



2021-2022 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 student planner is provided to help make your school year a rewarding and fulfilling experience. Review it carefully to avoid later confusion about school rules and regulations.

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

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

Sincerely,

*Mr. Shane Riley
Principal*

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DAILY SCHEDULE

High School	Regular Day Schedule		Middle School
1 st Period	8:05-8:57	1 st Period	8:05-8:57
2 nd Period	9:01-9:53	2 nd Period	9:01-9:53
3 rd Period	9:57-10:49	3 rd Period	9:57-10:49
4 th Period	10:53-11:49	Lunch A	10:49-11:19
Lunch B	11:49-12:17	4 th Period	11:21-12:17
5 th Period	12:21-1:13	5 th Period	12:21-1:13
6 th Period	1:17-2:09	6 th Period	1:17-2:09
7 th Period	2:13-3:05	7 th Period	2:13-3:05

High School	Early Release Schedule-All Classes		Middle School
1 st Period	8:05-8:33	1 st Period	8:05-8:33
2 nd Period	8:37-9:05	2 nd Period	8:37-9:05
3 rd Period	9:09-9:37	3 rd Period	9:09-9:37
4 th Period	9:41-10:09	4 th Period	9:41-10:09
5 th Period	10:12-10:40	5 th Period	10:12-10:40
HS Lunch	10:40-11:10	6 th Period	10:44-11:12
6 th Period	11:14-11:42	MS Lunch	11:12-11:42
7 th Period	11:46-12:15	7 th 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 st Period	10:05-10:40	1 st Period	10:05-10:40		
2 nd Period	10:44-11:19	2 nd Period	10:44-11:19		
3 rd Period	11:23-11:58	Lunch	11:19-11:49		
Lunch	11:58-12:28	3 rd Period	11:53-12:28		
4 th Period	12:32-1:07	4 th Period	12:32-1:07		
5 th Period	1:11-1:46	5 th Period	1:11-1:46		
6 th Period	1:50-2:25	6 th Period	1:50-2:25		
7 th Period	2:29-3:05	7 th Period	2:29-3:05		

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

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

B. RESPONSIBILITIES

Student Responsibilities

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

signing out and bringing to the office a note verifying appointment (i.e.: dental appointment card, note from doctor, etc.)

Parent Responsibilities

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

C. DUE PROCESS AND RIGHTS OF APPEAL

Student's rights in this area are found in sections: Short Term Suspension, Expulsion and Long Term Suspension, Due Process 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 8th 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 th Year Math
Foreign Language	2	Spanish 1 Spanish 2 Alternative option through the MACC
Additional Electives	5	General Electives 5
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. All classes must be accredited through NCA or other appropriate accrediting agencies.
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. Career center is an option to fulfill the Eng. 11 requirement, the 4th year math requirement, the 2nd year Spanish (completion of a career center program), or credit recovery in a general science class.
6. 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 11th and 12th 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.

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

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.

G. 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. If we have more requests than slots, students will be selected for the program based upon academic grades, attendance, vocational interests and likelihood to success.

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. ADULT EDUCATION CLASSES/ALTERNATIVE EDUCATION

Students may enroll in adult education classes for high school credit (for failed courses only) with prior approval of the principal and counselor. Montabella operates an alternative education program. Students who are interested in the limited slots should contact either the school administrator or school counselor.

M. 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.

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.

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 a 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.

N. 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. Students will be expected to complete a preliminary assessment to determine readiness to complete an online course.
3. Parent's must provide an e-mail for increased communication with the online teacher.
4. 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).
5. Eligibility for athletic participation will be checked every four weeks, with updates possible during the interim check. Students are responsible for alerting office personnel to potential updates in grades for eligibility.
6. Student's taking an online class must stay in media center during class time. Leaving this area without permission may be subject to discipline.
7. If a student is leaving the building during their online class period, they must sign out in the office.

O. GUIDANCE AND COUNSELING

Counselors can help students in many ways, including:

1. Orientation of 8th graders to the high school
2. Selecting appropriate classes
3. Helping students to better understand themselves
4. Interpreting standardized test results
5. Discussing effective study skills
6. Helping students to better get along with others
7. Teaching students how to appropriately fill out applications and prepare for job interviews
8. Finding career information appropriate to a student's interests
9. 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 11th 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 7th Grade Students will take Math/English M-Step Tests. 8th 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 11th graders to qualify for the National Merit scholarship and those who plan to take the SAT for college entrance. Students must pay a small fee. PSAT is now given as a state test to all 10th Graders and a PSAT 8/9 is given as a state test to 8th and 9th 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 21st 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.

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

P. 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, 21-22	Oct 19, 2021	Nov 5, 2021	Nov 8/9, 2021
Semester 1, 22-23	May 10, 2022	May 20, 2022	May 24/25, 2022

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.

End of 2 Semesters	Student will receive a certificate
End of 4 Semesters	Student will receive "Academic Letter"
End of 6 Semesters	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 1st semester will be worth 25%. The final test date for top ten consideration available through SAT is December 5, 2020.

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

J. NASSP LEADERSHIP AWARD

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

L. 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.

M. PRESIDENT'S AWARD FOR ACADEMIC EXCELLENCE

The President's Award for Academic Excellence was initiated in 1983 to honor students for their outstanding academic achievement. Awarded to seniors who meet the following criteria: 3.5 GPA or higher, composite ACT score of 24 or higher, a composite SAT score of 1200 or higher, and at least 12 credits in core courses of study.

