

# ***THURSTON HIGH SCHOOL***

***26255 Schoolcraft  
Redford, MI 48239***

***2009-10***



## ***STUDENT HANDBOOK***

<http://southredford.net/thurston>

# MISSION STATEMENT

Staff, students, parents, and the community  
working together to ensure  
continuous learning and success.



August 2009

Dear Thurston Student:

Welcome to the 2009-10 school year. On behalf of the entire staff at Thurston, I want you to know how pleased we are that you are here. Students and staff together are a part of the team that makes Thurston an excellent place to be.

There is one primary reason that everyone, students and staff, come here each day. That reason is student learning. The purpose of high school is to adequately prepare young adults for the next step in their lives, whether that be university, military, or the working world. In the 21<sup>st</sup> century all of those choices demand good reading skills, good writing skills and the ability to calculate with numbers. The staff at Thurston is prepared to help you acquire these skills. Your success here and in your future is directly related to the effort that you put into learning, participating, and being a positive part of our school.

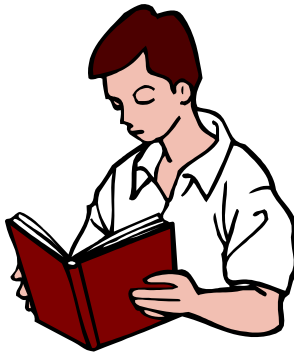
This handbook has been prepared for you to become familiar with the policies and procedures that will be followed throughout the year. Guidelines for student behavior are included. These serve as an outline for the expectations that we have in order to enable every student to be successful in academic and co-curricular activities.

Your work at Thurston should prepare you for the challenges of your future. The teachers, administrators, secretaries, hall monitors, custodians, bus drivers, and kitchen staff are all part of the THS team and are available to help you with anything that might stand in the way of your learning.

Have a great and productive year!

Sincerely,

William Simms  
Principal



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***STUDENT HANDBOOK***  
***2009-10***

**MISSION STATEMENT**

Staff, students, parents, and the community  
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continuous learning and success.

Thurston High School  
26255 Schoolcraft Road  
Redford, MI 48239  
Telephone: (313) 535-4000

South Redford School District  
26141 Schoolcraft Road  
Redford, MI 48239

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## AGE OF MAJORITY

When a student attains the age of 18, a written request may be filed with the office stating that the adult student has reached the age of majority. The parent of the student will be informed by letter of the new status of the adult student. Adult forms are available in each assistant principal's office. It's the responsibility of the adult student to familiarize himself or herself with "Age of Majority" rules.

Listed below are the changes caused by signing "Age of Majority" document.

<b>ITEM</b>	<b>STUDENT RESPONSIBILITIES</b>	<b>PARENTAL RESPONSIBILITIES</b>
Absences	Student may excuse themselves per the guidelines of the Thurston Attendance Policy.	Parents will be informed of unreported absences by an automatic calling device.
Academic Records	May be addressed to student upon request.	Can be requested.
Discipline Incidents	Student's responsibility.	In certain situations, parent may be notified unless other arrangements are made.
Field Trips	May sign permission slip.	May sign permission slip.
Signing "Age of Majority" document.	Read, sign, and date document.	Read, sign, and date document.
Signing out during school day.	Parent permission only per the guidelines of the Thurston Attendance Policy.	Parent permission only.
Student Code of Conduct	No changes; responsibilities remain the same.	No changes; responsibilities remain the same.



## ATHLETIC ELIGIBILITY

To be eligible to participate in athletics, a student must have passed 4 out of 6 classes the previous semester (Michigan High School Athletic Association requirement).

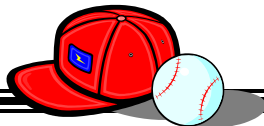
In order to participate in athletics, a student must have achieved a grade point average of 1.50 or higher for the prior semester. A student who fails to meet the required grade point average for eligibility for a semester may reestablish eligibility for the second quarter for the semester by achieving the required grade point average during the first quarter of that semester.

Students who are marginally above the required grade point average will be on “monitor status,” which will require documented performance checks by the coach at least twice each quarter.

Athletes must be in attendance on the day of a meet or contest to be eligible to participate in that meet or contest.

## ATHLETICS

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football	Boys’ Basketball	Boys’ Baseball
Boys’ Soccer	Boys’ Swimming	Girls’ Softball
Girls’ Golf	Girls Basketball	Boys’ Track
Boys’ Tennis	Cheerleading	Girls’ Track
Girls’ Swimming		Girls’ Soccer
Cheerleading		Girls’ Tennis
Volleyball		Boys’ Golf
Cross Country		



## ATTENDANCE POLICY

Regular attendance is necessary for all students. State law requires school attendance until the age of 16. Students are expected to be in class punctually and prepared to participate in the learning process every day. Regular attendance and punctuality are essential if students are to make use of the educational opportunities at Thurston High School. This statement outlines procedures for absences and tardies and delineates responsibilities that all members of the school community share with regard to notification and enforcement of these procedures.

### **TARDY POLICY**

2 <sup>nd</sup> tardy in any one class	Call home by teacher.
3 <sup>rd</sup> tardy in any one class	Pre-printed form from teacher that parents must sign as ticket back to class. No re-entry to class until signed. Auto-calling Service- "Your child just incurred the third tardy in 4 <sup>th</sup> hour. In order to maintain an uninterrupted...."
4 <sup>th</sup> tardy in any one class	Assistant Principal holds conference with student. Letter sent home from administration.
5 <sup>th</sup> tardy in any one class	Student sent home until parent holds meeting with administrator.
6 <sup>th</sup> tardy in any one class	Student sent home again until parent meeting, etc.

### **STUDENTS EARN A CLEAN SLATE AFTER 5 WEEKS OF ON TIME BEHAVIOR IN ALL CLASSES**

### **ABSENCE POLICY**

#### **Students younger than 16 years old**

5 absences (not called in by parent)	* Letter sent home from the administration. * Assistant Principal notifies School Resource Officer. * Auto phone message to home.
8 absences (not called in by parent)	School Resource Officer sends a letter home.
10 absences (not called in by parent)	School Resource Officer calls home.

#### **16yr Older**

5 absences (not called in by parent)	* Letter sent home from administration. * Auto phone message to home.
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8 absences  
(not called in by parent)

Letter sent home from administration.

10 absences  
(not called in by parent)

Student sent home until parent holds a meeting with administrator

### **Excused Absences**

School-related missed period of instruction such as field trips, athletic events, being in the Student Responsibility Center (SRC), or suspensions, will not count toward the maximum numbers. School-related missed classes will not trigger the automatic calling machine.

**Family Travel** - Families are expected to use school vacation time for travel. In circumstances when this is not possible, such absences must be pre-approved by the assistant principal to have these absences excused and to allow for make-up privileges. Families are expected to contact their assistant principal as soon as possible (within five [5] days) in advance of the absence to receive pre-approval. Once pre-approval has been granted, the student has the responsibility to speak to each of his/her teachers to notify them of their forthcoming absence to collect assignments in advance, arrange for alternative assignments, and plan for make-up work. Students need to fill out a planned absence notice, which is to be signed by the parent/guardian, before leaving on vacation/family travel. These days DO count toward the limit of ten missed periods of instruction.

**Emergency Situations** - It is understood that emergency situations where a lengthy absence could occur may require special consideration. Parent or guardian of the student must provide the school a written doctor's statement for absences relating to serious illness or other circumstances and may be given special consideration by the principal or assistant principal.

### **Unreported Absences**

Unreported absences are those that occur without prior notice from a parent or guardian. The absolute minimum standards of employability include the notification of one's supervisor on days when, for whatever reason, the employee will not be at work.

If an absence is unreported, the student will not have make-up privileges for work or tests done in class that day (or days) and the automatic calling machine will call the home to report the absence.

Absences must be reported to (313) 534-6576 prior to the absence but no later than the day in which the absence takes place. (See Section VIII for further details on Parent/Guardian responsibilities.)

### **Make-Up Work**

Students are expected to take the initiative in securing missed assignments. On the day a student returns to class, s/he must make appointments with teachers to obtain assignments and schedule make-up tests within a reasonable amount of time set by the individual teacher. Any work that is not made up in accordance with these guidelines will receive no credit. If a student is absent the day an assignment is due or a test is given, that student will be expected to turn in the assignment/take the test the day s/he returns unless other arrangements are made.

