sup> Period	9:41-10:09
5 <sup>th</sup> Period	10:12-10:40	5 <sup>th</sup> Period	10:12-10:40
HS Lunch	10:40-11:10	6 <sup>th</sup> Period	10:44-11:12
6 <sup>th</sup> Period	11:14-11:42	MS Lunch	11:12-11:42
7 <sup>th</sup> Period	11:46-12:15	7 <sup>th</sup> Period	11:46-12:15

High School		Early Release Schedule-Alternating Day 1 Middle School	
1st Period	8:05-9:00	1st Period	8:05-9:00
2nd Period	9:04-9:59	2nd Period	9:04-9:59
3rd Period	10:03-10:58	3rd Period	10:03-10:58
4th Period	11:02-11:45	Lunch	10:58-11:28
Lunch	11:45-12:15	4th Period	11:28-12:15

## High School Early Release Schedule-Alternating Day 2 Middle School

5th Period	8:05-9:00	5th Period	8:05-9:00
6th Period	9:04-9:59	6th Period	9:04-9:59
7th Period	10:03-10:58	7th Period	10:03-10:58
4th Period	11:02-11:45	Lunch	10:58-11:28
Lunch	11:45-12:15	4th Period	11:28-12:15

## High School Late Start Day Schedule Middle School

1 <sup>st</sup> Period	10:05-10:40	1 <sup>st</sup> Period	10:05-10:40
2 <sup>nd</sup> Period	10:44-11:19	2 <sup>nd</sup> Period	10:44-11:19
3 <sup>rd</sup> Period	11:23-11:58	Lunch	11:19-11:49
Lunch	11:58-12:28	3 <sup>rd</sup> Period	11:53-12:28
4 <sup>th</sup> Period	12:32-1:07	4 <sup>th</sup> Period	12:32-1:07
5 <sup>th</sup> Period	1:11-1:46	5 <sup>th</sup> Period	1:11-1:46
6 <sup>th</sup> Period	1:50-2:25	6 <sup>th</sup> Period	1:50-2:25
7 <sup>th</sup> Period	2:29-3:05	7 <sup>th</sup> Period	2:29-3:05

## High School Assembly Schedule Middle School

1 <sup>st</sup> Period	8:05-8:49	1 <sup>st</sup> Period	8:05-8:49
2 <sup>nd</sup> Period	8:53-9:37	2 <sup>nd</sup> Period	8:53-9:37
3 <sup>rd</sup> Period	9:41-10:25	3 <sup>rd</sup> Period	9:41-10:25
4 <sup>th</sup> Period	10:29-11:13	4 <sup>th</sup> Period	10:29-11:13
Lunch	11:13-11:43	5 <sup>th</sup> Period	11:17-12:01
5 <sup>th</sup> Period	11:47-12:31	Lunch	12:01-12:31
6 <sup>th</sup> Period	12:35-1:19	6 <sup>th</sup> Period	12:35-1:19
7 <sup>th</sup> Period	1:23-2:07	7 <sup>th</sup> Period	1:23-2:07
Assembly	2:07-3:05	Assembly	2:07-3:05

**If students are sent back to class for attendance at the end of the assembly, it will be considered skipping if students are absent.**

## STUDENT RIGHTS AND RESPONSIBILITIES

### A. STUDENT RIGHTS

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

### B. RESPONSIBILITIES

#### Student Responsibilities

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

#### Parent Responsibilities

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

### C. DUE PROCESS AND RIGHTS OF APPEAL

Student's rights in this area are found in sections: Short Term Suspension, Expulsion and Long Term Suspension, Due Process and Appeals

### D. SEARCH AND SEIZURE

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

Board policy edited states:

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

#### **E. TITLE I INFORMATION**

Montabella Junior/Senior High School parent involvement policy is aligned with the district policy which requires that there is involvement of parents/ guardians in the planning, implementation, evaluation, and improvement of Title I services. An annual meeting to explain the services provided through Title I funds takes place in the fall of each academic year. If parents are unable to comprehend the services available, simplified explanations will be provided. Parents are notified when their students qualify for Title I programming and information regarding Title I programming is available at parent teacher conferences.

Professional development opportunities will be available for all staff members to enhance their understanding of effective parent involvement strategies. At the beginning of each year, parents are provided with a compact that explains the expectations for teachers, parents, and students participating in the school wide Title I plan. Parents may request to see if staff members are highly qualified.

#### **F. PARENT/TEACHER/STUDENT COMPACT**

As a Title I school, Montabella Jr./Sr. High School has created a form that states the responsibilities of parents, teachers, and students to insure that a quality education is available through the efforts of all three parties.

#### **A PROMISE OF COMMITMENT TO EXCELLENCE**

**Parent/Guardian Responsibility:** It is important to have my child reach his/her full academic potential. Therefore, I will:

- Believe my child can learn.
- Show respect & support for my child, the staff, and the school, and recognize and respect diverse cultures within the school.
- Remind my student of behavior expectations at Montabella Junior/Senior high and support the school in its efforts to maintain proper discipline and provide a safe and orderly learning environment.
- Make sure my student is on time and strives for 100% attendance and will contact the school when absent [regarding absences].
- Check with my child daily regarding information sent from school, major assignments given, and current grade levels.
- Encourage my child to participate in class, complete as much homework as possible, and take advantage of available remediation opportunities.
- Promote an environment at home so my child understands that living in a group, whether it be a family or classroom, requires standards of behavior and cooperation, and that one must accept the consequences of one's actions.
- Use internet reports or progress reports to monitor my student's achievement in specific classes.
- Attend conferences, meetings, parent nights and participate in school committees when available.
- Keep lines of communication open and model respect by going to the teacher first when there is a concern.

**Educator Responsibility:** Students must be given the opportunity to succeed. Therefore, I will:

- Believe each child can learn.
- Show respect & support for my students, their parents, and recognize and respect diverse cultures within the school.
- Demonstrate professional behavior and a positive attitude.
- Provide a positive atmosphere for teaching and learning in the classroom. Enforce the rules and policies of the school consistently and fairly.
- Make efficient use of academic learning time.
- Provide individualized strategies to increase student competencies as needed (i.e., organizational strategies, test-taking strategies, reading strategies).
- Utilize a wide range of teaching techniques to benefit the wide range of learning styles in order to meet the state curriculum standards and ensure student success on state assessments.
- Strive to teach, not to tell.
- Maintain open lines of communication with students, parents, in order to support their learning and respond to parent communication within 24 hours, when appropriate.

**Student Responsibility:** It is important that I do the best that I can. Therefore, I will:

- Believe that I can learn.
- Show respect for my parents, my peers (and their belongings), the staff, and the school, and recognize and respect diverse cultures within the school.
- Follow rules at my home and school.
- Come to school every day prepared, ready to learn and in class on time.
- Give my parents (or guardian) all papers and information sent home with me from school.
- Finish my schoolwork and participate in classroom activities.
- Take responsibility for my actions.
- Take advantage of guidance, support.
- Take advantage of the additional opportunities offered to me through tutoring and remediation classes.
- Communicate with my teachers and parents by asking for help when I need it.
-

## ACADEMIC INFORMATION

### A. HIGH SCHOOL ENTRANCE REQUIREMENTS

Montabella High School offers course work for grades 9, 10, 11 and 12. Students may enroll who have successfully completed the first eight grades. All students in grades 9-12 will take 7 periods each semester (3.5 credits).

### B. CLASS STANDING

To become a freshman, students need to have passed a majority of core classes (ELA, Math, Science, and Social Studies) at the 8<sup>th</sup> grade level or be recommended by a committee for promotion.

To become a sophomore, a student must have obtained at least three (3) credits.

To become a junior, students must have obtained at least ten (10) credits that include: Algebra I, Geometry, and English 9 & 10, or be on track to have obtained these classes prior to the end of their third year.

Students who fail classes (and may not be able to graduate due to lack of credit) may exercise one of the following options to earn additional credits: Summer School, Online Courses, or after school CAS (for elective credits).

### C. GRADUATION REQUIREMENTS

1. All seniors are required to meet the credit requirement and are required to complete a Senior Project. A letter and a time-line for completion of the project will be sent to parents.
2. In order to be included in the "Top Ten" at graduation, students must be enrolled at Montabella High School for at least four (4) semesters and meet the requirements of the general education curriculum.
3. One diploma will be granted for graduating seniors. Students should use the career pathways to best determine the classes needed for their career choice, including college prep.

### D. REQUIREMENTS FOR COMMENCEMENT PARTICIPATION

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

### E. CREDIT REQUIREMENTS

Department	Credits Required	Classes
English	4	English 9 English 10 English 11 English 12
Social Studies	3	American History World History Government/Economics
Science	3	Intro to Physical Science/Earth and Space Science Biology/Life Science Chemistry/Physical Science
Math	4	Algebra 1 Geometry Algebra 2 4 <sup>th</sup> Year Math-(Beginning with the class of 2028-1/2 credit of Personal Finance as a part of Senior Math /4 <sup>th</sup> year math)*Students taking an upper level/advanced math class during their senior year will still be required to complete ½ credit of Personal Finance
Foreign Language	2	Spanish 1 Spanish 2 Alternative option through the MACC
Additional Electives	6 (5 for class or 2024)	General Electives
Health	½	
Computer	½	
Physical Education	½	
Arts	1	
Senior Project	½	

#### Comments on the requirements:

1. Students may not use an individual credit to meet more than one requirement.
2. Off campus courses must be approved through the office; this includes any classes taken through alternative education, adult education or classes taken on-line.
3. The physical education requirement may be exempted for students with specific physical problems provided a doctor (M.D./D.O.) provides a statement confirming the problem.
4. Additional electives may be determined for students through the student improvement plan. If you have questions about these credits, please contact the building administrator or school counselor.
5. If you are interested in a personal curriculum, please contact the school counselor.

#### **F. COMMUNITY-AS-SCHOOL**

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

#### MAIN ELEMENTS OF THE PROGRAM:

1. One to two semesters of students in the “real-world” work situation.
2. Supervision by Community Teacher on site and Resource Coordinator from school.

#### GENERAL GUIDELINES:

1. Program is open to 11<sup>th</sup> and 12<sup>th</sup> graders.
2. Students must complete the application process as outlined in the CAS Handbook.
3. Interns may be released from school for a CAS placement for a maximum of three (3) periods a day (1.5 credits) per semester.
4. Students may participate in CAS a maximum of 4 semesters.
5. The law requires that both “unpaid” and “paid” interns have a current educational development plan (EDP) on file.
6. The CAS placement must relate to their EDP, and the student must be currently enrolled in a related academic course in each semester that he/she is enrolled in the school-to-work program.
7. All employers of paid trainees must meet all state requirements.
8. The Resource Coordinator must approve job placements, before the student is placed.
9. It is the student's responsibility to find their own job placement. This job must be obtained by the first day of the semester.
10. Students are not allowed to switch jobs in the middle of the semester.
11. If students are removed or fired from their job placement, this could result in failure to obtain credit for this class.

#### **G. SCHEDULING AND SCHEDULE CHANGES**

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

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

#### **H. GRADING FOR LEARNING SUMMARY**

##### Basis of Grades

Criterion-referenced standards shall be used to distribute course grades which will be listed on report cards and student transcripts. Soft skills will be assessed using a citizenship mark that is listed on report cards and transcripts. Practice work will be given to allow students to learn state objectives and will account for 20% of the course grade. Formative assessments will be used to judge student understanding and summative assessments will be used to determine 80% of the students’ academic grade. Multiple summative assessments will be used throughout the semester to gauge student learning.

##### Reassessment

Reassessments must takes place within 2 weeks of the returned original assessment. Using professional judgement, teachers shall determine additional learning and/or practice opportunities to be completed before and additional assessment is given to the student. If more than 50% of class fails the assessment, the concepts will be retaught and then reassessed. Students will still be allowed the opportunity for reassessment.

##### Timelines

Teachers may set due dates and deadlines for all practice and assessments. Failure to meet set deadlines will have an impact on students’ scores in the academic habits category. Students not attempting assessment on the date it is administered, will be given a zero. However, they are still eligible for reassessment within the 2 week time period.