GENERAL INFORMATION

A. ACADEMIC ELIGIBILITY

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

B. AGE OF MAJORITY

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

C. 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 39.

D. 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.

E. 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, 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. 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 cellular telephone 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 in Violation # 14 on page 30.

F. 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.

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 or participate in any physical education class.

H. 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.

I. 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

J. ELEMENTARY SCHOOL TRESPASS POLICY

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

K. 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.

L. 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.

M. FOOD AND BEVERAGES

1. Food and beverages will be allowed outside the cafeteria. However, if cleanliness becomes an issue or if the privilege is abused, discipline will be as follows:

1st offense: Food and drink will be banned outside the cafeteria for one month for all students.

2nd offense: Food and drink will be banned outside the cafeteria for a semester.

3rd offense: Food and drink will be banned outside the cafeteria for the remainder of the year.

Food and beverage in the classroom is dependent on the individual teacher's classroom rules.

2. 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.

N. 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.

O. HALL PRIVILEGES

In order for students to be able to move about the building during regular class time, they must possess a valid hall pass. Hall passes can be issued by administrators or staff members and should reflect specific information such as time of departure, destination, and signature of the person issuing the pass. We expect that all students will not abuse the privileges of having a hall pass by getting to their destinations as soon as possible.

P. 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.

Q. 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.

R. 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.

S. INSURANCE

MiChild is a health insurance program for uninsured children of Michigan's working families. MiChild services are provided by many HMOs and other health care plans throughout Michigan. Information on the Michigan Department of Community Health Program, MiChild, is available on-line at <http://www.mpca.net/enroll.html> or by calling 1-800-752-7268.

T. 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.

U. LOCKERS

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

1. Do not keep money or valuables in a locker. The school is not responsible for anything stolen from a locker.
2. Do not give the locker combination to anyone.
3. If the locker does not work properly, contact the office.
4. Students should keep lockers clean. Fines may be assessed for cleaning or repairing a student's locker.
5. Students may switch lockers if they inform the office of the switch. This is important since frequently during times of illness or injury it is necessary for a parent to get things out of a student's locker.
6. SEARCH OF LOCKERS. The administration may search a locker if the administrator has "reasonable suspicion" that the locker contains any item against school rules or if such an item is in "plain view" during a periodic locker check. Searches will take place with the student(s) present if at all possible.

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.

V. 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 under Resources→Family & Community→E-funds for Schools to create an account to manage and send money to your student's lunch account.

W. MEDIA CENTER RULES & PROCEDURES CIRCULATION

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

X. MEDICATION

Students who are using prescription medication must have a statement from their doctor on file in the office. Medication must be in the prescription bottle. Students who take non-prescription medication must have a statement from the doctor and the parent/guardian on file in the office. All medication must be kept in the office and will be dispensed according to their doctor's instruction. Students who are found to have medication in their possession will be disciplined according to Violation #7 or Violation #8 beginning on page 27 & 28.

Y. 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.

Z. NCAA CLEARING HOUSE REQUIREMENTS

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

AA. 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.

BB. 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.

CC. 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.

DD. TORNADOES

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

EE. 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.

FF. 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.

GG. 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. CLASS OFFICERS

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

B. CLUBS

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

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

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

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

D. NATIONAL HONOR SOCIETY

The National Honor Society, an organization begun by the National Association of Secondary School Principals in Chicago in 1919, continues to select outstanding students from grades ten through twelve to give special recognition. Students must apply to be considered for membership at the end of the 1st 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.

E. 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.

F. 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.

G. 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.

CHARACTER COUNTS!

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

A. Trustworthiness

Gives proper notice of absences. Arrives on time.
Develops honest, open, and ethical in relationships with others.
Stands by his or her commitments.
Does not steal, misuse or abuse school property or equipment.
Does not spread rumors.
Keeps commitments to family, teachers, class, school, and community.
Is honest. Does not lie or cheat.
Lives by his or her principles no matter what others say.
Has the courage to do what is right and to try new things even when it is hard.

- **Cheating**
- **Theft**
- **Tardiness**

B. Respect

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

- **Inappropriate behavior towards staff & students**
- **Inappropriate Affection**
- **Inappropriate language/obscene gestures**
- **Smoking/drugs**
- **Sexual Harassment/Intimidation**

- **Threats**
- **Vandalism**
- **Littering inside and outside of the school**
- **Fighting**

C. Responsibility

Gives proper notice of absences.

Is on time for class and is prepared to learn

Accepts responsibility and is accountable for quality of work.

Takes pride in work.

Takes responsibility and is accountable for his or her own actions and mistakes.

Strives to improve abilities, learn new skills, and takes on broader responsibilities.

Is committed to doing the best in class and on campus.

When things get tough, continues to focus on goals.

Demonstrates self-control and appropriate behavior in classes and at school related functions

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

D. Fairness

Uses tact and fairness in dealing with others.

Is flexible in coping with different expectations, situations, and diverse leadership styles.

Completes tasks in a timely manner.

Contributes knowledge, ideas, and skills to others.

Concentrates on the positive.

Refrains from judgment, giving classmates support and encouragement.

Lives by the rules and encourages classmates to do likewise.

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

E. Caring

Builds positive relationships with others.

Shows kindness and is sensitive to the feelings of others.

Takes time to help others.

Does quality work.

Respects the property of others.

Treat others the way they would like to be treated.

Forgives others for their shortcomings.