## **Tardy**

A tardy means that a student arrived at class after the bell rings. Responsible students who arrive on time are valued at Thurston High School and in the world of work. It is the responsibility of the student to be in the classroom when the tone sounds.

Multiple policy infractions create an insubordinate climate and will necessitate a family conference with administration in order to return to class/school. **A revocation of parking privileges, suspension of off-campus lunch privileges, or a restriction in a student's participation in co-curricular activities may result from continued violations of the attendance/tardy policy.**

## **Notification**

All absences and tardies will be indicated on the report card.

The Automated Parent Notification System will send a recorded message to each home at various times each night for each hour missed by a student.

Parents may call the assistant principal for their student's attendance record. (The primary responsibility for maintaining attendance records belongs to students and their families.) Absences will be listed on student transcript.

## **Responsibilities of Students, Parents/Guardians, Teachers, Administrators/Staff**

All members of the school community are responsible for making our attendance procedures work effectively. Our policy supports teaching and learning through continuity in the classroom and calls for our participation as follows:

**The Student's Duty** - A student's pattern of attendance may affect his/her grade record. Absence from school is the greatest single cause of poor achievement. If a student considers being absent for any reason except illness, s/he must balance the reason for the absence with its consequences. A missed class can never be duplicated.

1. Attend all classes unless excused by a parent or guardian, or unless participating in a school-sponsored activity for which you have been excused.
2. Be in the classroom when the bell rings.

3. Make arrangements with the teacher to make up work within a reasonable period of time if there is an excused absence.
4. Inform the teacher and identify assignments that can be completed while out if there is an excused absence coming up.
5. Know your own attendance record.
6. Seek approval from the assistant principal for any extended absence

NOTE: All 9-11 grade students are required to remain on campus until they complete their scheduled day. A student may only leave early after signing out in the front office with permission from **parent/guardian or designated adult person who is listed on the emergency card which is maintained in the office of the principal.**

### **The Parent's/Guardian's Duty**

1. Report absences to the attendance phone at (313) 534-6576 prior to the absence and no later than the same day. The attendance machine is available 24 hours per day.
2. Contact the student's assistant principal's office to receive information regarding student attendance.
3. Give the assistant principal's office an alternative telephone number (if desired) other than the home phone where you can be reached if there are attendance problems.

### **The Teacher's Duty**

1. Teachers are expected to implement the Thurston High School Attendance Policy.
2. Teachers will work with students, counseling personnel, school administrators, and parents in an effort to solve attendance problems with students.
3. Teachers will record attendance daily, and note attendance information they receive from the Attendance Office with regard to excused and unexcused absences. Attendance records must be kept in grade books, and on the computerized attendance system.

### **The School Administration's and Staff's Duty**

1. Maintain attendance records, review them, and notify parents/guardians when attendance problems arise.
2. Send parents/guardians a summary of student attendance, which will be included on the student report card.
3. Include a yearly record of attendance as part of the student transcript.

**Due Process** - Due process is the right of the student/parent to contest the loss of credit due to excessive absences. Students/parents will:

1. Have an opportunity to state his/her side of the story.

2. Be permitted to ask questions for defense.
3. Have access to an appeal process of building principal, Superintendent or his/her designee, and the Board of Education.

## **CHEATING**

All members of the school community at Thurston High School are expected to practice and uphold high standards of academic integrity and honesty. Instructors are expected to inform students of the procedures and standards of research, documentation, and examination and students are expected to follow these standards.

## **CLASSROOM DISCIPLINE PROCEDURE**

A positive, proactive, and instructional approach to discipline is the goal of everyone at Thurston. In the event of a breach of the Code of Conduct, the Student Responsibility Center (SRC) reinforces the District's Strategic Plan regarding making contact/communication with family members concerning the progress of their student. It also supports a proactive, positive, and instructional approach to student discipline.

When a student chooses to engage in a disruptive behavior, it is most helpful when the adult in charge of the area addresses the student using a calm, matter-of-fact voice that does not embarrass or place the student in a win/lose situation. It is important to maintain eye contact with the disruptive student. Once a student has decided to leave, it is best to keep verbal interactions to a minimum.

The following options are suggested as possible lines of questioning when a student has chosen disruptive behavior:

1. What are you doing?
2. What are the rules?
3. What happens when you break the rules?
4. Is this what you want to happen?
5. Where do you want to be? or What do you want to do now?
6. What will happen if you disrupt again?

OR

1. What are you planning to do?
2. What are the rules?
3. Will you work with me?
4. If not . . .
5. I see you have chosen to go to the SRC.

The adult in charge of the disrupted area phones or emails the SRC and briefly states the behavior the student was displaying. This will be followed up within 24 hours with an e-mailed Incident Report describing the disruptive behavior.

Once the student has chosen to continue the disruption that had begun in the classroom, that student will then proceed to the SRC to begin the process of evaluating his/her behavior with the intent of developing a plan for returning to class. Once the plan is completed, the student and adult will meet to resolve the initial problem.

## **DIPLOMAS & GRADUATION**

A Thurston day school diploma will be awarded to any student who earns 22.5 credit hours in grades 9 through 12. A minimum of 15 of those credit hours must be earned either in the Thurston day program or another accredited day program. Other credits could come from night school, summer school, correspondence courses, community service, or other sources.

Students who earn a day school diploma are the only students who also earn the privilege of walking across the stage at the graduation ceremony in the year of their graduation to receive that diploma.

For a student to be eligible to walk the stage, they must have completed all necessary requirements by 4:00 pm on the Friday prior to the week of graduation.



## **DUAL ENROLLMENT POLICIES**

Eleventh or twelfth grade students who are otherwise eligible may take courses in English, mathematics, science, or social studies provided that:

1. they have achieved a state endorsement in the subject area in which they wish to dual enroll, AND
2. they have completed Thurston High School graduation requirements in the particular department, AND
3. the course is not offered by Thurston High School, OR

4. the course is offered by Thurston High School, but it is determined that the student cannot take the course due to a scheduling conflict that is beyond the student's control.

An eleventh or twelfth grade student who is otherwise eligible may also take courses in computer science or foreign language if the course is not offered at Thurston High School.

Students may not take classes in hobby craft, physical education, theology, divinity, or religious education. The principal must approve all dual enrollment requests. Students enrolled in post-secondary institutions are required to bring weekly attendance reports, filled out by the post-secondary instructor, to their counselor every Friday.

**Any dual-enrolled student who drops a course after the refund deadline or fails a course because of poor attendance will be billed for the portion of tuition paid by the South Redford School District.**



# FACULTY

## Art

Debra Graham..... 900

## English

Jason Bobrovetski ..... 312  
 Susan Brown..... 700  
 Lorelei Collins..... 505  
 Dee Gwaltney ..... Media Center  
 Meghan Horn..... 706  
 Rory Hughes..... 701  
 Nikia Moy ..... 501  
 Mary Pearson..... 703  
 Cara Spindler ..... 702  
 Christina Witt-Dobski..... 210

## Foreign Language

Jennifer Gerish..... 310  
 Kelly Karl ..... 308  
 Cara Spindler ..... 702

## Home Economics

Colleen Petersen ..... 110  
 Michele VanEsley..... Child Care

## Math

Scott Bridges ..... 616  
 Barry Fuller..... 112  
 Jeanette James..... 508  
 Charlene Jones..... 315  
 Nese Nasif ..... 306  
 Eric Nelson ..... 606  
 Amanda Prince..... 507  
 Kevin Santer ..... 610  
 Tuesday Williams..... 612

## Music

Ray Schmidt ..... 105  
 Ed Lucius ..... 103

## Physical Education

Colleen Donakowski ..... Gym  
 Ann McManamon ..... Gym  
 Bob Snell..... Gym

## Science

Tricia Anderson ..... 601  
 John Bingamon ..... 504  
 Victor Chen ..... 114  
 Brad Fritz..... 116  
 Barry Fuller..... 112  
 Katherine Gee ..... 506  
 Holly Hereau ..... 111  
 Katelyn Rozema..... 604