##### Extra Credit

In lieu of extra credit, a student may be given additional opportunities for assessment on a standard(s), including alternative forms of assessment.

##### Semester Grade

The final grade for a class will be calculated using 80% of semester grade and 20% of the final exam grade.

Grade Point Averages will be computed as follows:

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



Each teacher will inform students at the beginning of each semester how grades are computed in that class. If parents/guardians are interested in monitoring their student's progress online, they should contact the media center for password information.

#### **I. INCOMPLETES**

A student who receives an "I" in a class at the end of a semester will have one week to get the work made up. If a student has not made the work up at the end of that period the "I" will be calculated as an "F" for GPA purposes.

Students who earned between 50-59% on a final grade in a core class may have the opportunity to move that grade to a passing level (60%) to earn credit by completing assigned online units during summer school or a designated period after the end of the first semester. This work must be completed within two weeks of the assigned date.

#### **J. REPEATING COURSES**

The staff at Montabella High School recognizes that under extenuating circumstances, students may wish to repeat a course to improve a grade. Students that wish to repeat a course must submit a request to the building administrator prior to scheduling to be approved on an individual basis by the Principal and Counselor.

Repeating courses to affect class ranking will not be allowed. A student who repeats a course to improve a grade may have the lower of the two grades removed from his/her record provided the student requests the change to be made. The office staff will not attempt to determine which students are repeating courses and may wish to have a lower grade removed. Students must retake classes at the earliest opportunity.

All transcripts must be completed with these changes by the end of the first semester. Students may repeat Senior Project, but the original grade shall remain on the transcript.

#### **K. CAREER CENTER**

Montabella Juniors and Seniors may enroll in Career Center vocational programs. Sophomores will visit the Career Center to assist in making a decision regarding Career Center programs. Montabella is allotted a certain number of "slots" in each program. Students must have completed the required number of credits in order to be considered for these slots and to attend the career center.

Students have the option of driving to the career center or using transportation provided by the school district. If a student elects to drive to the career center, they must have both parental and office approval. (Permission to Drive to the Career Center Form available in office.) Passengers will only be allowed on an occasional basis and both driver and passenger must have permission from parent/guardian and office. Travel time to the career center is considered part of the school day and all school rules apply during that time. Driving privileges will be revoked if the school rules are abused or if there is a safety issue. If a student is going to leave the school and not attend the career center, they must have permission from the office before they leave.

#### **L. DUAL ENROLLMENT**

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 must be approved by the counselor, principal and central office.
2. Students in grades 9, 10, 11 or grade 12 must have taken the ACT, PSAT or SAT and have made state-approved scores.
3. Students must be enrolled in both the school district and a post-secondary institution during the local district's regular academic year and must be enrolled in at least one high school class.
4. 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.
5. Students must select that they will be either using the dual enrollment class for college credit only or as both high school and college credit. There will be no grade assigned on the high school transcript for dual enrollment classes. Students will only earn credit or no credit.
6. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education or fine arts.
7. Students will be held to MHSAA and district eligibility standards for their dual enrollment class(es).

School districts are required to pay the lesser of (a) the actual charge for tuition, mandatory course fee, materials 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.

If a student fails to complete a district paid postsecondary course, that student shall repay the school district any funds that were expended by the school district for the course that are not refunded to the school district by the postsecondary institution. If the student does not repay this money, the school district may choose to impose sanctions against the student. This paragraph does not apply to a student who does not complete the course due to a family or medical emergency, as determined by the postsecondary institution.

**Parents and Students will sign a contract regarding all of the dual enrollment stipulations and expectations.**

**From the Montcalm Community College Dual Enrollment Handbook:** How do I know which courses will transfer? The key to a successful transfer is to know where you will transfer, your degree goal, and what that university requires for coursework. Generally, a course will transfer if:

- The college/university is accredited
- The course taken is above 100 level
- The course was passed with a "C" or better
- There is an equivalent course at that university

To check specific course equivalencies, talk to your college counselor. You may find equivalencies for the college of your choice at [www.macrao.org](http://www.macrao.org) - select "Colleges with Online Transfer Equivalencies." At this site you can access most colleges in Michigan and compare the transferability of the course.

#### **M. ONLINE LEARNING**

1. If students are interested in taking an online class, the declaration needs to be made before Memorial Day for the following school year's first semester and by November 15th for the second semester. Exceptions to this can only be made by the counselor and/or principal for extenuating circumstances.
2. Parent's must provide an e-mail for increased communication with the online teacher.

3. Students are responsible for setting up proctors for tests if they are required to have their tests monitored. Failure to do so may result in a failure on the assignment(s).
4. Eligibility for athletic participation will be checked every two weeks, with updates possible during the interim check. Students are responsible for alerting office personnel to potential updates in grades for eligibility.
5. Student's taking an online class must stay in media center during class time. Leaving this area without permission may be subject to discipline.
6. If a student is leaving the building during their online class period, they must sign out in the office.

## **N. GUIDANCE AND COUNSELING**

Counselors can help students in many ways, including:

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

Individual counseling is often done in the area of:

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

Confidentiality

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

Testing

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

**ACT** is a national college admissions examination that consists of subject area tests in English, Math, Reading and Science. The ACT is no longer part of the MME. However, students can take the ACT on their own. ACT results are accepted by all four-year colleges and universities in the US. Students must pay a small fee.

**MME** (Michigan Merit Exam) is given to all 11<sup>th</sup> grade students. This test consists of the Workkeys, Reading for Information, Applied Math, Michigan Mathematics, Science, and Social Studies tests. The MME is required to be considered for graduation status.

**M-STEP** 6<sup>th</sup> and 7<sup>th</sup> Grade Students will take Math/English M-Step Tests. 8<sup>th</sup> and 11<sup>th</sup> Grade Students will take Science/Social Studies M-Step Tests.

**NWEA** Local progress monitoring test given three times per year. Students are tested in core classes to determine growth in those subject areas.

**PSAT** (Preliminary Scholastic Aptitude Test) Should be taken by a select few 11<sup>th</sup> graders to qualify for the National Merit scholarship and those who plan to take the SAT for college entrance. Students must pay a small fee. PSAT is now given as a state test to all 10<sup>th</sup> Graders and a PSAT 8/9 is given as a state test to 8<sup>th</sup> and 9<sup>th</sup> Graders.

**SAT** (Scholastic Aptitude Test). The SAT is designed to assess a student's academic readiness for college. This exam provides a path to opportunities, financial support, and scholarships, in a way that's fair to all students. The SAT keeps pace with what colleges are looking for, measuring the skills required for success in the 21<sup>st</sup> century. The SAT will be taken by all juniors as a part of the MME testing.

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

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

## **O. 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. Students who successfully test out of a course may go on to higher levels or take additional courses available to them.

- All students have this opportunity to test out of any class prior to the start of the semester. Students who obtain C+ or higher will receive "credit" for the class.
- The "test out" option does not include those courses in which students are currently enrolled in.
- Students must exhibit mastery of course content by attaining the grade required by State mandate on a comprehensive final examination (or series of smaller tests) that reasonably assesses all core content expectations.
- Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to, portfolios, performances, essays, research papers, projects, experiments, and/or presentations.
- Credit earned for testing out of classes will apply toward high school credits required for graduation and will be accepted as fulfillment of a requirement in a course sequence.

- Students may also test out by obtaining 77% or higher on the final exam at the end of the semester. Those students will earn credit with a D- grade.

Credit earned will be based on successful mastery of the required assessment and will be recorded as pass or satisfactory. By law, the credits earned through testing out cannot be included in a computation of grade point average for any purpose. Once credit is granted by testing out, a student may not receive credit for a lower course in that course sequence.

Students will be able to test out during the following time periods:

	Sign up Period begins	Sign up Period ends	Testing Period
Semester 2, 25-26	Oct 13, 2025	Oct 31, 2025	Nov 3 & 4, 2025
Semester 1, 26-27	May 4, 2026	May 22, 2026	June 2 & 3, 2026

## AWARDS AND RECOGNITION

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

### A. ACADEMIC LETTERS & RECOGNITION

A student who maintains a 3.4 GPA or higher for 2,4,or 6 semesters consecutively will receive the following academic recognition.

<b>End of 2 Semesters</b>	Student will receive a certificate
<b>End of 4 Semesters</b>	Student will receive "Academic Letter"
<b>End of 6 Semesters</b>	Student will receive an "Academic Pin"

### B. BOYS STATE/GIRLS STATE

Boys State and Girls State are summer leadership and citizenship programs sponsored by the [American Legion](#) and the [American Legion Auxiliary](#) for [high school](#) students between their junior and senior years. Delegates to Boys/Girls State are selected with the help of their high school principals on the basis of potential leadership qualities and must be between their Junior and Senior years in high school to qualify.

### C. CHARACTER COUNTS HONOR ROLL

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

### D. DANFORTH "I DARE YOU" AWARD

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

### E. D.A.R. AWARD

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

### F. DEPARTMENTAL AWARDS

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

### G. GRADUATION HONORS

Special recognition will be given to the seniors who have compiled the highest score through the first SEVEN SEMESTERS as follows: (Duplicate recognition will be given for ties.)

Students will have their GPA & SAT scores calculated to determine class ranking for the Valedictorian, Salutatorian, and top ten status. The GPA component will be worth 75% of the total score used to calculate top ten status, and the best SAT score reported to the high school office by the end of the 1<sup>st</sup> semester will be worth 25%.

Honor cords will be given to seniors who graduate with Highest Honors (3.78 or higher), High Honors (3.40 to 3.77) and Honors (3.00 to 3.39). In order to be included in the "Top Ten" at graduation, students must be enrolled at Montabella High School for at least four (4) semesters and meet the requirements of the general education curriculum.

### H. HONOR ROLL

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

### I. THE HUGH O'BRIAN YOUTH FOUNDATION

HOBY is a State Leadership Seminar open to all sophomores. This program emphasizes leadership ability, self-development, American's Incentive System, and our democratic process. It also brings the ambassadors together with some of today's distinguished leaders.

## **J. PERFECT ATTENDANCE**

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

# **GENERAL INFORMATION**

## **A. AGE OF MAJORITY**

Students who wish to exercise their age of majority rights must schedule an appointment with the principal. Parents will be contacted once a student has signed the Age of Majority Form

## **B. BUS CONDUCT**

Students are provided with transportation to and from school, to the career center, and on school field trips. Students are expected to follow the direction of the bus driver and behave appropriately. The time students are in transit is an extension of their school day and they are expected to conduct themselves in an orderly and safe manner. Students who do not will face disciplinary actions. Students will follow directions from the Bus Transportation Policy in this handbook beginning on page 21.

## **C. CANINE SEARCHES**

Montabella Jr/Sr High School will conduct random canine searches throughout the building, parking lot, and classrooms. Students will be required to leave their belongings in the class room while the canine does an article and classroom search.

## **D. CELL PHONES AND ELECTRONIC DEVICES**

A student may possess a cellular telephone or other electronic device in school, on school property, or at after school activities. This is a privilege and is subject to the following guidelines:

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

1. Students are prohibited from using cell phones or other electronic devices or having them “on” during class time. Students that choose to have/bring their cell phones to school will be required to follow all school and class room rules in regards to how cell phones are to be handled/stored during class time. Cell phones/electronic devices may be used based on teacher discretion.

2. Capturing images (pictures/videos) other than for approved use is strictly prohibited. There may be additional consequences as a result of these actions.

3. The use of cell phones and other electronic devices in locker rooms, dressing rooms, and restrooms is strictly prohibited. Cell phones or electronic devices may not be “On” or otherwise used in the school locker rooms, restrooms, whether here or at another school district where a school activity or athletic event is occurring. Violation of this provision is a serious offense and can lead to severe penalties.