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

F. Citizenship

Maintains an active role in school and community activities

Follows school policies, regulations and procedures

Shows initiative by becoming helpful and resourceful.

Indicates a positive and enthusiastic attitude.

Takes care of school property

Helps the school and community be better, cleaner, and safer.

Obeys teachers, coaches, and other staff members.

- **Follows all rules in the Student/Parent Handbook**

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, no later than 2:30 p.m. on the day following the absence. 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

Students in grades 7-12 may not exceed ten (10) countable absences, excused or unexcused, during the school year.

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 7-12 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.

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.

C. SKIPPING

It will be considered skipping any time a student is absent from a part of a class, a whole class, or from multiple classes and the TEACHER, PARENT AND/OR THE OFFICE STAFF IS NOT AWARE THE STUDENT IS OUT OF CLASS BEFORE THE ABSENCE. If a student presents a forged note, the absence will be considered skipping. If this occurs once, written notes WILL NO LONGER BE ACCEPTED, parent contact must be made. A student who leaves a class and

does not report to the office immediately will always be considered skipping. A student who leaves school without permission will also be considered skipping. An unverified absence from a class shall be deemed a skip and will be subject to discipline.

DISCIPLINE:

- 1st-4th offenses - One after school detention
- 5th offense - 1 full day out of school suspension or in-school suspension and parental contact
- 6th 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.

D. 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:

- 1st tardy - warning
- 2nd, 3rd & 4th tardy – one lunch detention
- 5th and 6th tardy –two lunch detentions
- 7th & 8th 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. A letter 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.

Montabella Jr/Sr High School operates using a positive discipline model, which emphasizes privileges verse rights. (Privileges to include, but not limited to, attendance at school dances and athletic events.) If a student athlete is disciplined, which includes losing privileges; they will lose no more than 10% participation or one competition if the penalty would have been greater than 10%, in their athletic competitions for that violation, unless otherwise stated in the athletic code.

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.

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	Offense	Consequences
VIOLATIONS #1-11 ARE CUMULATIVE OVER A STUDENT'S HIGH SCHOOL CAREER		
<p>#1 – ARSON: 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.)</p>	Any	<p>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.</p> <p>Loss of privileges, double the length of suspension.</p>
<p>#2 – ASSAULT: 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.</p>	Any	<p>When this occurs a 1-10 day suspension will occur. Depending on the circumstances, the student may be recommended for expulsion. A police report will be filed on request of the victim.</p> <p>*Assault of a school employee is a mandatory ten (10) day suspension with recommendation for expulsion.</p> <p>Loss of privileges, double the length of suspension.</p>
<p>#3 – ASSAULT AND BATTERY (Fighting): 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>	Any	<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</p>

Violation	Offense	Consequences
<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 out of school suspension assigned. It is important to protect staff members who are trying to keep students safe.</p>		<p>suspension with recommendation for expulsion.</p> <p>Loss of privileges, double the length of suspension.</p>
<p>#4 – DANGEROUS WEAPONS OR LOOK-A-LIKE DANGEROUS WEAPONS: 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: 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.</p>	Any	<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>#5 – FIREARMS OR LOOK-A-LIKE FIREARMS: 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>	Any	<p>Immediate suspension and recommendation for expulsion in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.</p>
<p>#6 – LEWD ACTS: Inappropriate sexual conduct that occurs by any student or students. Consensual touching or any type of intercourse will be considered a lewd act.</p> <p>Any student guilty of any level of CSC will be considered in violation.</p>	Any	<p>When this occurs, a 1-5 day suspension will occur. Depending on the ages and circumstances, possible recommendation for expulsion and police report will be filed.</p>
<p>#7 – POSSESSION AND/OR USE OF ALCOHOL, ILLEGAL DRUGS, PRESCRIPTION DRUGS, LOOK-A-LIKE ILLEGAL DRUGS AND PARAPHERNALIA LOOK-A-LIKE DRUGS: 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>	1 st	<p>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>
	2 nd	<p>Recommendation for expulsion.</p> <p>Police report filed.</p>

Violation	Offense	Consequences
<p>#8 – SALE AND/OR TRANSFER OF ILLEGAL DRUGS, PRESCRIPTION DRUGS, ALCOHOL OR ANY CONTROLLED SUBSTANCES IN SCHOOL, ON SCHOOL GROUNDS, OR AT ANY SCHOOL SPONSORED ACTIVITY:</p> <p>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.</p>	Any	<p>Ten (10) days out of school suspension with recommendation for expulsion.</p> <p>A police report will be filed.</p>
<p>#9 – SEXUAL MISCONDUCT: Unlawful sexual touching by force or threat.</p>	Any	<p>Immediate suspension and recommendation for expulsion in accordance with Federal and State Laws and Board of Education policies. A police report will be filed.</p>
<p>#10 – THREATS OR ACTS OF VIOLENCE: 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>	Any	<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>#11 - VANDALISM: 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 must precede a return to school.)</p>	1 st	<p>1-3 days suspension, notification of parents and/or police referral, and loss of privileges</p>
	2 nd	<p>3-5 days suspension, notification of parents and/or police referral, and loss of privileges</p>
	3 rd	<p>5-10 days suspension. Possible recommendation for expulsion and loss of privileges</p>