## Social Studies

Aaron Boylan ..... 704  
 Jason Brater ..... 313  
 Jeff Burger ..... 708  
 Lucija Franetovic..... 500  
 DeVee Grofsorean..... 618  
 Tanyata Robertson ..... 705  
 Desmond Smith..... 502

## Student Services

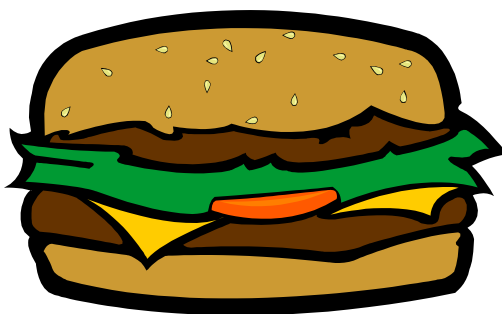
Heather Bartus..... 302  
 Sarah Moore..... 303  
 Lindsey Flynn..... 304  
 Ann Proctor ..... 305  
 Julie Rzepka..... 303/305  
 Ann Turnbull ..... 304/305

## technology

Linda Bonofiglio ..... 805  
 Kara Clayton ..... 803  
 Erin Ferris..... 807  
 Jennifer Frankling..... 809

## FOOD AND LUNCH PERIOD PROCEDURES

Students are provided with a 30-minute lunch period within their scheduled day. Cafeteria services are available providing balanced lunches and ala carte items at a nominal cost. Students also have the option of bringing their lunch. Ninth, tenth, and eleventh grade students are required to remain on campus during the lunch period. Seniors--with signed permission slips and visibly displayed picture IDs--have off-campus lunch privileges.



## Important contact Information

**Concerning:**

**You'll Find It Here:**

Activities and Clubs .....	Assistant Principal
Art Department.....	Debra Graham
Athletics .....	Al Chambo
Attendance .....	Assistant Principal (A - K)
.....	Assistant Principal (L - Z)
Business Education .....	Linda Bonofiglio
Checking Out of School .....	Assistant Principal/Front Office
College or Career Planning.....	Counseling Office
Debate.....	Christina Witt-Dobski
English Department.....	Susan Brown/Dee Gwaltney
Field Trips .....	Assistant Principal
Foreign Language Department .....	Jennifer Gerish
Forensics .....	Christina Witt-Dobski
Home Economics Department.....	Colleen Petersen
Illness at School .....	Assistant Principal/Front Office
Locker .....	Assistant Principal
Lost and Found .....	Front Office
Lunch Program.....	Carrie Morfino
Mathematics Department.....	Charlene Jones
Media Services (Library).....	Dee Gwaltney

Music Department .....	Ed Lucius
Night School .....	Counseling Office/Asst. Principal
Parking.....	Front Office
Personal Problems .....	Counseling Office
Scheduling .....	Counseling Office
School Newspaper.....	Jennifer Frankling
Scholarships.....	Counseling Office
Science Department.....	John Bingamon
Social Studies.....	Jason Brater
Student Council.....	Ann Proctor
Summer School .....	Assistant Principal
Transportation.....	John Duncan
Working Papers .....	Counseling Office
Yearbook .....	Jennifer Frankling

## LEAVING SCHOOL DURING SCHOOL HOURS

Students who find it necessary, for any reason, to leave the building during school hours must obtain permission from the school office.

## LOCKERS AND LOCKS

Lockers are assigned at Jump Start. A student must not change lockers without authorization or divulge his/her combination to other students. Valuables should not be left in lockers.

Lockers should be locked at all times, as the school does not assume the responsibility for anything stolen from lockers. The office, however, will cooperate to the extent that it is able in recovering stolen property.

Please be advised that lockers belong to the school and are loaned to students for their use during the school year. School officials may search student lockers at any time it is deemed necessary or appropriate.

Students sign a locker agreement and are expected to abide by the rules of locker use. Any exterior decoration of a locker must be temporary and removable without leaving marks or residue. Permanent defacement of lockers will result in a charge equal to the cost of restoring the locker being assessed to a student's family.

## LOST AND FOUND

There is a Lost and Found Department located in the high school office. All articles lost or found should be reported to the office.



## MEDIA CENTER (Library)

The school library Media Center is available for use by individuals, small groups, and classes throughout the school day. Students may check out all printed works, except some valuable or unique reference works, for home use. For all to benefit from the services of such a program, some basic rules must be observed.

- ✓ The book loan period for students is three weeks.
- ✓ Periodicals (magazines), except the most recent issue of each, circulate for one week.
- ✓ Fines for both books and periodicals are 5¢ per school day.
- ✓ Regarding lost materials, the borrower will pay the cost of the materials at current replacement prices. If the book is found later, s/he may request a refund for all but the charges for fines.

### Individual Use of Media Center

- ✓ Up to five (5) students may come to the Media Center from any class with a pass signed by the teacher.
- ✓ Substitute teachers may not send students to the Media Center.
- ✓ Upon arrival at the Media Center, students are asked to sign in giving student name, teacher name, and time entering.
- ✓ Unless the pass states that the student will return to class, s/he must remain in the Media Center until the end of the class hour.
- ✓ A student I.D. card is necessary to check out books.
- ✓ Individual students may use computers in the Media Center and lab when classes are not scheduled.

**MEDIA CENTER HOURS: 7:30 a.m. - 2:30 p.m.**

## **NARCOTICS , ALCOHOLIC BEVERAGES , AND STIMULANT DRUGS**

A student shall not possess, use, transmit, or be under the influence of any drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind either on the school grounds, or off the school grounds at a school activity, function, or event. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Violations of this rule will result in disciplinary action ranging up to expulsion.

Thurston High School will fully enforce Redford Township Ordinance #1611, which prohibits the use of illegal substances and/or possession of drug paraphernalia.

## **NONDISCRIMINATION POLICY**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance . . .” with certain exceptions.

All students shall have an equal opportunity to participate in and benefit from all academic and extracurricular activities and services; and, thus, it will be a violation of policy for the District, Board, administration, teachers, or other staff to discriminate against students on the basis of sex in disciplinary actions, entitlement, and provision of services, selection of courses or programs, counseling services, physical education and athletics, treatment on the basis of marital or parental status, including pregnancy.

If any person believes that the South Redford School District, or any part of the school organization, has inadequately applied the principles and/or regulations to Title IX , or is in some way discriminatory on the basis of sex, such a person may bring forward a complaint, which shall be referred to as a grievance, to the principal of Thurston High School.

Inquiries concerning the nondiscrimination policy may also be directed to:

Director, Office of Civil Rights  
Department of Health, Education, and Welfare  
Washington, D.C., 20201

# NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the School District’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the rights to:

- **Consent to federally funded surveys concerning “protected information.”**

If the U. S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

1. political affiliations;
2. mental or psychological problems of the student or student’s family;
3. sexual behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of student’s family members;
6. privileged or similar relationships recognized by law, such as with attorneys, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents;  
or
8. income other than as required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

- **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

1. activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
2. any protected information survey--regardless of funding; and
3. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

- **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the District administers or uses them:
  1. protected information surveys of students (including any instructional materials used in connection with the survey);
  2. documents or instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
  3. instructional material used as part of the educational curriculum.
  
- **Receive notification of District policy.** The School District will develop and adopt a policy, in consultation with parents, regarding these rights, and make arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students, such as through U. S. mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.
  
- **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U. S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, D.C. 20202-4605

## PEER MEDIATION

As always, we work to improve the safe and orderly environment at Thurston so that our main focus--education for all students--can take place. In conjunction with the Redford Township police, we have implemented an education program in conflict resolution for all students. Even though we have very few fights at school, we will not tolerate fighting at all. Students involved in a fight will be referred to the Redford Township Police Department for Disturbing the Peace in a public building. In our effort to resolve conflicts before larger difficulties emerge, we have established a peer mediation program. Students are trained to mediate disputes among their peers. Students, teachers, parents, or administrators can recommend a mediation session for parties in a dispute.