4. Cell Phones or electronic devices that are suspected of containing inappropriate material (pictures, texts, messages, etc.) will be confiscated and reviewed by administration. Inappropriate material will be copied and shared with police and/or parents. Students who possess such material are subject to disciplinary action. Violation of this provision is a serious offense and can lead to severe penalties, including police charges, up to expulsion.

Possession of a cellphone or other electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuses of this privilege.

Failure to surrender the phone or electronic device to any staff member will result in a referral under insubordination. Any student using a cell phone or electronic device in locker rooms, dressing rooms, or restrooms at school or in another school district could be subject to expulsion.

Students that fail to follow these policies will be subject to the cell phone consequences outlined on page 17.

## **E. CLOSED CAMPUS**

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

## **F. CONCUSSION AWARENESS FORM**

Michigan Law now requires that all students must have a signed Concussion Awareness Form on file before they will be allowed to practice and/or play any sport or participate in any physical education class.

## **G. DANCES**

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

1. Dances are for **9th through 12th** grade Montabella students, unless previously approved. Individuals age 21 or older will not be allowed to enter school dances under any circumstances.

2. Student must present their student ID or be identified by personnel to enter dances. Students who have not served their assigned discipline not be permitted to attend school dances.

3. Parent chaperons have authority to enforce school rules.

4. Students may not re-enter after having left the dance.

5. All school rules apply to dances.
6. Outside beverage containers will be allowed as long as they are unopened upon entering the dance. If containers are opened prior to coming to the dance they will not be allowed into the dance.
7. Students dancing in an explicitly sexual manner (at staff's discretion) or inappropriate touching will be asked to stop. Failure to comply will result in removal from the dance. If necessary, the dance will continue with the lights on or the dance will be cancelled.
8. Middle School dances may also be approved and will follow the above guidelines.

#### **H. DRAFT/VOTER REGISTRATION**

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

#### **I. ELEMENTARY SCHOOL TRESPASS POLICY**

Students are not to visit the Elementary School (including the connector) at any time during the day unless the visit is prearranged by both the Junior/Senior High and Elementary Schools or it is part of an assigned class. Athletes who use the Elementary School are confined to the locker room and designated athletic areas only.

#### **J. FIELD TRIPS**

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

#### **K. FIRE DRILLS**

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

1. At the sound of the buzzer, pupils should leave the building with their teacher by the nearest posted exit. Those students who do not leave will be subject to immediate disciplinary action which may include suspension.
2. Never assume that the buzzer is a false alarm. State fire regulations require that a building must be evacuated whenever an alarm is rung.
3. Students must not stop for books, clothing, etc.
4. Students should walk, not run. There should be no pushing or shoving.
5. When the all clear is given, students should return to their classrooms.

#### **L. FOOD AND BEVERAGES**

Students will not be allowed to distribute homemade food items to other students. This includes, classroom parties, in the lunch room, on the bus, etc. Food and beverage are not allowed in computers labs. Students should limit food and drink in the areas of technology.

#### **M. HALL SPORTS**

Skateboards, in-line skates, roller skates, wheelies, hacky sacks, Frisbees are just a partial list of items that are not allowed at school during the school day, unless approved by the office to be used in a specific class, and are not to be used outside in the bus loading area.

#### **N. HEAD LICE**

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

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

#### **O. IMMUNIZATION**

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

#### **P. INJURY REPORT**

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

#### **Q. INSURANCE**

Insurance information can be found on the state of Michigan's Health and Human Service's website.

#### **R. LEGAL VIOLATIONS**

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

#### **S. LOCKERS**

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

1. Do not keep money or valuables in a locker. The school is not responsible for anything stolen from a locker.
2. Do not give the locker combination to anyone.
3. If the locker does not work properly, contact the office.
4. Students should keep lockers clean. Fines may be assessed for cleaning or repairing a student's locker.

5. Students may switch lockers if they inform the office of the switch. This is important since frequently during times of illness or injury it is necessary for a parent to get things out of a student's locker.

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

High school students (Grades 9-12), will have the opportunity to "rent" their own locker at a cost of \$40.00 per year which is due at registration.

#### **T. LUNCH-**

Montabella is currently participating in the State of Michigan CEP program, allowing all students to receive free lunches. **Students will need to purchase any a la carte items using cash or their lunch account** (no items can be charged to the students account). Check out our website at [www.montabella.com](http://www.montabella.com) under *Resources→Family & Community→E-funds for Schools* to create an account to manage and send money to your student's lunch account.

#### **U. MEDIA CENTER RULES & PROCEDURES CIRCULATION**

1. All general book materials circulate for two weeks.

2. Books may be renewed if not in demand.

3. Lost material should be reported immediately. If not found, the student is expected to pay for the replacement of the material as well as a \$1.00 handling fee. If the material is found at a later date, the price of the material may be refunded; however, the \$1.00 handling fee will not.

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

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

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

#### **V. MEDICATION**

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. The office will request this consent before the administration of nonprescription drug products. If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply **or a supply provided by the parent** consistent with the parental authorization and the nonprescription drug dosage information. **All non-prescription drugs must be supplied in the manufacturer's package and will be dispensed by the recommended dosage.**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. **Prescription medication must be in the original container, date, student's name and exact dosage.**

All medication (prescription and nonprescription) shall be kept in a locked storage case in the school office. Students who are found to have medication in their possession will be disciplined according to the consequences on page 18. Students are not allowed to share medications with other students.

#### **W. MIDDLE SCHOOL/HIGH SCHOOL INTERACTION**

Middle school and high school students should not have interactions unless authorized by school personnel. This includes being in designated areas during class breaks and lunch time. The 300 wing bathrooms and drinking fountain are designated for middle school use only (limited to students in grades 6-8). Students should use the bathrooms and drinking fountains in the wing/area of the building that are closest to their classroom.

#### **X. NCAA CLEARING HOUSE REQUIREMENTS**

For NCAA Clearing House information, please see the high school counselor or go to NCAA Clearing House.com.

#### **Y. NOON HOUR AND LUNCH**

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

#### **Z. SELLING THINGS AT SCHOOL**

Students are not allowed to sell any items to earn money for themselves or an outside group at school without permission from the office. This fundraiser must also meet school board regulations. There may be disciplinary consequences for students who violate this.

#### **AA. TRANSFER STUDENTS**

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

## **BB. WITHDRAWAL FROM SCHOOL**

Students who withdraw either to transfer or to drop-out are requested to report it to the office. Student's dropping out, must provide written documentation. Student's records will not be released until all fines are paid, school owned property is returned, and a request is received from another school for the records.

## **CC. WORK PERMITS**

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

## **DD. VISITORS**

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

# **STUDENT ACTIVITIES**

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

## **A. CLUBS**

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

## **B. M.S.A.C. ACADEMIC ACTIVITIES**

Language Arts      Quiz Bowl      Model U.N.      Talent Revue      Honors Band      E-Sports

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

## **C. NATIONAL HONOR SOCIETY**

The National Honor Society, an organization begun by the National Association of Secondary School Principals in Chicago in 1919, continues to select outstanding students from grades ten through twelve to give special recognition. Students must apply to be considered for membership at the end of the 1<sup>st</sup> semester of their sophomore, junior or senior year.

There are four areas of equal importance which must be considered for membership. These are Scholarship, Character, Leadership and Service. To be eligible in the area of Scholarship, a student must currently have a G.P.A. of 3.00 or better. Evaluations are then made by the faculty in the other three areas. All teachers, counselors, and staff who work directly with the students are asked to report concerning those students they know.

We expect that a selectee will be active in at least two areas of service in the school, community or church. He/she must evidence leadership in a positive manner to the betterment of his/her school and class. His/her character must be such that we find him/her to be upholding in a positive manner the generally accepted high standard of behavior of our society.

If at any time a student falls below these minimum requirements, he/she is removed from membership. In case he/she fails below the semester B requirement, he/she has one semester to restore his/her average except in the case of a second semester senior. Cheating, substance abuse, or other flagrant violations of school rules are grounds for dismissal from National Honor Society.

## **D. ROBOTICS**

The Robotics team is a gathering of students who are interested in learning about and working with robots. This is an after school activity where students design and build a robot that can compete against opposing schools in a series of specific challenges.

## **E. STUDENT COUNCIL**

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

## **F. STUDENT ADVISORY COUNCIL**

The student advisory council meets with the building principal several times each year. The student advisory council has two major functions: first, to provide input and direction to policies of the school that affect students and second, to improve Montabella High School through establishing goals and directions for school improvement projects. Four students will be chosen from each class by the building principal.

## ATTENDANCE POLICY

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

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

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

Additional considerations will be given for students who fall under the McKinney-Vento Act.

### A. ATTENDANCE PROCEDURES FOR ABSENCES

It is the responsibility of the parent to contact the office by phone, e-mail (attendance@montabella.com), a written note, or in person. Failure to contact the office will result in an unexcused absence. Parents may be called on the day of the absence for verification.

When leaving a message, please clearly state: (1) student's name, (2) date(s) of absence, (3) reason, (4) your name and relationship of caller to student and (5) phone number where caller may be reached. Frequently call-backs are made to verify authenticity of calls. Please do not be offended by this procedure.

### B. YEARLY ATTENDANCE

Our goal for students is to strive for 10 or less countable absences in a school year (10+ absences is the definition of chronically absent).

**Countable Absences:** Excused, Unexcused, Parent Verified, Skipping, Pending

**Excused absences** include, but are not limited to, medical appointments, illness, funerals, documented college visitations, and family vacation (including hunting/fishing). Vacation time should be prearranged with the office and teachers so that students can make arrangements for homework. No vacation time will be excused during the last ten days of a semester.

**Unexcused absences** include, but are not limited to, missing a ride or the bus, being removed from the bus for behavior, skipping, car trouble (we will excuse one absence due to car trouble), work, school work, babysitting, oversleeping, etc. Parent Verified Absences are also considered unexcused. Failure to contact the school on the day following an absence will also be considered unexcused.

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

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

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

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

Students in grades 6-12 who exceed ten (10) days in any school year must then provide doctor's notes for future absences in order for them to be excused. If a doctor's note is not provided, it will be classified as a Parent Verified Absence.

### C. TRUANCY POLICY

Once a student, under the age of 17, reaches three (3) unexcused and/or parent verified absences, the school is obligated to follow the recommendations of The Department of Human Services, MAISD Truancy Officers, Prosecuting Attorney and the Probate Court.

- Once a student accumulates three (3) parent verified and/or unexcused absences, the school truancy referral process begins. The school may contact the Department of Human Services for prevention/intervention and/or may request MAISD Truancy Officer Intervention.
- After five (5) accumulated parent verified and/or unexcused absences, the school will refer the case to the MAISD Truancy Office for follow up.
- After eight (8) accumulated parent verified and/or unexcused absences, the school and MAISD Truancy Officer will refer the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

Once a student over the age of 17 exceeds the ten (10) day limit and reaches three (3) unexcused absences, a letter will be sent home that states that if the student reaches five (5) unexcused absences, a meeting with the truancy officer will be scheduled. If the student who does not fall under the truancy law continues to have unexcused absences, the student will be referred to Central Office.



#### D. SKIPPING

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

##### DISCIPLINE:

- 1<sup>st</sup>-4<sup>th</sup> offenses - ½ day of ISS.
- 5<sup>th</sup> offense - 1 full day out of school suspension or in-school suspension and parental contact
- 6<sup>th</sup> offense - 2 full days out of school suspension or in-school suspension and parental contact

Additional skips will result in further discipline as determined by the principal, which could include referral to the Board of Education.

#### E. TARDIES

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, the following policy will be followed:

Any time a student is late to class without an excused pass from the office or a teacher, the student will be recorded tardy. Individual teachers will define what they consider as being tardy in their class. Coming to school late will be considered unexcused and will only be excused for reasons stated above under "Excused Absences". Students who are continually late to school may lose their driving privileges.

Examples of unexcused tardies include but are not limited to: oversleeping, car trouble, running out of gas, missing a ride, missing the bus, or coming to class unprepared. Students will receive one free tardy for car trouble.