Violation	Offense	Consequences
VIOLATIONS #12-30 ARE CUMULATIVE OVER ALL CLASSES PER YEAR		
<p>#12 - ACADEMIC INTEGRITY</p> <p>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:</p> <p><u>Practice Assignments</u> - Students who cheat, copy, or plagiarize practice assignments will be given a "0" in the grade book, receive an After School Detention, and have their academic integrity mark reduced on the report card and the 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>Subsequent offenses on practice assignments will lead to assigned writing assignments dealing with academic integrity, out of school suspensions, and other potential consequences.</p> <p><u>Assessments</u> - Students who cheat, copy, or plagiarize on assessments will be given a "0" in the grade book, receive 1-3 days of out of school suspension, have their academic integrity mark reduced on the report card and the transcript. In order to reassess, students will 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.</p> <p>Subsequent offenses on assessments will lead to additional days of OSS, appearances before the board of education, and possible expulsion. All of the required pieces for students to reassess for the first offense of cheating, copying, or plagiarizing also are expected to be completed before a student can reassess.</p>		
<p>#13 - BULLYING</p> <p>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>	1 st	Multiple lunch detentions and loss of privileges until served
	2 nd	1-2 days suspension and loss of privileges for four weeks
	3 rd	3-5 days suspension and loss of privileges for eight weeks Severe bullying can lead to up to ten days of out of school suspension and/or recommendation for expulsion.
<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,</p>		

Violation	Offense	Consequences
<p data-bbox="134 77 899 126">hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.</p> <p data-bbox="134 152 899 224">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 data-bbox="134 250 899 370"> A. 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. 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 data-bbox="134 418 899 490">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 data-bbox="134 516 899 685">The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.</p> <p data-bbox="134 711 899 880">Given the nature of harassing behavior, the school recognizes that false accusations or retaliation can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges or are accused of them. If accusations are determined to be false, the accuser will be subject to consequences as determined by the school. If there is retaliation for a bullying accusation, the student will receive additional consequences.</p>		
<p data-bbox="134 889 508 961">#14 – CELL PHONES & ELECTRONIC DEVICES. (See page 14 for specific policy information.)</p> <p data-bbox="134 993 508 1253">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. Cell phones/electronic devices may be used based on teacher discretion.</p> <p data-bbox="134 1286 508 1425">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 data-bbox="134 1458 508 1523">CD players, MP3 or iPods are not recommended in the classrooms. They may be used before school, at lunch, and</p>	1 st	Warning & confiscation of device until the end of the school day.
	2 nd 3 rd 4 th 5 th	Confiscation of device, turned into office, parent contact made and device returned at tend of day by office, and one assigned lunch detention.
	6 th 7 th 8 th	Confiscation of device, turned into office, parent MUST retrieve the device. One after school detention assigned and loss of school privileges for two weeks.
	9 th	Confiscation of device, turned into office, parent MUST pick up device. Privilege to have cell phone/ electronic device at school forfeited for

Violation	Offense	Consequences
after school and at the discretion of teachers.		remainder of semester. Consequences could range from one day suspension to multiple day suspensions (principal discretion).
<p>#15 - DISPLAYS OF AFFECTION: Displays of affection, with the exception of hand holding, are considered inappropriate behaviors at school, on school grounds and at school activities. Staff members will issue a report to the office each time they observe such behavior. Students that demonstrate this behavior will be spoken to and expected to control this behavior. If the behavior continues parents will be contacted and if necessary, a suspension from school may need to be imposed.</p> <p>7th & 8th 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>	1 st	Warning & call parent
	2 nd	Lunch detention
	3 rd	Multiple lunch detentions
	4 th	1 day out of school suspension
	5 th	Parent conference and additional consequences.
<p>#16 - DRESS CODE: 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 Section "P".</p>	1 st	<p>Students who wear inappropriate clothing will not be allowed to return to class until acceptable clothing is obtained.</p> <p>Written warning & request to change</p>
	2 nd	Lunch detention and loss of privileges
	3 rd	Lunch detention and loss of privileges for one week
	4 th	Multiple lunch detentions
<p>The following is a partial list of unacceptable forms of dress:</p> <ol style="list-style-type: none"> 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 		

Violation	Offense	Consequences
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). 11. Students may wear hooded sweatshirts, but they will not be allowed to wear the hood on their head during school 12. Holes in pants or shirts that violate any of the above dress code rules will also be considered inappropriate. 13. Going barefoot or stocking feet – State Law requires that shoes be worn in school at all times. 14. Chains 15. Blankets 16. 7th & 8th students may not wear hats. This is a privilege they will earn in 9th grade. If there are any questions regarding apparel, the administration reserves the right to define the terms of acceptability.		

#17 - DRIVING PRIVILEGES:

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.

<u>PARKING VIOLATIONS:</u>	1 st	Warning	
	2 nd	Loss of parking privileges for one week	
	3 rd	Loss of parking privileges for 30 days	
	<u>MOVING VIOLATIONS ON SCHOOL GROUNDS:</u> (careless driving, speeding, driving without permission to the career center, etc.)	1 st	Loss of driving privileges for one week
		2 nd	Loss of driving privileges for 30 days
		3 rd	Loss of driving privileges for the remainder of the year

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 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.