# PEOPLE YOU SHOULD KNOW

## ADMINISTRATIVE STAFF

	<b>Ext. #</b>
William Simms, Principal .....	1155
Assistant Principal (A - K) .....	1157
Assistant Principal (L - Z) .....	1156

## COUNSELING STAFF

	<b>Ext. #</b>
Kathleen Wang (A – Hi).....	1179
Christine Roberts (Ho – Ri) .....	1178
Ann Rae (Ro – Z] .....	1180

## STUDENT SERVICES

Heather Bartus  
Lindsey Flynn  
Ann Proctor  
Sarah Moore  
Julie Rzepka  
Ann Turnbull

## FOOD SERVICES

Carrie Morfino

## CUSTODIAL STAFF

George Johnson  
Doug McDonald  
Nawal Shadah  
Paul Sidor  
Chester Wood

## MEDIA CENTER

Dee Gwaltney, Media Specialist  
Monique Kincaid, Media Aide

## DATA CENTER

Kim Meray  
Kathy Snyder

# THE PERSONAL RESPONSIBILITY OF THURSTON HIGH SCHOOL STUDENTS

As a student at Thurston High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

## **I. The Teaching - Learning Process**

For the efforts of the teachers to be as successful as possible, and for you to achieve to the best of your ability, you must:

1. Show up on time.
2. Bring the necessary materials.
3. Do your work or ask if you need assistance.
4. Respect yourself and others.
5. Follow each teacher's classroom rules.

## **II. Respect for the Rights of Others**

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Should you feel that your rights have been ignored or violated, you should speak to an adult in the building. If you find that difficult, have a parent or guardian contact your assistant principal.

## **III. Responsibility For Your Own Actions**

School policies made by the Board of Education will be followed by all of the students attending school. This means that the policies regulating fighting, defiance of authority, smoking, and all other student policies should govern every student regardless of age or sex.

You will be held responsible only for the things YOU do or fail to do. When you make choices to act or do something, you must think of the consequences. You will be treated in the manner in which you behave. **IF AN ADULT IN THE BUILDING ASKS A STUDENT TO DO SOMETHING, IT IS THE STUDENT'S RESPONSIBILITY TO COMPLY. IF YOU DO NOT THINK IT IS FAIR, DO IT AND GO SEE YOUR ASSISTANT PRINCIPAL AND DISCUSS IT WITH HIM. FAILURE TO COMPLY WILL RESULT IN STUDENT BEING SUSPENDED FROM SCHOOL**

Posters for any type of school activity, advertising, or announcement must be approved by the Student Council. There are designated areas where posters may be placed (not on windows). All commercial or nonschool activity posters must be cleared through the principal's office.

## **REPORT TO PARENTS**

If students are failing courses, parents will be notified by a telephone call from the teacher and the classroom teacher's progress reports. Report cards are issued each ten weeks. Progress reports are completed for all students midway through the ten-week marking period. Phone calls are made whenever a student is in danger of failing.

Zangle's Parent Connection is a web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (personal identification number) and password, parents can connect to the school district's student database using a web browser and view their child's data, such as progress reports, attendance records, report cards, transcripts, and more. If you have misplaced your PIN or password please call the high school office.

## **SCHOOL DANCE PROCEDURES**

All dances will be over at 11:00 p.m. Students will be asked to show their Thurston identification cards.

Students attending school dances will not be permitted to leave the building under any circumstances once they have entered. If they do, they will not be allowed to re-enter the dance.

No one is allowed to attend a Thurston dance unless s/he is a student, chaperon, teacher, or invited guest. Thurston students who wish to bring a guest to a school dance must present to an administrator, prior to the night of the dance, a letter written by their parent or guardian. The parent or guardian should be at home during the time of the dance and should include a phone number where s/he can be reached. An emergency phone number for the guest must also be included in the letter.



## **SCHOOL AND FAMILY PARTNERSHIPS**

The staff and administration at Thurston High School recognize the benefits of parent/school alliances and how they positively impact student achievement. In order to continually strengthen those relationships, the following plan of systemic communication between school and homes is in place:

### **REGULAR CONTACTS**

Report Cards	4 times per year
Progress Reports	4 times per year
3 week 'danger of failure calls'	2 times per year
Parent/Teacher conferences	2 times per year
Parent Open House	Once per year
Eighth grade Orientation	Once per year

Additionally, the Thurston Communication Network (TCN) meets six times each year to discuss matters of interest to the parents and guardians of high school students. All parents/guardians of Thurston students are welcome to attend. There is no financial obligation nor are there any fund-raising activities attached to participation in TCN.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety of students and school personnel, school authorities may search students, students' lockers, and students' desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Students' lockers and desks are school property and remain at all times under the control of the School District; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspection of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

A student's person and/or personal effects--including an automobile--may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## **SEXUAL<sup>24</sup> HARASSMENT**

All employees and students should be aware that both the Elliot-Larsen Civil Rights Act (Michigan) and the Civil Rights Act of 1964 (federal) prohibit harassment on the basis of sex in the workplace and in the educational setting.

It is the policy of the South Redford School District that all of its employees and students have a right to expect a working and study environment that is free of unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Such actions are prohibited when (a) submission to such conduct or communication is made an express or implied condition of obtaining employment or public education; (b) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or public education; or (c) such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive work or educational environment. It is the policy and objective of the South Redford School District to maintain a place of employment and study for all of its employees and students--male and female--that is free of conduct that can be considered sexually harassing, abusive, and offensive.

Sexual harassment--whether of employees by supervisors or co-employees, or of students by faculty, administrators, or other students--is inconsistent with the above environment and absolutely prohibited by the School District. All employees have a duty to report any incident of sexual harassment promptly to the administration. Upon receipt and verification of information that such harassment has occurred, the School District will take prompt, corrective action up to and including discharge from employment or expulsion from school.

The South Redford School District fully intends to abide by the law, and supervisors will take firm disciplinary action in accordance with School District policy to prohibit any employee or student conduct that is sexually offensive in nature. Specific procedures regarding handling complaints are found in the Sexual Harassment Policy and Complaint Procedure, which can be found in any high school office.

## **SMOKING AND TOBACCO PRODUCTS**

Use of any tobacco product is not permitted in the school buildings or on the school campus. Students who violate the tobacco rule will be subject to disciplinary action.

# STUDENT CODE OF CONDUCT

Thurston High School is committed to providing a safe and welcoming learning environment where the rights of all students are respected. The Student Code of Conduct has been created to inform students and parents/guardians about the behavior that is expected of all students. The Code of Conduct identifies offenses, definitions, and rationale for the rules and the consequences that will occur if a student violates any of the rules. The offenses contained in the Student Code of Conduct are not intended to cover every possible rule infraction. Student behavior that is not covered in the Student Code of Conduct will be dealt with on an individual basis. The Student Handbook contains numerous Board of Education policies, as well as pertinent sections of state laws that should be referred to for further clarification.

Except for infractions of the Student Code of Conduct that may only necessitate a verbal warning, parents/guardians will be contacted.

Offense	Definition	Rationale	Consequence
<b>ACADEMIC MISCONDUCT</b>	<p>The following are selected examples of violations of the standards of academic conduct, but do not define all possibilities:</p> <ul style="list-style-type: none"> <li>• Misrepresenting the work of another as one's own (plagiarism).</li> <li>• Cheating by copying from another student.</li> <li>• Assisting another student to cheat.</li> <li>• Cheating by use of unauthorized notes or other materials.</li> <li>• Theft of another student's test, project, or assignment.</li> <li>• Theft of a teacher's answer book or test.</li> <li>• Copying from the Internet.</li> </ul>	<p>Individual's learning and assessments are minimized. Students are expected to uphold high standards of academic integrity and honesty.</p>	<p><b>1<sup>st</sup> offense:</b> Grade of "E" on assignment and parent contacted.  <b>2<sup>nd</sup> offense:</b> Grade of "E" for the 10-week grading period; parent-teacher conference.</p>
<b>ARSON</b>	<p>Intentionally setting a fire either on school grounds or during a school function, activity, or event off of school grounds.</p>	<ul style="list-style-type: none"> <li>• Destruction of property.</li> <li>• Safety of others.</li> <li>• Illegal.</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory expulsion pursuant to MCL §380.1311(2).</li> <li>• Restitution.</li> </ul>