##### DISCIPLINE:

- 1<sup>st</sup> tardy - warning
- 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> tardy – one lunch detention
- 5<sup>th</sup> and 6<sup>th</sup> tardy – two lunch detentions
- 7<sup>th</sup> & 8<sup>th</sup> tardy – one after school detention

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

### SCHOOL RULES

Building administrators have the authority to execute the discipline policy. A change in the level of consequence may occur depending on the severity of the action. All students and parents are expected to be aware of the school rules and the consequences for violating them. No student will be allowed to stop another student from learning, or a teacher from teaching.

Students are expected to conduct themselves within these guidelines whenever on school property or at any school activity. Students who violate these rules assume the responsibility for accepting the appropriate discipline. Communication will be sent home to parents indicating the infraction and the disciplinary action taken. Students may also be required to call home to explain the situation to their parents. **The school shall consider using restorative practices as an alternative or in addition to suspension or expulsion.**

All students will display personal qualities such as responsibility, self-management, ethical behavior, and respect for self and others. Students may expect more severe consequences for repeated offenses of a rule. Students who have a history of violating several rules may face suspension or expulsion for their total disciplinary record.

While every effort has been made to write a complete code, the following rules are not to be considered a complete list. Students may have consequences for inappropriate behavior not specified in these rules.

The school must consider seven factors before making a decision regarding suspension as a consequence. Those seven factors are: student age, disciplinary history, disability, seriousness of behavior, safety risk, use of restorative practice, and level of intervention.

If a student accumulates four (4) or more out of school suspension days, he/she may be required to meet with either the at-risk specialist or school counselor.

Violation/SWIS Behavior Category	Consequences
<b>Defiance/Insubordination/Non-Compliance</b> Not following classroom expectations, directions, procedures; Unprepared for class  Failure to report/follow directions: Students are expected to report to the office or any other destination when directed by any school employee. Likewise, it is expected that students will follow reasonable directions given to them by any school employee	1 <sup>st</sup> - detention 2 <sup>nd</sup> - 3 detentions 3 <sup>rd</sup> -5 <sup>th</sup> - multiple detentions 6 <sup>th</sup> 1 day of suspension 7 <sup>th</sup> -2 days of suspension Additional consequences will result in recommendation for long term suspensions
<b>Physical Aggression</b> Physical aggression can range from students not keeping their hands/body parts to themselves to non-consensual touching to continual horseplay to extreme examples that could include: hitting, punching, biting, scratching or other violence.	Depending on severity, administrator may skip to level 2 or 3 or move to a long term suspension/expulsion  1 <sup>st</sup> - multiple detentions to suspension(s)

	<p>2<sup>nd</sup>- multiple day suspensions (ISS or OSS)</p> <p>3<sup>rd</sup>- multiple days of OSS</p>
<p><b>Disruption</b></p> <p>Disruptive Classroom Behavior: Behavior that prevents a teacher from presenting a lesson or material in an atmosphere that is conducive for learning to take place.</p> <p>Disorderly Conduct: Any inappropriate behavior that disturbs the school environment which includes: making any noise or causing a disturbance of any kind.</p> <p>Disruption or behavior that is deemed inappropriate or causes a disruption to the overall learning environment/process will be subject to immediate discipline.</p>	<p>1<sup>st</sup>- detention</p> <p>2<sup>nd</sup>- 3 detentions</p> <p>3<sup>rd</sup>-5<sup>th</sup>- multiple detentions</p> <p>6<sup>th</sup>- 1 day of suspension</p> <p>7<sup>th</sup>- 2 days of suspension</p> <p>Additional offenses could result in multiple days of suspension up to long term suspension</p>
<p><b>Disrespect</b></p> <p>Intentionally speaking or acting in way that shows a lack of respect for a person, materials or the rules of the environment</p>	<p>1<sup>st</sup>- detention</p> <p>2<sup>nd</sup>- 3 detentions</p> <p>3<sup>rd</sup>-5<sup>th</sup>- multiple detentions</p> <p>6<sup>th</sup>- 1 day of suspension</p> <p>7<sup>th</sup>-2 days of suspension</p> <p>Additional consequences will result in recommendation for long term suspensions</p>
<p><b>Abusive Language/Inappropriate Language/Profanity</b></p> <p>The use of profane language, obscene gestures or vulgar behavior will not be tolerated.</p> <p><b>Note:</b> Profanity or abusive language directed toward any school employee will result in OSS/ISS. Subsequent violations will result in a long-term suspension and/or expulsion.</p>	<p>1<sup>st</sup>-detention</p> <p>2<sup>nd</sup>- 3 detentions</p> <p>3<sup>rd</sup>- Multiple detentions to ISS</p> <p>Anything beyond the 3<sup>rd</sup> offense, the school will consider in/our of school suspensions</p>
<p><b>Threatening Behavior</b></p> <p>No student shall engage in or use threats of violence, either written or verbal toward students, staff, and/or school buildings or property. Students who engage in such acts will be held responsible for statements and/or actions made during the school day.</p> <p>A threat assessment may be conducted depending on the severity of the threat. Recommendations may be determined based on threat assessment tool.</p>	<p>Up to ten (10) days out of school suspension, notification of parents or guardians, a police referral will be filed. Students may be recommended for expulsion, depending on severity of offense.</p>
<p><b>Tardy</b></p> <p>Any time a student is late to class without an excused pass from the office or a teacher, the student will be recorded tardy. Individual teachers will define what they consider as being tardy in their class. Coming to school late will be considered unexcused and will only be excused for reasons stated above under "Excused Absences". Students who are continually late to school may lose their driving privileges.</p> <p>Examples of unexcused tardies include but are not limited to: oversleeping, car trouble, running out of gas, missing a ride, missing the bus, or coming to class unprepared. Students will receive one free tardy for car trouble.</p> <p>Excessive tardies will be a part of the truancy process (6 tardies=1 absence).</p>	<p>1<sup>st</sup>- warning</p> <p>2<sup>nd</sup>-4<sup>th</sup> detention</p> <p>5<sup>th</sup>-6<sup>th</sup>-2 detentions</p> <p>7<sup>th</sup>-8<sup>th</sup>- ISS</p> <p>Additional tardies will result in further discipline or alternative consequences as determined by the principal.</p>
<p><b>Skip</b></p> <p>It will be considered skipping any time a student is absent from a part of a class, a whole class, or from multiple classes and the teacher, parent and/or the office staff is not aware the students is out of class before the absence. If a student presents a forged note, the absence will be considered skipping. If this occurs once, written notes will no longer be accepted and parent contact must be made. A student who leaves a class and does not report to the office immediately will always be considered skipping. A student who leaves school without permission will also be considered skipping. An unverified absence from a class shall be deemed a skip and will be subject to discipline.</p> <p>Skips will be a part of the truancy process.</p>	<p>1<sup>st</sup>-4<sup>th</sup>- In-school suspension(s)</p> <p>5<sup>th</sup>- Out of school suspension(s)</p>
<p><b>Harassment</b></p> <p>Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct. No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.</p>	<p>1<sup>st</sup>- 1-3 days of suspension, notification of parents and/or police referral</p> <p>2<sup>nd</sup>-3-5 days of suspension, notification of parents and/or police referral</p> <p>3<sup>rd</sup>- 5-10 days of suspension, notification of parents and/or police referral. Possible recommendation for expulsion</p>

<p><b>Bullying</b> The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.</p> <p>Bullying – intimidation of others by acts, such as but not limited to: Threatened or actual physical harm; Unwelcome physical contact; Threatening or taunting verbal, written or electronic communications; Taking or extorting money or property; Damaging or destroying property; Blocking or impeding student movement.</p> <p>Bullying behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.</p> <p>Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should take immediately the following steps:</p> <p><b>A.</b> If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact her/his principal.</p> <p><b>B.</b> If the alleged harasser is the student's principal, the affected student should contact the superintendent as soon as possible after the incident.</p> <p>The student may submit a report in writing or in person. The reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s).</p>	<p>1<sup>st</sup>- lunch detentions up to ISS 2<sup>nd</sup>-1-2 days of suspension 3<sup>rd</sup>- 3-5 days of suspension</p> <p>Severe bullying can lead to up to 10 days of OSS and/or recommendation for expulsion.</p>
<p><b>Fighting</b> Assault is when a student initiates a fight without provocation. No student shall engage in an aggressive action upon another individual or individuals through verbal threat, either upon school property or on the way to and from school. A student may also be held responsible for statements and/or actions, which directly provoked aggressive action, by another student. Assault accompanied by the unwanted touching of another person. This includes pushing, punching, kicking, hitting with or throwing objects at an individual.</p> <p>*Any student who moves towards a fight, records/photographs or joins a fight, will be suspended for a minimum of one school day.</p> <p>*If a staff member(s) is attempting to stop a fight or restrain a student and contact is made by a student, there will be additional days of out of school suspension assigned. It is important to protect staff members who are trying to keep students safe.</p>	<p>When this occurs, a 3-10 day suspension will occur. Depending on the circumstance, the student may be recommended for expulsion. A police report will be filed on request of the victim.</p> <p>*Assault and Battery of a school employee is a mandatory ten (10) day suspension with recommendation for expulsion.</p>
<p><b>Inappropriate Location/Out of Bounds Area</b> Students are not to visit the elementary school at any time during the day unless the visit is prearranged by both the Junior/Senior High and the elementary school. Athletes who use the elementary school are confined to the locker room and designated athletic areas only.</p> <p>Students are not allowed in the parking lot once they have arrived at school without an office pass.</p> <p>Multiple students should not be in a bathroom stall together (this will result in a level 4 consequence).</p>	<p>1<sup>st</sup>- verbal warning 2<sup>nd</sup>- detention 3<sup>rd</sup>- multiple detentions 4<sup>th</sup>- 1-2 days of suspension</p>
<p><b>Truancy</b> Once a student accumulates three (3) parent verified and/or unexcused absences, the school truancy referral process begins. The school may contact the Department of Human Services for prevention/intervention and/or may request MAISD Truancy Officer Intervention. After five (5) accumulated parent verified and/or unexcused absences, the school will refer the case to the MAISD Truancy Office for follow up. After eight (8) accumulated parent verified and/or unexcused absences, the school and MAISD Truancy Officer will refer the student/parent truancy case to the Prosecuting Attorney for judicial review/action.</p>	<p>Referral to county truancy officer/county officials</p>
<p><b>Theft</b> No student shall engage in a purposeful act of theft of school property or the property of other students/employees (this includes technology).</p>	<p>1<sup>st</sup>- 1-3 days of suspension, police referral 2<sup>nd</sup>- 3-5 days of suspension, police referral 3<sup>rd</sup>- 5-10 days of suspension, police referral</p>
<p><b>Academic Dishonesty</b> Students are expected to complete work using their own abilities and skills. Students who copy or plagiarize other's work will be dealt with in the following manner: <u>Learning Opportunities</u>- Students who cheat, copy, or plagiarize practice assignments (including the use of A.I.) will be given a "0" in the grade book and have their academic integrity mark reduced on the report card and the</p>	<p>Learning Opportunities 1<sup>st</sup>-warning 2<sup>nd</sup>- detention</p>