Violation	Offense	Consequences
<p>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.</p> <p>5. Students must park in the designated places in the west lot only.</p> <p>6. Students are not to drive South or East of the schools between 6:00 am and 4:00 pm.</p> <p>7. Career Center Students should refer to Academic Information, Section K (page 8) for information/rules regarding driving to the career center.</p> <p>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.</p>		
<p>#18 – FALSE ALARMS/BOMB THREATS: 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>Any</p>	<p>10 days suspension up to expulsion</p> <p>Police will be notified.</p>
<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</p>		
<p>#19 – GAMBLING: Gambling is considered to be an inappropriate behavior and is subject to discipline.</p>	<p>Any and/or all</p>	<p>Discipline may include loss of school privileges, out-of-school suspension, or expulsion. Depending on the circumstances, the student may be recommended for expulsion. A police referral will be made.</p>
<p>#20 – HARASSMENT, INTIMIDATION AT SCHOOL DURING SCHOOL HOURS, AT SCHOOL EVENTS OR ON THE WAY TO AND FROM SCHOOL: Intimidation or harassment of an ethnic nature, including verbal, will result in automatically moving to level 2 or 3)</p>	<p>1st</p>	<p>Up to 1-2 days suspension and loss of privileges</p>
	<p>2nd</p>	<p>3-5 days suspension, police referral and loss of privileges</p>
	<p>3rd</p>	<p>Over 5-10 days suspension, police referral. Possible recommendation for expulsion and loss of privileges</p>
<p>#21 - INAPPROPRIATE BEHAVIOR <u>Disruptive Classroom Behavior:</u> Behavior that prevents a teacher from presenting a lesson or material in an atmosphere that is conducive for learning to take place.</p> <p><u>Disorderly Conduct:</u> Any inappropriate behavior that disturbs the school environment which includes: making any noise or causing a disturbance of any kind.</p>	<p>1st</p>	<p>1 day lunch detention, loss of school privileges until served</p>
	<p>2nd</p>	<p>3 days lunch detention, loss of school privileges until served</p>
	<p>3rd 4th</p>	<p>Multiple lunch detentions</p>

Violation	Offense	Consequences
	5 th	
	6 th	1 day suspension and loss of privileges
	7 th	2 days suspension and loss of privileges
<p>#22 – INSUBORDINATION TO STAFF:</p> <p><u>Failure to report/follow directions:</u> 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</p>	1 st	1 day lunch detention, loss of school privileges until served
	2 nd	3 days lunch detention, loss of school privileges until served
	3 rd 4 th 5 th	Multiple lunch detentions
	6 th	1 day suspension and loss of privileges
	7 th	2 days suspension and loss of privileges
	<p>#23 – INAPPROPRIATE USE OF COMPUTERS/TECHNOLOGY:</p> <p>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).</p> <p>The regulations regarding technology allow the District to become CIPA (The Children's Internet Protection Act) compliant.</p>	1 st
2 nd		<p>*Violation of district computer/software guidelines could mean the loss of computer privileges for that class and for the rest of the student's high school career, in addition to the above prescribed consequences.</p>

Violation	Offense	Consequences
OFF-TASK COMPUTER USE: Students who are not working on assignments but are engage in playing video games, searching/looking on websites/apps not directly related to classroom activities, will result in discipline.	1 ST	1 lunch detention
	2 nd	Multiple lunch detentions *Administrator may impose immediate suspension and/ or recommend expulsion based on severity of the incident
#24 – OVER THE COUNTER PAIN KILLERS: 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 Violation #8.	1 st	Warning with required parent meeting.
	2 nd	One day out of school suspension
	3 rd	Two to three days of out of school suspension.
#25 - PARKING LOT: Students are not allowed in the parking lot once they have arrived at school without an office pass.	1 st	Verbal Warning
	2 nd	Lunch detention(s)
#26 – POSSESSION OR USE OF ANY MISCELLANEOUS DISRUPTIVE ITEMS PROHIBITED AT SCHOOL: Problems arise because students have articles that are hazardous to the safety of other, or interfere with school procedures. Such items include, but are not limited to, fireworks, chains, tape recorders, and video cameras. This will also include phone 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.	1 st	Loss of school privileges for one (1) week.
	2 nd	Loss of school privileges for two (2) weeks.
	3 rd	Loss of school privileges for the remainder of the marking period or 5 weeks, whichever is greater. Serious violations may receive additional consequences.
#27 – PROFANITY/SWEARING, OBSCENITY AND VULGARITY: The use of profane language, obscene gestures or vulgar behavior will not be tolerated. NOTE: 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.	1 st	1 lunch detention, loss of school privileges until served.
	2 nd	3 lunch detentions, loss of school privileges until served
	3 rd	Multiple lunch detentions Anything beyond the 3 rd offense the school will

Violation	Offense	Consequences
		consider in/out of school suspension(s).
#28 - SEXUAL HARASSMENT: Sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written or physical conduct of a sexual nature. Students who feel they may be the victims of sexual harassment instigated by other student(s) or school employees should immediately communicate their concerns in writing to the principal for a prompt investigation and disposition of the incident.	1 st	1-3 days suspension, notification of parents and/or police referral, and loss of privileges
	2 nd	3-5 days suspension, notification of parents and/or police referral, and loss of privileges
	3 rd	5-10 days suspension. Possible recommendation for expulsion and loss of privileges
#29 – SMOKING/TOBACCO: Use of or possession of tobacco 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.	1 st	3 days in/out of school suspension and police report.
	2 nd	5 days out of school suspension and police report.
	3 rd	School Board Hearing
#30 – STEALING & EXTORTION: No student shall engage in a purposeful act of theft of school property or the property of other students/employees, this includes technology.	1 st	1-3 days suspension, police referral, and loss of privileges
	2 nd	3-5 days suspension, police referral, and loss of privileges
	3 rd	5-10 days suspension, police referral and loss of privileges
#31 – GROSS MISDEMEANOR AND/OR PERSISTENT DISOBEDIENCE: A serious inappropriate action and/or repeated actions of incorrigible behavior and/or non-compliance with the Code of Conduct. Students are in violation when failing to attend after being directed by a school administrator. PHYSICAL CONTACT THAT DOES NOT INCLUDE A FIGHT.	1 st	Multiple lunch detentions, could consider OSS based on severity.
	2 nd	1 day suspension and loss of privileges for 2 days
	3 rd	3 days suspension and loss of privileges for 6 days *Administrator may skip to level 2 or 3 consequences or move for expulsion, depending on the severity of the