Offense	Definition	Rationale	Consequence
<b>ASSAULT</b>	Intentionally causing or attempting to cause physical harm or injury to another through force or violence.	<ul style="list-style-type: none"> <li>• Respect for the rights of others.</li> <li>• Lifelong skills of getting along with others.</li> </ul>	<b>1<sup>st</sup> offense:</b> Expulsion pursuant to MCL §380.1310, §380.1311a.
<b>BOMB THREATS</b>	Intentionally making or being involved in making a bomb threat.	<ul style="list-style-type: none"> <li>• Illegal.</li> <li>• Safe and orderly environment.</li> </ul>	<b>1<sup>st</sup> offense:</b> Expulsion pursuant to MCL §380.1311a(2).
<b>BUS BEHAVIOR</b>	Behavior on the bus that causes harm to another student or distracts the bus driver from driving. (See Transportation Policy.)	<ul style="list-style-type: none"> <li>• Safe transportation of students on buses is imperative.</li> <li>• Respect for the rights of others.</li> </ul>	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Bus suspension for up to two weeks.</li> <li>• Other parts of Code of Conduct may apply.</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Loss of bus privilege for rest of semester or up to remainder of school year.</li> <li>• Other parts of Code of Conduct may apply.</li> </ul>
<b>DRESS CODE</b>	The personal grooming habits of any student or the wearing of any type of clothing by any student which affects the health and/or safety of that student, or other students, or which causes disruption of or material interference with the orderly school environment will not be permitted. Any fashion statement that may be disruptive to classroom learning will not be allowed. This includes, but is not limited to, low-cut blouses or shirts and jeans, slacks or shorts worn below the waist. Clothing cannot bear anything obscene, immoral, or profane. Bare midriffs, spandex, spaghetti strap tank tops, underwear as outer clothing, hats, bandannas, or head coverings are not permitted. Clothing that promotes violence, alcohol, tobacco, drugs, or sex is not allowed. Shoes must be worn at all times.	Dress should not interfere with any student's education, health, or safety.	<ul style="list-style-type: none"> <li>• Changing of clothing and parental contact.</li> <li>• Suspension up to expulsion.</li> </ul>

Offense	Definition	Rationale	Consequence
<b>DISCRIMINATORY HARASSMENT/BULLYING/INTIMIDATION</b>	Making verbal or written statements or physical conduct relating to a person's sex, sexual orientation, race, color, national origin, religion, height, weight, marital status, handicap, or disability. This includes any racial or ethnic slurs.	<ul style="list-style-type: none"> <li>• Safe, orderly, welcoming environment.</li> <li>• Respect for the rights of others.</li> </ul>	Short-term suspension to expulsion.
<b>ELECTRONIC DEVICES</b>	<b>During school hours</b> , (defined as beginning at the moment a student enters the building in the morning until the final dismissal bell in the afternoon) cell phones, pagers, CD players, radios, etc., may not be used or carried by a student except in the case of classroom related and teacher supervised activities.	<ul style="list-style-type: none"> <li>• Distract from learning.</li> <li>• Potential risk of theft.</li> <li>• School will not reimburse if lost or stolen.</li> </ul>	<b>1<sup>st</sup> offense:</b> <ul style="list-style-type: none"> <li>• Item confiscated and returned to parent only.</li> </ul> <b>2<sup>nd</sup> offense:</b> <ul style="list-style-type: none"> <li>• Item confiscated and returned to parent after 3 school days.</li> </ul> <b>3<sup>rd</sup> offense:</b> Suspension. <b>4<sup>th</sup> offense:</b> Suspension to expulsion for persistent disobedience/insubordination
<b>FALSE ALLEGATIONS</b>	Falsifying statements about an incident or situation related to school.	<ul style="list-style-type: none"> <li>• Hinders the decision process.</li> <li>• Can consume valuable time.</li> </ul>	<ul style="list-style-type: none"> <li>• May result in disciplinary action ranging from a verbal warning to recommendation for expulsion.</li> <li>• Restitution may be required.</li> </ul>
<b>FIGHTING</b>	Two or more participants committing hostile bodily contact.	Safe and orderly environment.	Any/all incidents of physical violence will immediately result in referral to the Redford Police Department and a criminal complaint will be filed. <b>1<sup>st</sup> offense:</b> Three (3) - five (5) days up to expulsion. <b>2<sup>nd</sup> offense:</b> Five (5) - ten (10) days up to expulsion. <b>3<sup>rd</sup> offense:</b> Ten (10) days up to expulsion and outside counseling must be initiated before readmittance. <b>4<sup>th</sup> offense:</b> Recommendation for expulsion.
<b>GAMBLING</b>	Playing games of chance, including, but not limited to, cards, dice, etc.	Safe and orderly environment.	<b>1<sup>st</sup> offense:</b> Immediate referral to parents and/or police, and up to three (3) day-suspension. <b>2<sup>nd</sup> offense:</b> Referral to parents and/or police, and up to five (5)-day suspension.

offense	Definition	Rationale	Consequence
<b>GANG AND GANG RELATED ACTIVITY</b>	The term gang means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or violations of School District policy, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a patter of criminal gang activity or violation of School District policy. The term “gang related activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts or violations of School District policy, provided the criminal acts or policy violations were committed on separate dates or by two or more persons who are members of, or belong to, the same street gang. District students are prohibited from engaging in gang or gang related activities, which materially disrupt classroom and School District functions and which include: (a) dressing or grooming in a manner which, in the reasonable judgment of a District administrator, teacher, staff member, or student, communicates membership in or affiliation with a gang (e.g. jewelry, insignias, baseball caps, wristbands, gloves, bandannas, shoelaces): (b) communicating, verbally or non-verbally (e.g., gestures, handshakes, tagging, etc), in a manner which in the reasonable judgment of a District administrator, teacher, staff member, or student, conveys membership or affiliation with a gang; or (c) committing an act(s) in furtherance of the interests of a gang or gang related activity including, but not limited to: soliciting others for participation, membership or affiliation in any gang or gang-related activity; intimidating or threatening any person; or, inciting any other person to use force, intimidation or threats.	Gangs and gang-related activities which materially interfere with or disrupt educational processes, classroom activities, sporting activities or School District sponsored events are prohibited. Gangs and gang-related activities are also prohibited to the extent they interfere with or disrupt normal school functions, student activities and student transportation. This includes school-related activities and functions on premises owned or used by the School District or to and from school.	Administrative intervention to expulsion consistent with the provisions of the Board of Education Policy Manuel governing student conduct (See Sections 4510 and 4520)
<b>HALL BEHAVIOR</b>	<ul style="list-style-type: none"> <li>• Students and staff must be able to move through halls without interference.</li> <li>• Students shall not run in halls.</li> <li>• Grouping of students should not block passage.</li> </ul>	<ul style="list-style-type: none"> <li>• Safe and orderly environment.</li> <li>• Allows students and staff to pass and avoid being tardy.</li> </ul>	1st offense: <ul style="list-style-type: none"> <li>• Verbal discussion with staff member.</li> <li>• Continual interference with hallway access, written notice to parent/guardian and possible suspension. “Insubordination” consequences apply.</li> </ul>
<b>INAPPROPRIATE USE OF TECHNOLOGY</b>	Use of District technology and software is to be for educational purposes only. (See Acceptable Use Policy.)	<ul style="list-style-type: none"> <li>• Safe and well being of students.</li> <li>• Respect for the rights of others.</li> </ul>	Warning to loss of privileges. (Refer to District policies.)