<p>transcript. Teachers shall provide additional practice assignments for the student to work on the standard and to complete in order to be ready to assess student understanding on the state standard(s).</p> <p><u>Summative Assessments</u> - Students who cheat, copy, or plagiarize on assessments (including the use of A.I.) will be given a “0” in the grade book and have their academic integrity mark reduced on the report card and the transcript. In order to reassess, students may be expected to complete a 2 page typed paper on academic integrity, a list of practice assignments approved by the teacher and administrator, and provide a written request for reassessment. If the violation occurs on the reassessment, the student will not be allowed to reassess an additional time.</p>	<p>Additional offenses will lead to multiple detentions up to suspension(s) and/or an assigned writing on academic integrity</p> <p>Summative Assessments 1<sup>st</sup>- Assigned writing on academic integrity 2<sup>nd</sup>- day(s) of suspension</p> <p>Additional offenses will lead to day(s) of suspension</p>
<p><b>Technology Violation</b> <u>Cell Phones/personal devices</u> <u>M.S. (grades 6-8)]</u> Students may only access their phones before the start of the school day, at lunch time, and after the last class period has ended. Cell phones should remain in student bags and/or lockers during the school day.</p> <p><u>H.S. (grades 9-12)</u> Students may only access their phones before the start of the school day, during passing times, at lunch time, and after the last class period has ended. Cell phones should remain in student bags and/or lockers during the school day.</p> <p>Students are prohibited from using cell phones or other electronic devices or having them “on” during class time, this includes the texting function. Students that choose to have/bring their cell phones to school will be required to follow all school and class room rules in regards to how cell phones are to be handled/stored during class time.</p> <p><u>Other Technology Violations</u> No student shall engage in inappropriate use of the internet. This includes unauthorized computer activity (including but not limited to the improper use of the internet accessing inappropriate websites). This also includes using district technology to engage in cyber bullying (sending e-mails, posting harmful or cruel text or images via the internet). Students who are not working on assignments but are engaged in playing video games, searching/looking on websites/apps not directly related to classroom activities, will result in discipline. <i>The regulations regarding technology allow the District to become CIPA (The Children's Internet Protection Act) compliant.</i></p> <p>Any student using a cell phone, or an electronic communication device in locker room, weight room, dressing rooms, or restrooms at school or in another school district could be subject to additional discipline.</p>	<p><u>Cell Phone Violations</u> 1<sup>st</sup>- warning and teacher will hold cell phone for the remainder of the class period 2<sup>nd</sup>- detention and the office will hold cell phone for the remainder of the day 3<sup>rd</sup>-detention and the office will hold cell phone until it is picked up by a parent 4<sup>th</sup>-potential parent meeting, and student will bring the cell phone to the office to start each school day (to be stored in the office during the school day)</p> <p><u>Other Technology Violations</u> (depending on severity) 1<sup>st</sup>- warning to suspension 2<sup>nd</sup>-detention to suspension Students may have their technology privileges and accounts suspended or revoked based on the offense(s)</p>
<p><b>Property Damage/Vandalism</b> No student shall engage in a purposeful act of damage to school property, or the property of others to include fire extinguishers. (Full restitution or community service with parental supervision may also precede a return to school.)</p>	<p>1<sup>st</sup>- 1-3 days of suspension, notification of parents, and/or police referral 2<sup>nd</sup>- 3-5 days of suspension, notification of parents, and/or police referral 3<sup>rd</sup>- 5-10 days of suspension, notification of parents, and/or police referral</p>
<p><b>Lying</b> Making a statement one knows is false, with the intent to deceive or with disregard for the truth; to give a false impression. This also includes lying or giving misleading information in the process of a school investigation.</p>	<p>Depending on the severity of the situation, could range from restorative practice to suspension.</p>
<p><b>Dress Code Violation</b> A neat, clean personal appearance is important to the individual and contributes to a pleasant atmosphere in the school. Though students may dress according to their own taste, their manner of dress must not interfere with the learning process, endanger health or safety, or cause disruption.</p> <p>Montabella students are expected to dress in good taste. Students will recognize that not all “fashion” is what school personnel consider appropriate.</p> <p>Students who fail to follow staff direction in changing clothes will be considered insubordinate and disciplined according to “insubordination”. <u>The following is a partial list of unacceptable forms of dress:</u> 1. Spandex clothing, leggings, tights, and other skin tight leg coverings that are inappropriately worn must be covered with a skirt, shirt, shorts, or top that is fingertip length when arms are extended at the side. 2. Shorts - finger length when arms are at side (no exception will be made even when wearing leggings, spandex clothing, tights, or other skin tight leg coverings) 3. Skirts/Dresses less than 3” past longest fingertips when arms are at side are not allowed (See #1 for exception to this rule.) 4. Tank tops with less than 2” shoulder width 5. Shirts with big/loose sleeve openings 6. Mesh shirts 7. Bare midriffs/torsos 8. Low-cut/revealing clothing 9. Clothing will also be considered inappropriate if what you are wearing allows undergarments to show. 10. Any item of clothing (hats included) with vulgar or offensive imprinting (including but not limited to, alcohol, tobacco, drugs).</p>	<p>1<sup>st</sup>- Students who wear inappropriate clothing will not be allowed to return to class until acceptable clothing is obtained.</p> <p>Written warning and request to change.</p> <p>2<sup>nd</sup>-3<sup>rd</sup>- detention 4<sup>th</sup>- multiple detentions</p>

<p>11. Students may wear hooded sweatshirts, but they will not be allowed to wear the hood on their head during school</p> <p>12. Holes in pants or shirts that violate any of the above dress code rules will also be considered inappropriate.</p> <p>13. Going barefoot or stocking feet – State Law requires that shoes be worn in school at all times.</p> <p>14. Chains</p> <p>15. Blankets</p> <p><b>16. 6<sup>th</sup>-8<sup>th</sup> students may not wear hats. This is a privilege they will earn in 9<sup>th</sup> grade.</b></p> <p>If there are any questions regarding apparel, the administration reserves the right to define the terms of acceptability.</p>	
<p><b>Inappropriate Display of Affection</b></p> <p>Displays of affection, with the exception of hand holding (at the H.S. level), are considered inappropriate behaviors at school, on school grounds and at school activities. Staff members will issue a report to the office each time they observe such behavior. Students that demonstrate this behavior will be spoken to and expected to control this behavior. If the behavior continues parents will be contacted and if necessary, a suspension from school may need to be imposed.</p> <p>6<sup>th</sup>-8<sup>th</sup> grade students will continue with their hands-off policy. Students are not allowed to hang on to hands or any other form of displays of affection.</p>	<p>1<sup>st</sup>- warning and parent phone call</p> <p>2<sup>nd</sup>-detention</p> <p>3<sup>rd</sup>-multiple lunch detentions</p>
<p><b>Use/Possession of Tobacco/Nicotine/Marijuana</b></p> <p>Use of or possession of tobacco or marijuana products and/or electronic alternatives on school grounds, visible from any area from school grounds, or at school events home or away, is prohibited at all times. This includes paraphernalia, such as lighters.</p>	<p>1<sup>st</sup>- 3 days of suspension, notification of parents, police report. (may be reduced with an agreement for substance counseling)</p> <p>2<sup>nd</sup>- 5 days of OSS and police report</p> <p>3<sup>rd</sup>- School Board hearing and police report.</p>
<p><b>Use/Possession of Restricted Substances</b></p> <p>Students shall not possess, use, or be under the influence of any illegal, controlled, or mind-altering substance or so called “look alike” drugs on school property or at any school activity.</p> <p>Students should not possess, or use medicines including, Tylenol, Advil or other similar pain killers, without following handbook procedures. Distribution of these substances falls under distribution of substances.</p> <p>For over the counter pain killers</p> <p>1<sup>st</sup>- warning with parent meeting/contact</p> <p>2<sup>nd</sup>- 1 day of OSS</p> <p>3<sup>rd</sup>- 2-3 days of OSS</p>	<p>1<sup>st</sup>- Recommendation to the Board for expulsion. May be reduced to a ten (10) day suspension if student and parent agree to substance abuse evaluation and complete any recommended treatment. (Student will remain suspended until all treatment is completed.)</p> <p>Police report filed.</p> <p>2<sup>nd</sup>- Recommendation for expulsion.</p> <p>Police report filed</p>
<p><b>Use/Possession of Weapons</b></p> <p>Possession or use of any weapon, knife with a blade of any length, or instrument capable of inflicting injury; included but are not limited to: Chemical mace, pepper gas, stun guns, BB guns, paintball guns, dagger, stiletto, pocket knife opened by a mechanical device, iron bar, or look-a-like weapons while on school property or at a school sponsored event. Possession or use of any firearm of any type (including shotguns, rifles, hand guns, pellet or BB guns, starter guns or look-a-like firearm weapons).</p>	<p>Up to ten (10) days suspension with a possible recommendation for expulsion in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.</p> <p>NOTE: The state of Michigan requires expulsion under the Weapons Free School Act for possession of certain weapons.</p>
<p><b>Use/Possession of Combustibles</b></p> <p>Students must obey the law regarding combustibles. Students must not use or be in possession of substances/objects capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, fireworks, gasoline, lighter fluid, etc.)</p>	<p>Depending on severity, consequences may range from detention to suspension.</p>
<p><b>Use/Possession of Alcohol</b></p> <p>Students shall not possess, use, or be under the influence of any beverage containing alcohol or any illegal, controlled, or mind-altering substance or so called “look alike” drugs on school property or at any school activity. To clear up any concerns in regards to students using alcohol, a breathalyzer may be offered. Police will be notified if student refuses to take a breathalyzer test.</p>	<p>1<sup>st</sup>- 3 days of suspension, notification of parents, police referral. (may be reduced with an agreement for substance counseling)</p> <p>2<sup>nd</sup>- 5 days of OSS and police report</p> <p>3<sup>rd</sup>- School Board hearing and police report.</p>
<p><b>Gang Affiliation Display</b></p> <p>Gang activities or association with gangs is negative and demeaning to those involved. This activity adversely affects the educational environment and can be detrimental to students, staff, and community members. The antics of gangs and its members will not be tolerated in any way regardless of the degree of involvement. “Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:</p> <p>(1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang;</p> <p>(2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;</p> <p>(3) request any person to pay protection or otherwise intimidate, harass or threaten any person;</p> <p>(4) commit any other illegal act or other violation of district policies,</p> <p>(5) or incite other students to act with physical violence upon any other person.</p>	<p>Depending on severity</p> <p>1<sup>st</sup>- warning to suspension</p> <p>2<sup>nd</sup>- multiple suspension days</p>
<p><b>Bomb Threat/False Alarm</b></p> <p>Turning in a false fire alarm or bomb threat is a criminal offense. Parents of any student committing this offense will be informed. The student will be referred to the police department.</p>	<p>10 days of suspension up to expulsion</p> <p>Police will be notified.</p>