Violation	Offense	Consequences
		offense.
<p>#33 – FAILURE TO ATTEND ADMINISTRATIVELY OR TEACHER ASSIGNED LUNCH DETENTIONS AND/OR AFTER SCHOOL DETENTIONS will result in after school detentions.</p>	<p><u>Failure to attend after school detention will result in an in school suspension</u>Students are expected to follow all reasonable directions/requests given by school personnel.</p> <p>Failure to comply with requests or directions given by school personnel is a serious offense and is punishable by after school detention loss of privileges, and/or out-of-school suspension to five (5) days depending on the seriousness/severity of the incident.</p>	
<p>#34– ANY MISCELLANEOUS 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>1st</p>	<p>Loss of school privileges for 1 week</p>
	<p>2nd</p>	<p>Loss of school privileges for 2 weeks</p>
	<p>3rd</p>	<p>Loss of school privileges for the remainder of the marking period or 5 weeks, whichever is greater</p> <p>*Administrator may impose immediate suspension and/or recommend expulsion based on severity of the incident.</p>

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

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

When deboarding at the bus stop, wait until the bus has come to a complete stop before rising with all your belongings and walking to the front of the bus. Exit the bus when the driver opens the door. Go immediately ten feet away from the bus and go directly home. Checking mailboxes before the bus departs and is out of sight, is unacceptable and a safety hazard. If you must cross the road at your bus stop, go immediately ten feet away from the bus and ten feet forward. Stand on the shoulder of the road, look at the driver, and wait for his or her signal before beginning to cross the road. When you arrive at the middle of the road at the driver's side of the bus, stop and look both ways before continuing to cross the road. If no traffic is passing from either direction, in 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.

Rules while a Passenger on the Bus

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

- Eating, drinking, chewing gum, smoking, and use of drugs are not permitted. There is to be no littering or defacing property on board the school bus. Passengers can be held financially responsible for intentional damages to property. All passengers must sit facing forward with feet on the floor in front of them, and hold all belongings on their lap. Passengers with large items that cannot be held on the lap will need to make other arrangements to transport those items. Bus aisles must be kept clear at all times. Passengers must remain seated throughout the bus ride.
- Passengers must receive permission to open windows. Passengers will not place any part of their body out of the school bus window, nor will they spit or throw objects out of the window. Loud and boisterous behavior is forbidden. Quiet conversation, only, is permitted.
- Courtesy is required at all times. Profane or abusive language is not permitted.
- No throwing of objects inside or outside of the bus.
- Horseplay, teasing, hitting others, and fighting will not be tolerated.
- Passengers will not have on their possession illegal items that pose a safety hazard such as, but not limited to, weapons, alcohol, drugs, cigarettes, lighters and matches. The proper authorities will be contacted if the passengers are found to have these items.
- The use of Hair Spray, Perfume, Body Spray, Cologne, or any other spray is strictly prohibited on a school bus. If you have such things on the bus please leave them in your back pack. Do not use them while you are riding on the bus. If you use them on the bus during your bus ride the consequences will be as follows: 1st offense: 1 day off the bus, 2nd offense: 3 days off the bus, 3rd offense: 10 days off the bus. After that you will lose riding privileges for the rest of the school year. This will be strictly enforced.

- If anyone is caught using tobacco or a lighter during their bus ride, a bus suspension of 5 school days will be the consequence. Your building principal will be notified and the appropriate action will be taken. If you are caught twice for this offense you will lose your riding privileges for the rest of the school year. This also, will be strictly enforced.
- Every student that rides a Montabella school bus will have an assigned seat on their bus. The driver will make the determination where students will be placed. There will be no exception to this rule. If any student has a specific request as to whom they sit with they should bring it to the driver's attention. Requests will be considered by the driver.

Parental Responsibility

Parents need to discuss the bus rules with their child and stress their responsibility in the overall safety of bus transportation. Parents are to have their children at the bus stop, ready to board the bus, prior to the arrival of the bus. For children in second grade or under a present needs to be visible to the driver when the child departs the bus at the end of the school day.

Parents should contact the Transportation Department at (989) 427-5024 if a change in transportation is necessary. Changes should be kept to a minimum. Students are allowed one morning pick up location and one drop off location.

Discipline Procedures

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

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

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

2nd Warning: Child's transportation privileges will be revoked for one (1) school day. Parents must discuss the problem with their child and stress the importance of following the rules on the bus. The child must return the Warning Slip, signed by a parent, to the driver before being allowed to resume riding. A meeting between the parents, driver, and administrator may be held at the parents' or supervisor's request.

3rd Warning: Child's transportation privileges will be revoked for three (3) school days. Parent must discuss the problem with their child and stress the importance of following the bus rules. The Warning Slip, signed by a parent, must be returned to the driver prior to returning to the bus.