<b>offense</b>	<b>Definition</b>	<b>Rationale</b>	<b>Consequence</b>
<b>INDECENCY</b>	Conduct that is contrary to commonly recognized standards of behavior. This includes obscenity, indecent exposure, gestures, written or verbal phrases, displays, or pictures that are offensive to the standards of propriety.	<ul style="list-style-type: none"> <li>• Welcoming friendly environment.</li> <li>• Respect for rights of others.</li> </ul>	Warning with possible parental contact or suspension. (See harassment penalties.)
<b>INSUBORDINATION/STUDENT COOPERATION</b>	Refusing to comply with reasonable requests by <u>all</u> school personnel.	Undermines the effectiveness and/or authority of maintaining a safe, orderly environment.	<b>1<sup>st</sup> offense:</b> Warning up to short-term suspension. <b>2<sup>nd</sup> offense:</b> Short- or long-term suspension. <b>3<sup>rd</sup> offense:</b> Recommendation for expulsion.
<b>LEAVING CAMPUS WITHOUT PERMISSION</b>	<ul style="list-style-type: none"> <li>• Students leaving the building throughout the day without parent/guardian permission.</li> <li>• Seniors are allowed to leave campus during lunch hour but are expected to be back to class on time. Parent/guardian permission is required.</li> </ul>	Safety of the students and security of the building.	<b>1<sup>st</sup> offense:</b> Immediate suspension in effect until re-entry conference with parent and assistant principal. <b>2<sup>nd</sup> offense:</b> Immediate suspension in effect until re-entry conference with parent and assistant principal. <b>3<sup>rd</sup> offense:</b> two (2) –10 (10) day suspension effect until re-entry conference with parent and assistant principal.
<b>LOITERING</b>	Remaining at school without permission and/or purpose.	Safety of students and maintenance of the building.	<b>1<sup>st</sup> offense:</b> Warning/parent contact. <b>2<sup>nd</sup> offense:</b> Warning/parent contact and possible police intervention. <b>3<sup>rd</sup> offense:</b> Possible detention/suspension and possible police intervention
<b>LOOK-A-LIKE WEAPONS</b>	A student shall not possess, handle or transmit any object or instrument that is a “look-a-like” weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).		Administrative intervention to expulsion.
<b>LUNCHROOM BEHAVIOR</b>	<ul style="list-style-type: none"> <li>• All food and beverages are to be consumed in the cafeteria.</li> <li>• Students are personally responsible to dispose of their trash.</li> <li>• When finished with eating, students may go to approved locations outside the cafeteria.</li> </ul>	Safe, <u>clean</u> , welcoming school.	<b>1<sup>st</sup> offense:</b> Warning and/or detention. <b>2<sup>nd</sup> offense:</b> Detention. <b>3<sup>rd</sup> offense:</b> Detention or possible suspension.

Offense	Definition	Rationale	Consequence
<b>NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS (Sale or transfer, possession, or use)</b>	Handling, selling, possessing, using, or being under the influence of any illegal substance or alcohol at school functions or on any school property. (See Board policy.)	Illegal.	<b>1<sup>st</sup> offense:</b> <ul style="list-style-type: none"> <li>• Immediate referral to police.</li> <li>• Contact parents/guardians.</li> <li>• Five (5) days suspension up to expulsion.</li> <li>• Satisfactory conference necessary in order to return to school.</li> </ul> <b>2<sup>nd</sup> offense:</b> <ul style="list-style-type: none"> <li>• Immediate referral to police.</li> <li>• Contact parent/guardian.</li> <li>• Suspension from school for up to ten (10) days or possible recommendation for expulsion.</li> </ul> <b>3<sup>rd</sup> offense:</b> <ul style="list-style-type: none"> <li>• Immediate referral to police.</li> <li>• Contact parent/guardian.</li> <li>• Recommendation for expulsion.</li> </ul>
<b>OFF-CAMPUS ACTIVITIES</b>	Any school-sponsored activity that occurs away from school.	Extension of the high school.	Consequences for specific behaviors will apply.
<b>PARKING/DRIVING</b>	<ul style="list-style-type: none"> <li>• Unauthorized vehicle on campus.</li> <li>• Unsafe driving.</li> <li>• Use of incorrect parking area.</li> </ul>	Safety of school community.	<b>1<sup>st</sup> offense:</b> Placement on parking probation list. <b>2<sup>nd</sup> offense:</b> Denial of student parking privileges. <b>3<sup>rd</sup> offense:</b> Referral to Redford police for ticketing. <b>4<sup>th</sup> offense:</b> Towing of vehicles at owner's expense. (Any unsafe driving will be referred to the police.)
<b>PROFANITY</b>	Use of obscene or vulgar language.	<ul style="list-style-type: none"> <li>• Welcoming, friendly environment.</li> <li>• Respect for rights of others.</li> </ul>	<b>1<sup>st</sup> offense:</b> <ul style="list-style-type: none"> <li>• Warning with possible parent contact.</li> <li>• Possible short-term suspension.</li> </ul> <b>2<sup>nd</sup> offense:</b> Possible suspension/parent notification. <b>3<sup>rd</sup> offense:</b> Possible suspension.

Offense	Definition	Rationale	Consequence
<b>PUBLIC DISPLAY OF AFFECTION</b>	Inappropriate touching/contact.	<ul style="list-style-type: none"> <li>• Welcoming environment for everyone.</li> <li>• Respect for rights of others.</li> </ul>	Warning and/or parental contact up to suspension or expulsion.
<b>SEXUAL HARASSMENT</b>	<ul style="list-style-type: none"> <li>• Engaging in unwelcome sexual advances or requests for sexual favors.</li> <li>• Making verbal or written statements. (See Sexual Harassment policy.)</li> </ul>	<ul style="list-style-type: none"> <li>• Safe, orderly, welcoming environment.</li> <li>• Respect for rights of others.</li> </ul>	Short-term suspension up to expulsion.
<b>SMOKING/TOBACCO</b>	Smoking, using, or possessing any tobacco product on school property or school-related events.	Illegal.	<p><b>1<sup>st</sup> offense:</b> One (1)-day suspension and referral to police.</p> <p><b>2<sup>nd</sup> offense:</b> Five (5)-day suspension and referral to police.</p> <p><b>3<sup>rd</sup> offense:</b> Ten (10)-day suspension and referral to police.</p> <p><b>4<sup>th</sup> offense:</b> Expulsion.</p>
<b>STUDENT IDENTIFICATION</b>	<ul style="list-style-type: none"> <li>• Students are required to visibly display identification badges during school hours and while riding the school bus.</li> <li>• Students shall carry IDs at other school activities.</li> <li>• Students are not to alter or deface the ID badges.</li> </ul>	Safe, orderly environment.	<p><b>1<sup>st</sup> - 3<sup>rd</sup> offense:</b> Provided with temporary ID for the day.</p> <p><b>4<sup>th</sup> offense:</b> Warning with parental contact.</p> <p><b>Additional offenses:</b> Possible short-term suspension. Lost badges must be replaced at a cost of \$5/badge.</p>

Offense	Definition	Rationale	Consequence
<b>THEFT</b>	Taking or acquiring the property of others without their consent.	Illegal.	<p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Referral to police.</li> <li>• Referral to parent/guardian.</li> <li>• Short-term suspension up to expulsion</li> <li>• Restitution.</li> <li>• Readmission following satisfactory conference with parent/guardian.</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Referral to police.</li> <li>• Referral to parent/guardian.</li> <li>• Suspension up to expulsion.</li> <li>• Readmission following satisfactory conference with parent/guardian.</li> <li>• Restitution.</li> </ul> <p><b>3<sup>rd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Referral to police.</li> <li>• Referral to parent/guardian.</li> <li>• Recommendation for suspension from school with recommendation for expulsion.</li> <li>• Restitution.</li> </ul>
<b>VANDALISM</b>	Willfully destroying or destructing property not belonging to the student.	<ul style="list-style-type: none"> <li>• Safe, welcoming environment.</li> <li>• Respect for school property.</li> </ul>	<p>The state of Michigan has passed legislation that makes parents/guardians financially liable for property damage by vandalism. This includes all school property, furniture, and books.</p> <p><b>1<sup>st</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Referral to police, parent/guardian.</li> <li>• Short-term suspension up to ten (10) days or recommendation for expulsion.</li> <li>• Satisfactory conference necessary in order to return to school.</li> <li>• Restitution.</li> </ul> <p><b>2<sup>nd</sup> offense:</b></p> <ul style="list-style-type: none"> <li>• Referral to police.</li> <li>• Recommendation for expulsion.</li> <li>• Restitution.</li> </ul>

Offense	Definition	Rationale	Consequence
<b>VERBAL ASSAULT OR THREATS AGAINST STAFF, VOLUNTEERS OR CONTRACTORS</b>	Making threats toward staff members, staff, volunteers, or contractors.	Safe and orderly environment. Illegal.	<b>1<sup>st</sup> offense:</b> Expulsion pursuant to MCL §388.1311a.
<b>WEAPONS</b>	Illegal.	<ul style="list-style-type: none"> <li>• Safe, orderly environment.</li> <li>• Respect for rights of others.</li> </ul>	Suspension up to expulsion pursuant to MCL §380.1311, §380.1313.