Michigan Penal Code 750.240 states: Any person who knowingly and willfully commits 1 or more of the following actions is guilty of a misdemeanor punishable by imprisonment for not more than 1 year and a fine of not more than \$1,000.00: (a) Raise a false alarm of fire at any gathering or in any public place; (b) Ring any bell or operate any mechanical apparatus, electrical apparatus or combination thereof, for the purpose of creating a false alarm fire; (c) Raise a false alarm of fire orally, by telephone, or in person	
<b>Arson</b> The willful and malicious burning or an attempt to burn, any building or part of any property of the school system. No student shall use fire or the threat of fire in any form to cause damage or disruption (such as, but not limited to firecrackers, smoke bombs, threats, or false alarms.)	Up to 10 days suspension, notification to parents or guardians, a police referral may be filed. Students may be recommended for expulsion depending on severity of offense.
<b>Other Behaviors</b> Include, but are not limited to: Sale and/or Transfer of substances, Driving Privileges, Lewd Act, Sexual Misconduct, Possession of Disruptive Items	
<b>Sale and/or Transfer of Substances</b> Students shall not sell and/or transfer Illegal Drugs, Prescription Drugs, Look-a-Like Illegal Drugs*, Paraphernalia Look-a-Like Drugs, Alcohol, Marijuana, or Tobacco *Look-A-Like Drugs – It is against school policy to deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which the person (a) represents to be a controlled substance; or (b) represent 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.	Up to ten (10) days out of school suspension with a potential recommendation for expulsion.  A police report will be filed.
<b>Driving Privileges</b> Students who wish to drive to school must conform to these regulations whenever operating a motor vehicle on school property before, during and after school hours. Any excessive violations will be reported to the police. 1. Students must register all vehicles they might drive before driving them to school. The registration form will require parent signatures and acknowledge awareness of these rules. 2. Students who wish to drive a snowmobile or ATV to school must provide the office with a copy of their trail permit, current registration, and driver's license or snowmobile safety permit. 3. Students who wish to drive a tractor to school must provide the office with a copy of their driver's license. 2. Students must observe the 10 m.p.h. speed limit on school grounds. 3. Students must not cut in front of busses or school vehicles. These vehicles have the right-of-way. 4. Students are to leave their vehicle and the parking lot and go directly into the high school as soon as they arrive. Students must not be in their vehicle without office permission during the school day, including lunch periods. 5. Students must park in the designated places only. 6. Students are not to drive South or East of the schools between 6:00 am and 4:00 pm. 7. Career Center Students should refer to Academic Information, Section K (page 8) for information/rules regarding driving to the career center. 8. SEARCH OF VEHICLES. Students who choose to drive agree to allow administrative search of their vehicles if the administrator has "reasonable suspicion" that the car contains any item against school rules or if such an item is in "plain view." Searches will take place with the student present if at all possible. It is normal for the principal to walk around the parking lot and check cars. <u>PARKING VIOLATIONS:</u>  <u>MOVING VIOLATIONS ON SCHOOL GROUNDS:</u> (careless driving, speeding, driving without permission to the career center, etc.)	<u>Parking Violations</u> 1 <sup>st</sup> - warning 2 <sup>nd</sup> - loss of parking privileges for one week 3 <sup>rd</sup> - Loss of parking privileges for 30 days  <u>Moving Violations</u> 1 <sup>st</sup> - loss of driving privileges for one week 2 <sup>nd</sup> - loss of driving privileges for 30 days 3 <sup>rd</sup> - loss of driving privileges for the remainder of the year
<b>Gambling</b> Gambling (including the exchange of money, tangible items, etc.) is considered to be an inappropriate behavior and is subject to discipline.	Depending on severity 1 <sup>st</sup> - warning to suspension 2 <sup>nd</sup> - suspensions Additional infractions could result in multiple day suspensions
<b>Lewd Acts</b> Inappropriate sexual conduct that occurs by any student or students. Consensual touching or any type of intercourse will be considered a lewd act.  Any student guilty of any level of CSC will be considered in violation.	When this occurs, a 1-5 days suspension will occur. Depending on the ages and circumstances, possible recommendation for expulsion and police report will be filed.
<b>Sexual Misconduct</b> Unlawful sexual touching by force or threat.	Immediate suspension and recommendation for expulsion in accordance with Federal and State Laws and Board of Education policies. A police report will be filed.
<b>Possession of Disruptive Items</b> Problems arise because students have articles that are hazardous to the safety of others, or interfere with school procedures. Such items include, but are not limited to, fireworks, chains, etc.). This will also include phones used as video recorders without granted permission. Also, any student found in possession of or using a penlight or laser pointer will be in violation of school code of conduct.	Discipline may range from a warning to a suspension, depending on the severity of the situation.

## DISCIPLINARY ACTION

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

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

An accumulation of ten (10) days of out of school suspension will result in a meeting with the superintendent or a board hearing to determine additional discipline.

### A. SHORT TERM/OUT-OF-SCHOOL SUSPENSION

Short term suspension or out-of-school suspension means exclusion of a student from regular attendance at school for a period of ten (10) days or less. Students who are on out of school suspension are not allowed to be at any school function or on school property during the entire time of the suspension. Any violation of this rule will result in one additional suspension day for each violation. This includes non-participation in all after school athletic and extracurricular activities. Before suspending or expelling a student the school will consider: the students age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address behavior.

1. The student and parents shall be given notification of the grounds for the suspension.
  2. The principal shall offer to meet with the student and parents. At such a meeting, the student shall be given an opportunity to deny the charges and rebut any evidence against him/her. At such a meeting, the principal shall review the steps necessary for a satisfactory return by the student to the regular classroom schedule.
  3. If the student or parents are not satisfied with the decision of the principal they may appeal the decision to the superintendent.
  4. It is the responsibility of the student to get the work missed during the suspension from their teachers and to turn it in by date assigned by teacher.
  5. Parent attendance suspension allows the student to attend all classes provided the parent accompanies the student throughout the entire school day.
- This form of suspension may be offered by the principal.

### B. EXPULSION AND LONG TERM SUSPENSION

Long term suspension means the exclusion of a student from regular attendance at school for a period of more than ten days and expulsion means the permanent removal from school. Only the Board of Education may expel or suspend a student for more than ten days. Before suspending or expelling a student the school will consider: the students age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address behavior.

1. If expulsion/long term suspension is felt appropriate by the principal, he/she will make such a recommendation to the superintendent.
2. The superintendent will hold an informal hearing with the student, the parents and the principal.
3. If the superintendent feels expulsion/long term suspension is appropriate, he/she will make such a recommendation to the Board of Education.
4. The Board shall establish a reasonable time and place for a hearing on the matter, and shall notify the student and parents. The Board must review the situation and determine what discipline is appropriate based upon the student handbook, the recommendation and the evidence presented. The Board may appoint a "Hearing Officer" to conduct the hearing.
5. At each level students shall be given written notification of the grounds for the action and summary of the evidence supporting the grounds, shall have the right to examine and rebut all evidence against them, and shall be given an opportunity to present evidence and witnesses and to confront and cross-examine adverse witnesses. Students may remain silent and refrain from testifying without prejudice, may be represented by legal counsel. An adequate record or summary of the hearing shall be maintained. A written decision shall be made by the Board or person designated by the Board to conduct the hearing. The student and parents may waive the right to such hearings at any time.

### C. DUE PROCESS

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

### D. APPEALS

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

9. The high school appeals committee is composed of two faculty members and an additional faculty member of the student's choice.
10. When an appeal is heard the following decisions are possible:
  - a. The student is found innocent and no action is taken.
  - b. The student is found guilty and the decision remains the same.
  - c. Or where the discipline is not specified, the decision could be that the student is guilty but the discipline is too severe and a reduction is determined appropriate.

## MONTABELLA TRANSPORTATION - BUS BEHAVIOR POLICY

**SCHOOL BUS DISCIPLINE:** The school bus is an extension of the school building; therefore, all school bus behavior incidents shall be reported to the principal and bus supervisor within one (1) school day. All incidents will be addressed according to the Montabella Student Handbook. Behavior incidents are categorized in one of three levels, and the infractions are documented by the bus driver and submitted to bus supervisor. Consequences for documented behaviors are issued by the bus supervisor (he/she may consult the school principal or the principal's designee in certain situations). Major bus infractions such as fighting, drugs, weapons, inappropriate, bodily contact, may warrant more severe consequences that could include, but not limited to suspension from the bus or out of school suspension or recommendation for alternative placement from school. The school level principal (in conjunction with the bus supervisor) will make the determination of consequences after appropriate assessment protocols and thorough investigation of events have been completed.

In the case that a bus incident involves students from multiple schools, each school building level principal or designee shall consult with each other to discuss the facts of the case. Each school is responsible for determining the appropriate punishment for the student that attends their school.

At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action,

A pupil damaging a school bus shall be subject to restitution in addition to a discipline consequence. Any pupil suspended off of the bus for damages to that school bus shall not be readmitted until payment in full has been made for such damage or until his/her re-admittance is directed by the Superintendent and/or principal.

### **Riding a school bus is a privilege - not a right**

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

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

### **Responsibility of Passengers**

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

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

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

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

**\*All offenses should be reported to the bus supervisor first..**

### **Level 1 Offenses**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing, sitting improperly, or moving seats while the bus is moving
- Riding the wrong bus without permission from authorized personnel
- Profanity/obscene gesture (not directed at school staff)
- General horseplay
- Excess noise level
- Eating on the bus
- Littering
- Delaying bus services by tardiness, loitering, etc.

\*The school administration may classify a Level I offense as Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level 1 Consequences**

1<sup>st</sup> referral- Warning and parent contact



2<sup>nd</sup> referral- range from additional warning to 1 day suspended from the bus

3<sup>rd</sup> referral- range from 1-3 days suspended from the bus (this will include at least the bus supervisor, building administrator, and parent).

4<sup>th</sup> referral- range from 1-5 days suspended from the bus

Additional Level I referrals will result in administrative review and may be accelerated to a Level II offense.

### **Level II Offenses**

- Profanity/obscene gesture (directed at school staff)
- Throwing objects (includes throwing items at peers, throwing items at the driver, and/or throwing items off the bus).
- Rude, discourteous behavior directed at staff
- Vandalism (restitution will be required)
- Harassing, threatening, or intimidating another student
- Stealing
- Spraying of fragrance products (including but not limited to hair spray, body spray, and perfume/cologne)
- Inappropriate verbal or physical conduct
- Unauthorized use of the emergency door
- Other safety violations that may interfere with the safe operation of the school bus

### **Level II Consequences**

1<sup>st</sup> referral- Range from school discipline to suspension from the bus up to 10 days and/or a parent conference

2<sup>nd</sup> referral- Suspension from the bus up to 10 days and a parent conference

3<sup>rd</sup> referral- Suspension from the bus up to 10 days and a transportation plan

Additional Level II referrals will result in administrative review and may be accelerated to a Level III offense.

### **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Impeding the operation of a school bus
- Bomb Threat
- Possession/use of tobacco products, e-cigarettes or vaping devices
- Fighting

### **Level III Consequences**

Level III consequences will be determined by building level administration (in conjunction with the bus supervisor).

The School District's Code of Conduct is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Code of Conduct, up to and including suspension, recommendation for expulsion and notification to law enforcement.

### **Cell Phones on the Buses**

Allowable usage of cell phones on the bus include:

- Playing games individually
- Listening to music (earbuds or headphones only)
- Communicating with parents (with driver permission)

Unallowable usage includes (but not limited to):

- Taking pictures or videos of other students (including posting or send them to other people)
- Activity that causes a disturbance to other passengers or a safety concern on the bus

If cell phones persist as a problem for an individual student, the student will be asked to not have their cell phones out on the bus. If cell phones are brought back out, it will be treated as insubordination.

If there is ***reasonable suspicion*** to search a cell phone for a legal infraction, the cell phone will be given to the bus supervisor and/or building administration.

**Riding a school bus is a privilege - not a right.**

## ATHLETIC CODE

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

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

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

### A. COVERAGE

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

### B. ELIGIBILITY

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

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

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

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

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

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

**SEMESTERS OF ENROLLMENT** - You must not have been enrolled in grades nine to twelve (9-12), inclusive, for more than eight semesters. The seventh and eighth (7<sup>th</sup> and 8<sup>th</sup>) semester must be consecutive. Enrollment in a school for a period of three (3) weeks or more counts as a semester, participation in one (1) or more interscholastic athletic contests also constitutes a semester enrollment.

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

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

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

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

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

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

### C. LIMITED TEAM MEMBERSHIP

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

### D. PHYSICALS

Athletes must have a current physical examination form on file with the athletic director prior to participation in any practice, tryouts or contest. The physical must have been signed by a physician and a parent/guardian, and it must have been administered by the physician after April 15 of the previous school year.

### E. INJURY/ILLNESS

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

### F. ATHLETIC CODE ACKNOWLEDGEMENT

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

### G. CONCUSSION AWARENESS FORM

Michigan Law now requires that all students must have a signed Concussion Awareness Form on file before they will be allowed to practice and/or play any sport.

### H. LOSS OF PRIVILEGES/OTHER BEHAVIORAL ISSUES

Athletes who lose privileges due to discipline issues will follow the loss of privileges as stated on Page 25, which includes attending athletic events.

## **I. COACH RULES**

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

## **J. ATTENDANCE**

Athletes must be in attendance for all periods of the school day in order to be eligible for participation in practice or competition on that day. In order to support academic standards for earning grades and our athletic participation philosophy/policy, students are expected to be present in class and may miss no more than a 20-minute period to avoid being considered "absent". Exceptions may be made for medical or dental appointments, funerals, approved education absences or extenuating circumstances which are acceptable to the athletic director or principal. Such exceptions must be prearranged (conditioning missed that day will have to be made up as instructed by the coach). However, if there is a circumstance beyond the control of the student athlete, the school should be notified immediately that the student athlete is not in school and to explain the situation. In accordance with the attendance policy, one absence due to car problems will be considered excused.