4th Warning: Child's transportation privileges will be revoked for five (5) school days. A discipline meeting must be held with a parent, driver, and transportation supervisor, if the child is to resume riding the bus.

5th Warning: Child's transportation privileges will be revoked for ten (10) school days. A discipline meeting must be held with the parent, driver and administrator before the student is allowed to resume riding the bus.

6th Warning: Child will lose transportation privileges for the remainder of the school year.

To schedule a bus discipline meeting, contact the Transportation Department at (989) 427-5024. Meetings will be scheduled from 8:00 a.m. until 2:30 p.m.

Parents are to provide transportation should transportation privileges be revoked due to misbehavior.

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 (7th and 8th) 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

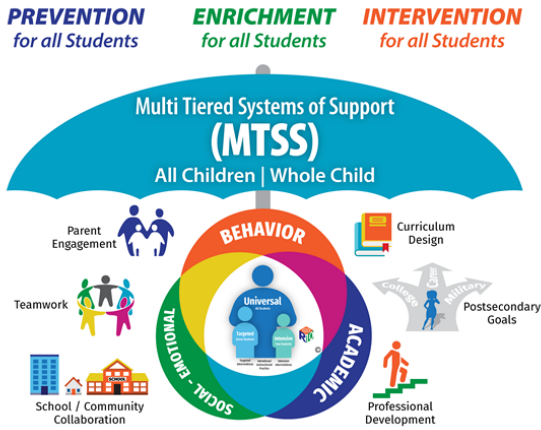


Positive Behavior Interventions and Supports Information

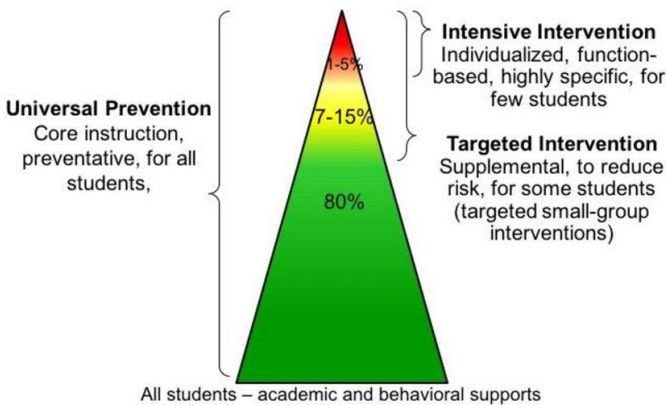
WHAT IS MTSS & PBIS?

- **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

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

Supporting Social Competence and Academic Achievement

Supporting Staff Behavior


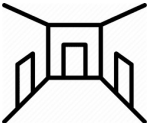



Supporting Decision Making







Supporting Student Behavior

- 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



Show Your MUSTANG PRIDE

 RESTROOM Bathroom Locker room	Be Respectful <ul style="list-style-type: none"> -Follow staff directions -Use the bathroom as quickly as possible -Report problems to a staff member -Maintain privacy of others 	Be Responsible <ul style="list-style-type: none"> -Keep facility clean -Voice level 0 – 2 -Only flush appropriate materials 	Be Safe <ul style="list-style-type: none"> -Wash hands with soap and water -Use cubbies for materials while using bathroom -Walk in locker rooms
 Hallway	<ul style="list-style-type: none"> -Follow staff directions -Use kind words -Be mindful of classes in session 	<ul style="list-style-type: none"> -Voice level 0 – 2 -Keep hallway clean -Use locker appropriately -Get to class on time 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Stay on right hand side -Walk at an appropriate pace
 Cafeteria	<ul style="list-style-type: none"> -Follow staff directions -Use a single-file line -Use kind words (Please, Thank you, and You're welcome) -Wait your turn 	<ul style="list-style-type: none"> -Voice level 0 – 2 (while inside) -Clean up after yourself 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Eat in designated areas
 Media Lab	<ul style="list-style-type: none"> -Follow staff directions -Treat computer equipment with respect -Computer mice and keyboards stay at their designated computer -Keep computer settings as default 	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -Follow staff directions -Display appropriate things on cars -Respect other people's property and vehicles 	<ul style="list-style-type: none"> -Park in designated spots/areas -Lock your car -Drive in appropriate areas 	<ul style="list-style-type: none"> -Be aware of surroundings -Watch for pedestrians -Stay at or below the speed limit

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

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

	Minor- Staff Managed Incidents <i>-Rarely Includes Office Referrals</i>	Major-Staff Managed Incidents <i>-May include Office Referral</i>	Major-Office Managed Incidents <i>-Office Referrals</i>
Continuum of Responses and Strategies	<ul style="list-style-type: none"> -Teach/Model/ Practice Expectations -Proximity -Change Seating/ -Location -Verbal Redirections -Withdrawal of materials -Signal/Look -Student Conference -Planned Feedback -Pre-Corrections -Planned Ignoring -Parental Contact -Time Owed -Loss of Privileges -Chillout -Restitution 	<u>Previous Responses Plus:</u> <ul style="list-style-type: none"> -Teach/Model/Practice Expectations -Individualized Instruction -Classroom Contract -Chillout -Student Observation by Behavior Coach -Parental Contract 	<u>Previous Responses Plus:</u> <ul style="list-style-type: none"> -Teach/Model/Practice Expectations -Individualized Behavior Plan -De-escalation -Exclusionary Time Out -Emergency Restraint/ Seclusion -Interagency Support -Parental Contract -In-school suspension -Out-of school suspension -Bus Suspension -Expulsion

Problem Behaviors

Defiance/ Insubordination Non-Compliance #22 <small>in student handbook</small>	<u>Non-Compliance</u> Not following classroom expectations, directions, procedures; Unprepared for class	<u>Defiance/Insubordination</u> Continually not following classroom expectations, procedures; Continually unprepared for class	<u>Defiance/ Insubordination</u> Student is unable to re-engage after 2-3 attempts to redirect
Inappropriate/ Abusive Language Profanity #27 <small>in student handbook</small>	<u>Inappropriate language</u> Student is speaking calmly in a conversation and inappropriate language is used not directed at another student or staff.	<u>Abusive/Profanity</u> Foul language in the classroom that exceeds conversation voice.	<u>Abusive/Profanity</u> Profanity that is directed towards another person (Teacher/Student/Staff/Etc.
Disrespect	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

<p>Disruption</p> <p style="text-align: center;">#34</p> <p>in student handbook</p>	<p>Distracting peers - Talking out of turn - Out of seat, wandering, intentional noises or distractions</p>	<p>Behavior that disrupts the entire class for a short period of time, but the student can be redirected to the task</p>	<p>Behavior disrupts the entire class over a long period of time and/or the student cannot be redirected to the task</p>
<p>Bullying</p> <p style="text-align: center;">#13</p> <p>in student handbook</p>		<p>The delivery of direct or technology-based messages that involves repetitive intimidation, teasing, taunting, threats, or name calling.</p>	<p>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.</p>
<p>Technology Violation</p> <p style="text-align: center;">#23</p> <p>in student handbook</p>	<p>Having device out and active at unauthorized times without staff permission Using technology for a non-educational purpose without permission</p>	<p>Refusal to comply with staff directives regarding device</p>	<p>Repeatedly refuses to comply with the directive regarding the device.</p> <p>Student violates internet user agreement</p>
<p>Tardy</p> <p>See Attendance Policy for information</p>		<p>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.</p>	<p>When tardies are a recurring issue, an intervention at the office level may occur.</p>
<p>Lying/Cheating Plagiarism</p>		<p>Using words or other forms of communication in an untrue way.</p> <p>Submitting work that is not your own Using unauthorized notes. (BIF will be filled out)</p>	<p>Using words or other forms of communication in an untrue way; Making false accusations.</p> <p>Plagiarism. Repetitive incidents of cheating.</p>

Montabella Jr/Sr High School

Problem Behavior Definitions & Continuum of Responses

<p>Skip Class</p>		<p>Student leaves without permission; or fails to return in an appropriate amount of time if given permission to leave. (BIF will be completed)</p>	<p>Interventions and/or Consequences will be used.</p>
<p>Physical Contact/ Physical Aggression</p>	<p><u>Physical Contact</u> Not keeping hands to self when playing or goofing around.</p>	<p><u>Physical Aggression/Contact</u> Non-consensual touching Continual horseplay that may result in injury</p>	<p><u>Physical Aggression</u> Fighting, hitting, punching, biting, scratching or other violence - Continual non-consensual touching</p>
<p>Property Misuse/ Damage Vandalism</p> <p style="text-align: center;">#11</p> <p>in student handbook</p>	<p><u>Property Misuse</u> Using school property inappropriately or not as intended</p>	<p><u>Damage/Vandalism</u> Throwing/misuse of school property, technology devices (without breaking it) Writing on walls, desks, or other school property</p>	<p><u>Damage/Vandalism</u> Inappropriate use of school property resulting in damage.</p>
<p>Forgery/Theft</p> <p style="text-align: center;">#30</p> <p>in student handbook</p>		<p>Taking others property.</p>	<p>Taking others property and refusing to return it. Signing a school staff member's name or initials.</p>
<p>Dress Code Violation</p> <p style="text-align: center;">#16</p> <p>in student handbook</p>	<p>Student is asked to modify or change inappropriate clothing and complies</p> <p><i>May be sent to the office if uncomfortable asking to change clothes.</i></p>		<p>Student is unable or noncompliant in changing or modifying clothing.</p>
<p>Harassment</p> <p style="text-align: center;">#20</p> <p>in student handbook</p>			<p>-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.</p>

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

<p>Inappropriate Display of Affection</p> <p style="text-align: center;">#15 in student handbook</p>	<p>Hand holding by middle school students, hugs by high school students</p>	<p>Making out, Lingered hugs Student engages in inappropriate consensual verbal and/or physical contact</p>	<p>Student repeatedly engages in inappropriate consensual verbal and/or physical contact</p>
<p>Use/Possession/ Distribution of Alcohol</p> <p style="text-align: center;">#7/#8 in student handbook</p>			<p>Student is in possession of or distributing alcohol.</p>
<p>Use/Possession/ Distribution of Combustibles</p>			<p>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.</p>
<p>Use/Possession/ Distribution of Drugs</p> <p style="text-align: center;">#7/#8 in student handbook</p>			<p>Student is in possession of or distributing drugs.</p>
<p>Use/Possession/ Distribution of Tobacco</p> <p style="text-align: center;">#29 in student handbook</p>			<p>Student is in possession of or distributing tobacco/ vaping products or imitations.</p>
<p>Use/Possession of Weapon</p> <p style="text-align: center;">#4 in student handbook</p>			<p>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.</p>
<p>Bomb or School Threat</p> <p style="text-align: center;">#18 in student handbook</p>			<p>The delivery of direct or technology-based messages that involve any threat to school safety</p>