The prohibited acts and penalties listed above are applicable when a student:

1. engages in a prohibited act on school property;
2. engages in a prohibited act in a motor vehicle being used for a school related purpose;
3. engages in a prohibited act at a school-related activity, function or event;
4. engages in a prohibited act enroute to or from school;
5. engages in a prohibited act involving another student who is enroute to or from school;
6. engages in a prohibited act off school premises, which act, in the judgment of the building administrator, is of such seriousness that the student’s continued attendance in school would endanger the proper functioning of the educational process; or,
7. engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, or the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the School District.



## **VIOLATIONS WHICH MAY RESULT IN SUSPENSION OR EXPULSION: CODE OF STUDENT BEHAVIOR**

### General Conduct and Behavior

All students are expected to behave and conduct themselves in a reasonable and responsible manner. Any conduct which, in an administrator's judgment, constitutes a gross misdemeanor or persistent disobedience may result in suspension or expulsion. Any conduct which, in an administrator's judgment, may constitute a health or safety hazard or which materially and substantially interferes with the normal educational process or the rights of others is prohibited and may result in suspension or expulsion. School administrators shall exercise discretion in the suspension or recommendation of expulsion of any student based upon their judgment as to what is in the best interest of the safety and welfare of the student or student body, taking into account the factual circumstances and the student's past record. This Code of Student Behavior is in effect not only during the regularly scheduled school day but also during school-sponsored functions or activities outside the school day. Unless otherwise noted, violations of the following rules of conduct subject a student to the possibility of Administrative Intervention (Short-Term Suspension, Extended Suspension, etc.) up to Expulsion.

### Disruption of School

A student shall not by use of violence, force, noise, coercion, threat or intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any function, process, or activity of the school. Neither shall a student engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any function, process, or activity of the school if such a disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any function, process, or activity of the school if a substantial and material obstruction is reasonably likely to result from his urging.

### Student Expression

School District administrators and teachers may exercise control over or otherwise limit student expression that may be reasonably attributed to the School District by the general public, parents or students for any legitimate educational reason. Additionally, student expression that occur on school premises, or has a nexus with the School District or District-related activities, may be controlled or otherwise limited in order to avoid material and substantial interference with school work, student discipline, the health and well being of the student body, the rights of others, or the proper functioning of the educational process.

## Immunization

State law and the Wayne County Immunization Code prohibit the District from admitting students at any grade level without written proof from a physician or other health provider of required immunizations on or before the first day of school. Students who have not furnished a written immunization record will be subject to expulsion from school and will be readmitted when the required written documentation is furnished. If immunization is against personal belief, a waiver form, available from the school, may be signed by the guardian of the student.

## Property Damage

*Damage or Destruction of School Property* - A student shall not cause, or attempt to cause, damage to school property or steal, or attempt to steal, school property.

*Damage or Destruction of Private Property* - A student shall not cause, or attempt to cause, damage to private property or steal, or attempt to steal, private property either on the school grounds or during a school activity, function, or event off school grounds.

## Assaults

*Assaults Committed by Students* - A student shall not cause, or attempt to cause, or threaten to cause, physical injury to a school, employee, a student, or other person not employed by the school.

*Physical Assaults Committed Against School Personnel* - The Board or its designee shall permanently expel a student in grade 6 or above if the student commits a physical assault against a District employee or against a person engaged as a volunteer or contractor for the District on school property or on a school bus or other school-related vehicle or at a school-sponsored activity or event and the physical assault is reported to the School Board, Superintendent, or Building Principal by the victim or on the victim's behalf. A "physical assault" is defined as intentionally causing or attempting to cause physical harm or injury to another through force or violence.

A parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student, may petition the Board for reinstatement. The Board will follow the procedures regarding petitions for reinstatement as outlined in M.C.L. §380.1311a(5).

*Verbal Assaults Committed Against School Personnel and Bomb Threats* - Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a District employee, or against a person engaged as a volunteer or contractor for the District, shall be suspended or expelled by the Board or its designee for up to 180 school days. This provision also applies to students in grade 6 or above who

make bomb threats or similar threats directed at school property of school-related events.

For the purpose of this policy, “verbal assault” shall be defined as any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

*Physical Assaults Committed Against Other Students* - The Board or its designee shall suspend or expel a student in grade 6 or above for up to 180 school days if the student commits a physical assault against another student on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event and the assault is reported to the School Board, Superintendent, or Building Principal by the victim or on the victim’s behalf.

Report to Board -The Superintendent or Building Principal shall forward all reports of physical or verbal assaults to the Board.

*Application to Students with Disabilities* -This policy shall be applied in a manner consistent with the rights secured under federal and state laws to students who are determined to be eligible for special education programs and services.

### Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or dangerous instrument either on the school grounds or off the school grounds at any school activity, function, or event. This rule applies to any firearm, explosive (including firecrackers), knife, and any other dangerous objects. Students in possession of a dangerous weapon or firearm, or who commit arson or rape on school district property or at school district events, shall be permanently expelled from school and shall be referred to the criminal justice system or juvenile delinquency system and the state or county department of social services or community mental health agency. The student and the student's parent or legal guardian shall be notified of the referral.

The Board of Education reserves unto itself or its designee the authority and decision-making responsibility to expel students. Student expulsions for possession of weapons, arson, or rape, as provided above, shall be affected in accordance with the School District's Code of Conduct due process provisions governing expulsion from school which are set forth in the Policy Manual of the Board of Education. Notwithstanding the foregoing, the Superintendent of the School District shall have the authority and discretion to review and modify student expulsions on a case-by-case basis.

Upon receipt of a petition for reinstatement which complies with all of the requirements of M.C.L. 380.1311, the Superintendent of the School District shall review and consider readmission of expelled students on a case-by-case basis and

may prepare and submit for consideration by the committee convened pursuant to M.C.L. 380.1311(5)(d) information in favor of or in opposition to reinstatement.

This policy is adopted in compliance with Public Law 103-227, Public Law 103-382, and M.C.L. 380.1311.

#### Prohibition Against Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind either on the school grounds or off the school grounds at a school activity, function, or event. Use of a drug authorized by a medical prescription from a registered physician shall only be administered with the full knowledge of the building administrator and supervision of said administrator. State statute also establishes penalties for those convicted of distributing or possessing certain controlled substances within 500 feet of school property in order to create a drug-free environment for students. The District supports strict drug enforcement efforts and demand reduction programs.

#### Violation of Law

A student shall not violate any federal, state, or local ordinance.

#### Repeated School Violations

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when he is under the authority of school personnel.

#### Forgery

A student shall not, without authorization, use or write the name of another person on school forms or any school-related correspondence or writing.

#### Student Freedom of Speech and Assembly

Students may exercise their constitutionally protected rights to freedom of speech and freedom of assembly, provided that there is no substantial disruption of the normal educational activities or functions of the school or interference with the rights of others. Absence from class to participate in a demonstration is considered to be disruptive; and, therefore, a student may not leave class to participate in an unauthorized demonstration. A student may not cause, or attempt to cause, interruption of classes by demonstration or walkout. Building administrators must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies, and any gathering or assembly which

interferes with or disrupts the normal operation of the school or a classroom is prohibited.

No idea or belief may be communicated in such a way as to constitute or bring about a disruption of normal school activities or functions. The advocacy of immediate action, as opposed to the advocacy of ideas or beliefs, is not permitted when such action would disrupt normal school activities, violate any laws, or interfere with the rights of others. No communication of a commercial, obscene, or defamatory nature, nor any communication advocating racial or religious intolerance is permitted.

### Arson

A student shall not intentionally set a fire either on school grounds or during a school function, activity, or event off of school grounds.

### Dress and Grooming

The personal grooming habits of any student or the wearing of any type of clothing by any student which affects the health and/or safety of that student or other students or which causes disruption of or material interference with the orderly school environment will not be permitted. It will be the responsibility of the principals of the individual schools to develop and enforce such specific rules at the building level as are necessary to implement the intent of this dress and grooming policy.

### Clothing Bans

In the event that the South Redford School District decides to prohibit the wearing of items of clothing, jewelry, head-wear, adornments, as well as insignias or symbols, which the District reasonably believes could or will cause substantial disruption of or material interference with the orderly school environment or are identifiers of gang affiliation or membership, the office of the Superintendent and/or individual school principals will provide written notice to parents and students by regular U.S. mail to every student's home address. Such a ban may vary from school to school, but any items to be banned will be listed and described with specificity in the written notice. The School District will make reasonable effort to mail such written notice on or before July 15 if the ban for the upcoming school year is new or will differ from the ban that was in effect during the previous school year. If the School District chooses to ban items of clothing and adornments during the school year, the office of the Superintendent and/or individual school principals will provide written notice to that effect as soon as practicable.

No item will be banned unless (1) substantial disruption of or material interference with the orderly school environment has occurred because a student wore the item, or (2) school officials document the basis for their reasonable belief that such substantial disruption or material interference would be imminent if the item were not banned, or (3) school officials reasonably believe that if a student wore

the item to school, discipline would be reasonably likely to result under the South Redford School District Student Code of Conduct provision on Disruption of School.

If enforcing a ban on clothing or adornments, students will not be disciplined for merely wearing a banned item at school until the written notice described above has been mailed to every student's home address. In enforcing the ban, a first offense for merely wearing a banned item will result in an oral warning and the item may be confiscated until the end of the school day. Subsequent violations may be subject to progressive and more severe discipline consistent with the Board of Education Policy Manual and the Student Code of Conduct. If the clothing ban is changed during the school year, a student will be treated as a first offender for discipline purposes.

In cases of actual intimidation, violence, or disruption to education functions, the School District retains the right to take immediate steps to remove the source of the disruption and to impose discipline consistent with the Student Code of Conduct.

### Smoking

Smoking is not allowed in the school buildings, on school buses, or on school property in accordance with state law. Smoking is in violation of state law and Redford Township ordinances and is considered a serious offense which is dealt with as follows:

The first offense will result in suspension of the student, and the Township will be notified for the purpose of issuing the offending student a citation. The student can obtain readmittance by having a conference including his or her parent or guardian and the Assistant Principal and/or Principal. Subsequent offenses will result in further disciplinary action including, but not limited to, fines, short-term suspensions, long-term suspension, and expulsion.



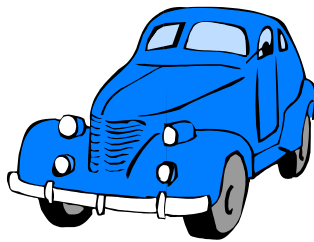
## **STUDENT IDENTIFICATION BADGES / CARDS**

Students are required to visibly display identification badges during the school hours and while riding the school bus. Students are also required to carry I.D. badges at all school-sponsored events. Each student in the senior high school shall be issued a student identification badge/card. The student identification card must be produced on request of any School District employee or other personnel authorized by law to deal with matters of pupil behavior or discipline. A single failure to display the student identification card may be grounds for Short-Term Suspension, and repeated failure may result in Extended Suspension.

I.D. cards will be used for personal identification and for resource checkout in the Media Center.

## STUDENT PARKING

Driving to school is a privilege reserved for 11<sup>th</sup> and 12<sup>th</sup> graders. The privilege can be lost by violating school policies regarding absences, tardies, or other behavior issues. Students are encouraged to use the bus transportation provided by the District. Parking permits will be issued to 11<sup>th</sup> and 12<sup>th</sup> graders who qualify. These students must register their cars with the front office and sign an agreement to abide by student parking rules. Students may park in the front lot bordering Schoolcraft or in the front lot west of the Band Room when that lot becomes available. Cars that are illegally parked will be towed at owner's expense. Parking passes must always be visible in the car. Students may not sit in their cars during school hours. For complete rules, please refer to the parking agreement.



## STUDENT RECORDS

Student education records are maintained at all schools of the South Redford School District to assist school officials in helping students with their academic, physical, personal, social, and vocational decisions and to satisfy legal requirements.

An "education record" is distinguishable from material in the sole possession of the maker in that the latter consists of data collected for the use of the maker only and is not subject to these rules.

Personally identifiable information from the education records of students will be disclosed, without the written consent of the parents of the student or the eligible student, to school officials of South Redford School District who have legitimate educational interests as those described in paragraph one (1) above. For the purpose of this policy, school officials are defined as the Board of Education and those employed by the South Redford School District who have a responsibility in the areas of instruction, special services, administration, research/evaluation, or student records.

The South Redford School District will destroy student records pursuant to Michigan's Schedule for the Retention and Disposal of Public School Records (Bulletin No. 522, Revised, dated October, 1981) except where such records are deemed by the District to be necessary for present and/or future educational planning.

Parents of a student under age 18 or an eligible student over age 18 who is attending or who has attended South Redford schools shall have the right to inspect and review all educational records of the student by submitting a written request to the South Redford school official responsible for the record. A response to this request is to be made within fifteen business days from the day the request is received. The response is to include date, time, and place for the inspection of the records. An official of South Redford schools will be present to assist the parent/eligible student with any interpretation that may be needed. The School District will honor a request by either parent to review his/her child's education record, except in those cases in which the District has received legal evidence governing such matters as divorce, separation, or custody that specifically provides to the contrary. Copies of a student's education record will be made available upon request by parents of a student or by eligible students. The South Redford School District retains the right to charge a fee for the reasonable cost associated with the reproduction of records made for parents and/or eligible students provided that such fee does not effectively prevent them from exercising their right to copies.

A parent of a student or an eligible student who believes that information contained in the education record of the student is inaccurate, misleading, or violates the privacy or other rights of the student may request the record be amended. This request is to be made to the official responsible for the record within ten (10) school days from the date when the records were examined. Disputes regarding the contents of student education records that cannot be resolved at this level shall be subject to appeal to the Superintendent of the South Redford School District, or designee, who shall notify the parent or eligible student in writing within five (5) business days of the results of the appeal. Parents or eligible students have the right to request a hearing in accordance with designated procedures stated in 45 CFR Section 99.21 and 99.22, which are federal regulations adopted pursuant to 20 U.S.C. Section 1232g. A copy of the hearing procedures will be made available upon request of the parent or eligible student. The parent/eligible student has the right to insert into the records a written explanation respecting the contents of the education record. South Redford School District officials shall not disclose personally identifiable information from the education records of a student to any individual, agency, or institution without the written consent of the parent of the student or the eligible student except as permitted by 45 CFR Section 99.31 or 20 U.S.C. Section 1232g.

In accordance with Michigan statute P.A. 1976, No. 442: MCL 15.243, Section 13(e), personally identifiable information from student records is exempt from disclosure as a public record.

In compliance with 45 CFR Section 99.31 and CFR Section 99.34, adopted pursuant to 20 U.S.C. Section 1232g, the South Redford School District may disclose personally identifiable information from the education records of a student without the written consent of the parents of a student or the eligible student to school officials of an educational institution which the student attends, seeks, or intends to enroll when such officials have a legitimate educational interest. School officials are

to submit a written request that is to include the educational need for obtaining information from a student's education record.

A log shall be maintained of all individuals or agencies requesting information from a student's educational record except those received from parents of a student or eligible students. This log shall remain in the student's education record for as long as the education record is kept. The log shall include all requests including those that have been denied access. Only the school official responsible for the education record and the parent of the student or an eligible student may inspect the log.

This policy will be included in the student handbook for each school in the South Redford School District. A copy of this policy will be given upon request, free of charge, to residents of South Redford School District.

The South Redford School District has defined the following as "Directory Information": name of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, photograph, sex of student, name of school student currently attends, field of study, teachers' names, class assignment, and parents' names. A parent or eligible student has the right to refuse to permit personally identifiable information described above to be designated as directory information with respect to that student provided that such a request is reduced to writing and submitted to the Superintendent or his designee within five (5) days of the student's enrollment at South Redford schools.

Parents of students or eligible students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D. C. 20201, concerning alleged failure by the South Redford School District to comply with the requirements of the Family Educational Rights and Privacy Act of 1974.



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