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

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

In addition to being present at school, student athletes are expected to dress and participate in any physical education class in which they are scheduled in order to be allowed to participate in practice and/or contests on that same day.

## **K. BI-WEEKLY ELIGIBILITY**

Eligibility will be checked bi-weekly beginning with the fourth week of each semester. An athlete will be ineligible the next two weeks when he or she receives any combination of the following grades:

### **Middle School and High School**

- 1 F and 4 or more D's
- 2 or more F's

Eight or more points (4 points for F and 1 point for D) means the student is ineligible to compete in the next two-week's athletic contests (Sunday through Saturday as per MHSAA).

Ineligible athletes will have an additional eligibility check in between the bi-weekly checks. Those that have regained eligibility status will be allowed to compete starting on Sunday.

Athletes will be allowed a one-week grace period once per season (fall, winter, spring) where they have 8 points and are allowed to still participate while working to bring their grades up to the eligibility standard. This exception is allowed only for 8 points, any athlete with more than 8 points will not be allowed the grace period.

A conference with the athlete, parents and athletic director will be required when a student has been ineligible for four (4) consecutive weeks to explore available options for academic improvement, and to explain future consequences of ineligibility.

Students receiving any eligibility points will be placed on a borderline list, where they will be monitored from week to week for progress. Those that do not show progress may also be required to participate in a conference to explore options for academic improvement.

Students who take an online class and/or career center will be checked for eligibility for athletic participation. Students are responsible for alerting office personnel to potential updates in grades for eligibility.

**Semester Eligibility** —A high school student-athlete who receives three (3) or more F's at the semester will forfeit the next sixty (60) days of eligibility. A middle school student-athlete who receives four (4) or more F's at the semester will forfeit the next sixty (60) days of eligibility.

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

## **L. HAZING**

Hazing by any individual, group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

- First offense: Penalty to range from a warning to a suspension from contests for 100% of a season.
- Second offense: Penalty to range from a warning to a suspension for one calendar year.
- Third offense: Penalty to range from a warning to permanent suspension from athletics.

## **M. UNIFORMS/EQUIPMENT**

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

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

## **N. TRAINING CODE AND PENALTIES FOR VIOLATIONS**

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

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

Penalties (except for selling drugs)

- First offense: Suspension from contests for 25% of a season.
- Second offense: Suspension from contests for 100% of a season.
- Third offense: Suspension from all athletics for one calendar year with return to athletics subject to approval by the Athletic Director, Principal and one staff coach.

A student who admits himself (or is admitted by his parents) into a licensed substance abuse treatment center will not be found in violation and will be declared immediately eligible under this section when released, provided the center informs the school that the athlete has completed a full program of detoxification and counseling. This may be used only once. If an additional offense occurs, the students will be suspended 25% of the season, as if it were the first offense.

Penalties for Selling Drugs

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

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

- First offense: Penalty to range from a warning to a suspension from contests for 100% of a season.
- Second offense “of the same law”: Penalty to range from suspension from contests for 100% of a season to suspension for one calendar year.
- Third offense “of the same law”: Penalty to range from suspension for one calendar year (with return subject to approval) to permanent suspension from athletics.

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

- First offense: Suspension from all contests until everything is returned or paid for.
- Second, Third or Fourth Offense: PENALTY TO RANGE FROM A WARNING TO A SUSPENSION FROM CONTESTS UP TO 100% OF A SEASON.

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

- First offense: Penalty to range from a warning to a suspension from contests for 100% of a season.
- Second offense: Penalty to range from a warning to a suspension for one calendar year.
- Third offense: Penalty to range from a warning to permanent suspension from athletics.

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

- First offense: Penalty to range from a warning to a suspension from contests for 100% of a season.
- Second offense: Penalty to range from a warning to a suspension for one calendar year.
- Third offense: Penalty to range from a warning to permanent suspension from athletics.

6. The use or possession of any performance enhancing substance as listed on the NCAA Banned Substances List:

- First offense: suspension from contests for 25% of a season
- Second offense: suspension from contests for 100% of a season
- Third offense: suspension from contest for one calendar year.

7. The previous rules cannot be considered all inclusive. Any behavior, which includes, but is not limited to, suspension from school, photographs that depict athletes participating in inappropriate behavior, athletes acting inappropriately, inappropriate online activities, and forgery by an athlete that brings discredit to the athlete, a team or the school, will be considered a violation of the athletic training code.

- First offense: Penalty to range from a warning to a suspension from contests for 100% of a season.
- Second offense: Penalty to range from a warning to a suspension for one calendar year.
- Third offense: Penalty to range from a warning to permanent suspension from athletics.

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

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

## **O. COMMENTS ON RULES**

1. The athletic director is responsible for determining the amount of discipline in all cases where a “range” of penalties is given.
2. For a suspension enforced during one season that is not fully served, the athlete will continue the suspension at the start of the next season until fully served.

3. All violations are cumulative over the Middle School years and again cumulative over the High School years. Violations are not cumulative from the Middle School to the High School.
4. For partial season suspension, a suspended athlete will be required to dress in street clothes and sit with the team during each athletic contest and in addition, a suspended athlete will be required to attend all workouts during a suspension period. Exceptions must be approved by the coach and athletic director.
5. Penalties will not be considered served unless the athlete fully completes the athletic season.
6. In the case of 100% of season penalties, the athlete must be physically fit to compete as per doctor's physical, and meet any other criteria required for participation. In addition, the athlete must either practice and not play for a full season or sit a fall, winter, or spring season as determined by the athlete's past participation to be finalized by the athletic director.
7. Quitting or Failing to finish a season due to apathy or lack of commitment drains time and energy—both of coaches and of team members. Student-athletes who fail to finish a season after the first full week of scheduled practices for reasons other than academic standing, by direction of the coach, or as a result of injury, must submit, in the form of a written letter, a plan for reentry into athletics at Montabella Community Schools. The athletic director and the coach of the next sport in which the student-athletes interested must approve this plan. This plan will be kept on file.
  - First offense: Suspension from contents for 10% of a season.
  - Second offense: Penalty to range from 25% of a season to suspension for one calendar year.
8. In order to complete a suspension(s) from a contest, the student must be considered eligible for the contest both academically and physically.

**P. PROCEDURE**

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

**Q. DUE PROCESS AND APPEAL PROCEDURE**

1. A decision of the athletic director may be appealed. The appeal must be requested within three (3) school days of the receipt of the athletic director's written notice and is made by contacting the athletic director and requesting an appeal.
2. Any penalty issued will be postponed until all appeal procedures are finalized. The athlete may appeal on the basis of innocence or in the case of situations where the athletic director assigns a penalty from a "range" of penalties, the amount of discipline may be appealed. The amount of a "fixed" penalty may not be appealed.
3. **APPEAL COMMITTEE** - When an appeal is requested a committee composed of the following will meet to hear the appeal within three (3) school days: One staff coach (not from the athlete's sport), one teacher of the athlete's choice and the elementary principal. The decision of the Appeal Committee must be issued in writing within two (2) school days.
4. A decision of the Appeal Committee may be appealed by contacting the Superintendent within three (3) school days of the receipt of the appeal committee's letter and requesting an appeal before a committee of three Board members.
5. **BOARD COMMITTEE** - When an appeal is requested the Board Committee will meet within five (5) school days to hear the appeal. The decision of the Committee must be issued in writing within two (2) school days.

**R. VARSITY LETTERS, PARTICIPATION CERTIFICATES, & SPORT PINS**

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

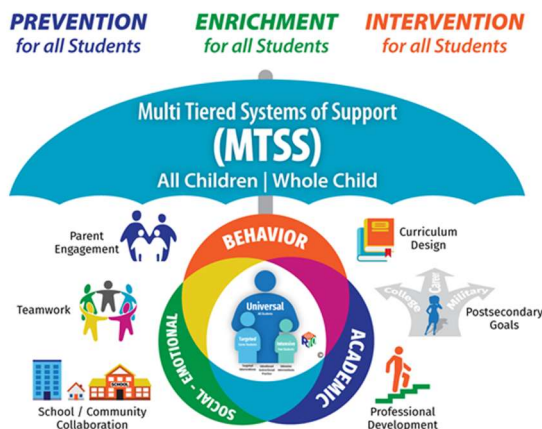
Montabella  
Community Schools

Positive Behavior Interventions and  
Supports  
Information

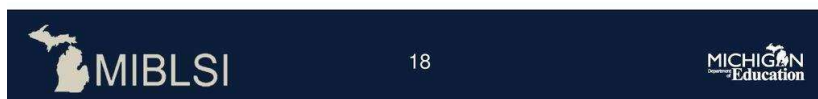
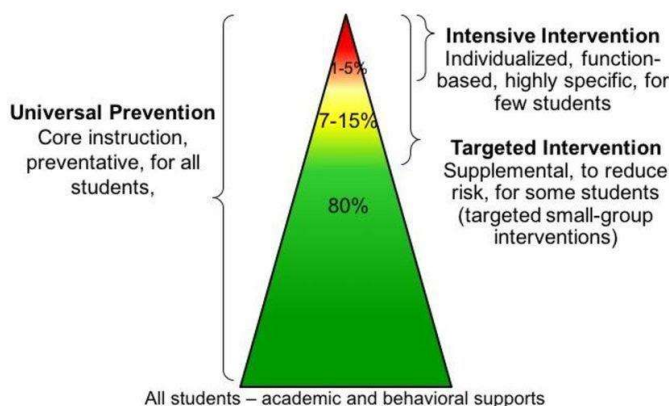
# WHAT IS MTSS & PBIS?

## ● Multi-Tiered System of Supports-MTSS

A systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students.



## Visual Representation of MTSS



## ● Positive Behavior Interventions & Support-PBIS

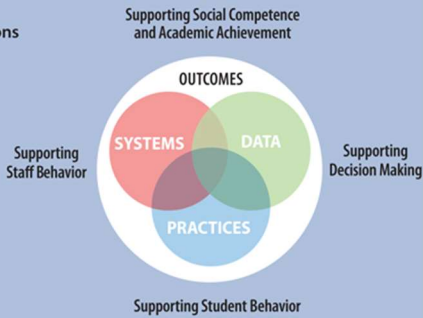
Emphasis is placed on prevention of behavior that is inappropriate for school through creating predictable environments, teaching appropriate behavior, and responding to behavior through acknowledgements and instruction/correction.


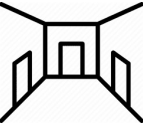



- PBIS is not about singling out student actions that prevent them from learning
  - It is about changing what we control so all students can learn
- MTSS & PBIS: Creates a solid structure and framework for our school culture (Students, parents, teachers...)
- Promotes and rewards good behavior and academics
- It's about prevention of unwanted behavior and low academics
- All data driven

## Six important principles of PBIS:







1. Develop a continuum of behavior, academic interventions and supports
2. Use data to make decisions and solve problems
3. Arrange the environment to prevent the occurrence of problem behavior
4. Teach and encourage prosocial skills and behaviors
5. Implement evidence-based behavioral practices with fidelity and accountability
6. Screen universally, monitor student performance and progress continuously

## Four PBIS Elements



 <b>RESTROOM</b> Bathroom Locker room	<b>Be Respectful</b> -Follow staff directions -Use the bathroom as quickly as possible -Report problems to a staff member -Maintain privacy of others	<b>Be Responsible</b> -Keep facility clean -Voice level 0 – 2 -Only flush appropriate materials	<b>Be Safe</b> -Wash hands with soap and water -Use cubbies for materials while using bathroom -Walk in locker rooms
 Hallway	-Follow staff directions -Use kind words -Be mindful of classes in session	-Voice level 0 – 2 -Keep hallway clean -Use locker appropriately -Get to class on time	-Keep hands, feet, and objects to yourself -Stay on right hand side -Walk at an appropriate pace
 Cafeteria	-Follow staff directions -Use a single-file line -Use kind words (Please, Thank you, and You're welcome) -Wait your turn	-Voice level 0 – 2 (while inside) -Clean up after yourself	-Keep hands, feet, and objects to yourself -Eat in designated areas
 Media Lab	-Follow staff directions -Treat computer equipment with respect -Computer mice and keyboards stay at their designated computer -Keep computer settings as default	-Notify teacher of any broken computers at the beginning of class -Stay on task when using the internet -Log out of the computer when finished -Keep food and drink out of the Media Lab	Keep chairs on the floor
 Parking Lot	-Follow staff directions -Display appropriate things on cars -Respect other people's property and vehicles	-Park in designated spots/areas -Lock your car -Drive in appropriate areas	-Be aware of surroundings -Watch for pedestrians -Stay at or below the speed limit



 <p>Athletic events</p>	<ul style="list-style-type: none"> <li>-Follow staff directions</li> <li>-Cheer positively for the participants in the contests</li> <li>-Encourage positive behavior of those around you</li> <li>-Respect the job of the official, even if you do not agree with a call</li> </ul>	<ul style="list-style-type: none"> <li>-Put your trash and the trash around you in designated trash cans</li> <li>-Bring your pass, ticket, or money for the game</li> </ul>	<ul style="list-style-type: none"> <li>-Watch games from the stands or designated areas.</li> <li>Inform game management about unsafe conditions that are not supposed to happen</li> <li>-Stay at the game until the conclusion or until picked up</li> </ul>
 <p>Gym Courtyard</p>	<ul style="list-style-type: none"> <li>-Follow staff directions</li> <li>Include others</li> <li>-Socialize appropriately</li> <li>-Dress appropriately for gym</li> </ul>	<ul style="list-style-type: none"> <li>-Voice Level 0 – 4</li> <li>-Take turns and share</li> <li>-Put away equipment</li> <li>-Keep gym/courtyard clean</li> <li>-Report incidents to staff</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and materials to yourself</li> <li>-Use equipment properly</li> <li>-Dress according to the weather</li> </ul>
 <p>Bus</p>	<ul style="list-style-type: none"> <li>-Follow staff directions</li> <li>-Use kind words</li> <li>-Maintain privacy</li> <li>-Keep all belongings in backpack (food, drink, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 0 – 2</li> <li>-Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and materials to yourself</li> <li>-Stay seated, facing forward</li> <li>-Model appropriate entry, exit, and movement to seat</li> </ul>
 <p>Office</p>	<ul style="list-style-type: none"> <li>-Wait your turn</li> <li>-Follow staff directions</li> <li>Use appropriate language</li> <li>-Be polite to visitors</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 0 – 2</li> <li>-Sit in chair quietly</li> <li>-Return office materials</li> <li>-Return to class in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and materials to yourself</li> </ul>
 <p>Media Center</p>	<ul style="list-style-type: none"> <li>-Follow staff directions</li> <li>-Wait your turn</li> <li>-Handle books with care</li> <li>-Use appropriate language</li> <li>-Use computers and chairs appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 0 – 1</li> <li>-Keep Media Center clean</li> <li>-Keep food and drink out of the Media Center</li> <li>-Return books on time</li> <li>-Have permission to be in the Media Center</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Keep hands, feet, and material to yourself</li> </ul>
 <p>Assembly</p>	<ul style="list-style-type: none"> <li>-Follow staff directions</li> <li>-Use appropriate language</li> <li>-Put away electronics</li> <li>-Participate when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 0 when presenter is speaking</li> <li>-Voice level 0 – 2 when entering/exiting</li> <li>-Focus on presenter</li> <li>-Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated</li> <li>-Keep hands, feet, and materials to yourself</li> <li>-Enter and exit in an orderly manner</li> </ul>

**Montabella Jr/Sr High School-PBIS**  
**Problem Behavior Definitions & Continuum of Responses**

	<b>Minor- Staff Managed Incidents</b> <i>-Rarely Includes Office Referrals</i>	<b>Major-Staff Managed Incidents</b> <i>-May include Office Referral</i>	<b>Major-Office Managed Incidents</b> <i>-Office Referrals</i>
<b>Continuum of Responses and Strategies</b>	<ul style="list-style-type: none"> <li>-Teach/Model/ Practice Expectations</li> <li>-Proximity</li> <li>-Change Seating/ -Location</li> <li>-Verbal Redirections</li> <li>-Withdrawal of materials</li> <li>-Signal/Look</li> <li>-Student Conference</li> <li>-Planned Feedback</li> <li>-Pre-Corrections</li> <li>-Planned Ignoring</li> <li>-Parental Contact</li> <li>-Time Owed</li> <li>-Loss of Privileges</li> <li>-Chill out</li> <li>-Restitution</li> </ul>	<u>Previous Responses Plus:</u> <ul style="list-style-type: none"> <li>-Teach/Model/Practice Expectations</li> <li>-Individualized Instruction</li> <li>-Classroom Contract</li> <li>-Chill out</li> <li>-Student Observation by Behavior Coach</li> <li>-Parental Contract</li> </ul>	<u>Previous Responses Plus:</u> <ul style="list-style-type: none"> <li>-Teach/Model/Practice Expectations</li> <li>-Individualized Behavior Plan</li> <li>-De-escalation</li> <li>-Exclusionary Time Out</li> <li>-Emergency Restraint/ Seclusion</li> <li>-Interagency Support</li> <li>-Parental Contract</li> <li>-In-school suspension</li> <li>-Out-of school suspension</li> <li>-Bus Suspension</li> <li>-Expulsion</li> </ul>
<b>Problem Behaviors</b>			
<b>Defiance/ Insubordination</b> <b>Non-Compliance</b>  <b>p.15</b> <small>in student handbook</small>	<b><u>Non-Compliance</u></b> Not following classroom expectations, directions, procedures; Unprepared for class	<b><u>Defiance/Insubordination</u></b> Continually not following classroom expectations, procedures; Continually unprepared for class	<b><u>Defiance/ Insubordination</u></b> Student is unable to re-engage after 2-3 attempts to redirect
<b>Inappropriate/ Abusive Language Profanity</b>  <b>p.16</b> <small>in student handbook</small>	<b><u>Inappropriate language</u></b> Student is speaking calmly in a conversation and inappropriate language is used not directed at another student or staff.	<b><u>Abusive/Profanity</u></b> Foul language in the classroom that exceeds conversation voice.	<b><u>Abusive/Profanity</u></b> Profanity that is directed towards another person (Teacher/Student/Staff/Etc.
<b>Disrespect</b>  <b>p.15</b>	Talking back to staff, Being rude to other students or staff; Non-verbal actions that show contempt	Repeated actions but student is able to re-engage when redirected	Student is unable to re-engage after 2-3 attempts to re-direct

**Montabella Jr/Sr High School**  
**Problem Behavior Definitions & Continuum of Responses**

<b>Disruption</b>  <b>p. 15</b> <small>in student handbook</small>	Distracting peers -Talking out of turn -Out of seat, wandering, intentional noises or distractions	Behavior that disrupts the entire class for a short period of time, but the student can be redirected to the task	Behavior disrupts the entire class over a long period of time and/or the student cannot be redirected to the task
<b>Bullying</b>  <b>p. 16</b> <small>in student handbook</small>		The delivery of direct or technology-based messages that involves repetitive intimidation, teasing, taunting, threats, or name calling.	The delivery of direct or technology-based messages that involves repetitive intimidation, teasing, taunting, threats, or name calling that substantially interferes with a pupil's ability to participate in the school's educational programs or activities.

<b>Technology Violation</b>  <b>p. 17</b> in student handbook	Having device out and active at unauthorized times without staff permission Using technology for a non-educational purpose without permission	Refusal to comply with staff directives regarding device	Repeatedly refuses to comply with the directive regarding the device.  Student violates internet user agreement
<b>Tardy</b> <b>p.16</b>  See Attendance Policy for information		Student is late (as defined by the school) to the start of the school day or class. Teachers will record in Powerschool and convey the importance of punctuality.	When tardies are a recurring issue, an intervention at the office level may occur.
<b>Lying/Cheating Plagiarism</b>  <b>p. 18</b>		Using words or other forms of communication in an untrue way.  Submitting work that is not your own Using unauthorized notes. (BIF will be filled out)	Using words or other forms of communication in an untrue way; Making false accusations.  Plagiarism. Repetitive incidents of cheating.

### Montabella Jr/Sr High School Problem Behavior Definitions & Continuum of Responses

<b>Skip Class</b> <b>p. 16</b>		Student leaves without permission; or fails to return in an appropriate amount of time if given permission to leave. (BIF will be completed)	Interventions and/or Consequences will be used.
<b>Physical Contact/Physical Aggression</b> <b>p. 15</b>	<b><u>Physical Contact</u></b> Not keeping hands to self when playing or goofing around.	<b><u>Physical Aggression/Contact</u></b> Non-consensual touching Continual horseplay that may result in injury	<b><u>Physical Aggression</u></b> Fighting, hitting, punching, biting, scratching or other violence -Continual non-consensual touching
<b>Property Misuse/Damage Vandalism</b>  <b>p. 18</b> in student handbook	<b><u>Property Misuse</u></b> Using school property inappropriately or not as intended	<b><u>Damage/Vandalism</u></b> Throwing/misuse of school property, technology devices (without breaking it) Writing on walls, desks, or other school property	<b><u>Damage/Vandalism</u></b> Inappropriate use of school property resulting in damage.
<b>Forgery/Theft</b> <b>p. 17</b> in student handbook		Taking others property.	Taking others property and refusing to return it. Signing a school staff member's name or initials.
<b>Dress Code Violation</b>  <b>p. 18</b> in student handbook	Student is asked to modify or change inappropriate clothing and complies <i>May be sent to the office if uncomfortable asking to change clothes.</i>		Student is unable or noncompliant in changing or modifying clothing.
<b>Harassment</b>  <b>p. 16</b> in student handbook			-The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. -Undesired touching of a sexual nature.

**Montabella Jr/Sr High School**  
**Problem Behavior Definitions & Continuum of Responses**

<b>Inappropriate Display of Affection</b>  <b>p. 18</b> in student handbook	Hand holding by middle school students, hugs by high school students	Making out, Lingering hugs Student engages in inappropriate consensual verbal and/or physical contact	Student repeatedly engages in inappropriate consensual verbal and/or physical contact
<b>Use/Possession/ Distribution of Alcohol</b>  <b>p. 19</b> in student handbook			Student is in possession of or distributing alcohol.
<b>Use/Possession/ Distribution of Combustibles</b>  <b>p. 19</b>			Student is/was in possession of or distributing substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid) including imitations.
<b>Use/Possession/ Distribution of Drugs</b>  <b>p. 19</b> in student handbook			Student is in possession of or distributing drugs.
<b>Use/Possession/ Distribution of Tobacco</b>  <b>p. 19</b> in student handbook			Student is in possession of or distributing tobacco/ vaping products or imitations.
<b>Use/Possession of Weapon</b>  <b>p. 19</b> in student handbook			Student is in possession of knives (> 3 in., < 3 in.) and guns (real or look alike), or other objects readily capable of causing bodily harm.
<b>Bomb or School Threat</b>  <b>p. 19</b> in student handbook			The delivery of direct or technology-based messages that involve any threat to school safety

# SEXUAL HARASSMENT AND SEXUAL ASSAULT

## INFORMATION GUIDE

### What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

#### 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 pulling 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.






# What is Sexual Assault?

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

Here are a few examples of sexual assault:

- 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 called "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.
- Resources listed on page 4 are available 24/7 to support you.

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.

## Sexual Harassment and Sexual Assault Information Guide

# Montabella Community Schools

### District Title IX Coordinator

Shane Riley  
1324 East North County Line Road  
Blanchard, MI 49310  
989-427-5175  
[sriley@montabella.com](mailto:sriley@montabella.com)

### District Policies Related to Sexual Harassment and Sexual Assault

#### Policy 5517

##### General Policy Statement

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. 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. 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.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

#### Policy 2266

##### Introduction

The Board of Education of the Montabella Community School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy.



The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Visit the district's nondiscrimination/Title IX webpage at:

<https://www.montabella.com/district/non-discrimination-title-ix/>

or scan the following code:

