

STUDENT HANDBOOK
2011- 2012

FRANKFORTJR. /SR. HIGH SCHOOL
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Principal: Mr. Matthew Stapleton

HANDBOOK IS SUBJECT TO CHANGE.

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PRINCIPAL'S WELCOME

Welcome to Frankfort Junior-Senior High School and the 2011-12 school year. We look forward to an exciting and positive school year for all of our students and staff. Our goal will be to provide a safe and supportive learning environment for all of our students. We look forward to the new school year with great optimism and a desire to make Frankfort Junior-Senior High the best it can be.

Students will be expected to have their student handbook/planners with them throughout the school day in order to function more effectively. The planners provide a method of communication between school and home and give students and teachers quick and easy access to the rules and guidelines of the school. The handbook also includes our general school guidelines, code of conduct and attendance policy. Every attempt will be made to follow the enforcement of rules and policies of the school and district as listed. However, the handbook is not all-inclusive of every situation that may arise.

We will continue to provide students with lessons and experiences which will enable them to effectively function and contribute to society. While academics should certainly be the main focus, providing students with other positive experiences will help them develop and mature in a positive manner. Frankfort Junior-Senior High offers fine/performing arts, athletics, Model United Nations, Robotics, Spanish Dancers, Student Council, National Honor Society and other extra curricular activities. These opportunities will provide learning experiences which can't be found in the regular classroom.

Best of luck as you enter the new school year. Remember to always be on time, be prepared and be respectful. I hope that you will strive to be the very best you can be.

Sincerely,

Matthew Stapleton
Principal

STAFF DIRECTORY

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2011-2012 CALENDAR

August 31 – Sept. 1	Staff Professional Development Days
September 6	First Day of School
September 20	School Pictures Taken
September 30	Homecoming Game
October 1	Homecoming Dance
October 11 – 28	MEAP Testing Grades 7 – 9
October 12	PSAT
October 12	Fall Parent Teacher Conferences
October 13	12:00 Dismissal - Fall Parent-Teacher Conferences
October 14	12:00 Dismissal - Students & Staff
November 1	Picture Retakes
November 4	First Quarter Ends
November 7	No School - Staff Professional Development Day
November 23	12:00 Dismissal – Staff Professional Development Day
November 24 & 25	Thanksgiving Vacation
December 2 - 4	Fall Drama Production
December 8	ASVAB Test
December 14	Christmas Concert 7:00
December 19 - 30	Winter Vacation
January 2	School Resumes
January 19	First Semester Ends – 12:00 Dismissal Staff Professional Development
January 20	No School - Staff Professional Development Day
February 17	12:00 Dismissal – Students & Staff
February 20	No School – Winter Break
February 29	12:00 Dismissal – Staff Professional Development
March 1	Parent Teacher Conferences
March 6	PLAN Test / ACT Test / Explore Test
March 6 - 8	MME Testing
March 19 – 22	Senior Trip
March 23	Third Marking Period Ends – 12:00 Dismissal Students & Staff
March 26 - 30	Spring Vacation
April 2	School Resumes
April 6	12:00 Dismissal Students & Staff - Good Friday
April 18	12:00 Dismissal – Staff Professional Development Day
April 20 - 22	Drama Production
April 26	NHS Induction 7:00
April 29 & 30	Junior Chicago Trip
May 4	Penny Carnival
May 5	Prom
May 9	12:00 Dismissal - Staff Professional Development Day
May 10	Band Concert 7:00
May 17	Extravaganza 6:00
May 20	Top Ten Dinner
May 24	Jr. /Sr. High Awards Program 7:00
May 27	Baccalaureate
May 28	Memorial Day – No School
May 31	Class Night 7:00
June 3	Commencement 2:00
June 6 - 8	Exams
June 8	Last Day of School – 12:00 dismissal

SCHOOL VIOLENCE HOTLINE 1-800-815-TIPS

1. Understand the difference between those incidents that require a 911 emergency call and those that would be appropriate for the hotline.
ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 IMMEDIATELY!
Example: A student has pulled out a gun in the cafeteria.
2. The School Violence Hotline has been created to give you an anonymous way to report any threats of violence or weapons that you know about. However, you should call this hotline only when you feel you cannot talk to a trusted adult first. Confiding in an adult that you trust is the best way to deal with information about school violence.
3. In the event you feel threatened, know of a possible act of violence, or have information regarding a weapon, but are unable to confide in a trusted adult, this hotline is an anonymous way to relay the information on to law enforcement and know that you did everything possible to protect yourself, other students, teachers, and administration from possible violence.
4. When you call the School Violence Hotline, a trained law enforcement professional will document the information and forward this directly to the appropriate Emergency Dispatch Center in the state that can initiate immediate and appropriate action for law enforcement.

ACCREDITATION

Frankfort Junior-Senior High School is accredited by the University of Michigan and by the North Central Association, an organization of national scope. Frankfort Junior-Senior High School has been accredited by the North Central Association since 1930 and was recently Outcomes Accredited by the NCA.

Frankfort Junior-Senior High School is also a member of the Michigan Association of Schools and Colleges. Our accreditation entitles Frankfort Junior-Senior High School graduates to entrance consideration at all universities and colleges in the United States.

CAFETERIA PROCEDURES

The cafeteria is automated. Students will be given a student identification card that they **MUST** carry on their person at all times. This card will be used both in the cafeteria and the media center. The following are the procedures that will be followed.

1. Students will be served from the hallway only, and will line up by grade level with seniors being served first.
2. Students who do not receive free or reduced lunch will be able to put money on account by week or month or pay with cash per day.
3. Students may purchase food and/or drinks before school and lunch periods only.

HALL PASSES

Students are permitted in the halls during class periods only under the following conditions:

1. Students are accompanied by a teacher.
2. During regular classes, students are in possession of their own student planner which is signed by an authorized staff member.

LOCKS AND LOCKERS

Lockers will be assigned by the office staff. Lockers should be locked at all times to discourage theft and tampering. No student shall change lockers without permission from the office. Passing out your lock combination to anyone only leads to trouble. Locks will be issued to students. Students will be charged \$5.00 for lost or damaged locks. Only locks issued by the office are permitted.

Students are responsible for their lockers and for the condition of those lockers. Students are not allowed to write on lockers nor put stickers on lockers. Should damage occur to your locker during the school year, you will be charged for any repairs. Students writing on lockers will clean lockers and may be subject to the vandalism penalty.

Student lockers, desks and other containers or storage areas assigned for student use remain the property of the school district and within the control and supervision of school district personnel and officials. Lockers, desks and other containers or storage areas assigned to students are subject to inspection by school personnel or other authorities at various times without the prior consent of the student. The student should not expect privacy regarding items placed therein.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, and student vehicles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic general inspections 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 failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (i.e. purse, book bag, athletic bag, vehicle) may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

TEXTBOOKS

Frankfort Jr. /Sr. High School provide textbooks to each student. Students are expected to return their textbooks in reasonably good condition at the end of the school year. Students will be charged for textbooks which are returned in damaged condition.

MEDICATION TAKEN BY STUDENTS

Students who need to take medication during the school day must adhere to the following:

1. If a student is in need of medication, it must be brought from home and given to office personnel by the parent.
2. Parent or guardian must give prior approval in writing for the administration of the medication by non-medical personnel.
3. The aforementioned permission is accompanied by written instruction from the attending physician which may include the prescription label.
4. The medication will be in a labeled, current medication bottle.
5. The medication, necessary equipment and supplies must be delivered to the high school office by the student's parent, guardian or other adult approved by the receiving office.
6. Students will not be allowed to leave for medication unless in special circumstances.

STUDENT SALES AND ADVERTISING

No student is permitted to sell any item or service in school without the approval of the principal. Announcements or postings of non-school related activities must have pre-approval by the Principal. A minimum of 24 hours notice of such a posting is required to ensure that the principal has the opportunity to review the announcement or posting.

SCHOOL DANCES/ACTIVITIES

Organizations wishing to sponsor a dance must make application to the student council and have it approved by them and the principal at least two weeks prior to the event.

Students will not be allowed to enter a dance more than one hour after the scheduled starting time unless permission is granted to do so prior to the dance. (90 minutes for homecoming, snowcoming and prom) Students will not be allowed to re-enter the dance after initial entry. Simply, if they leave they cannot return. Formal dances (homecoming, snowcoming, and prom) will terminate at 1:00 a.m. Informal dances will terminate at 12:00 midnight.

Students wishing to bring a guest must register the guest in the office by noon of the last day of school on or before the dance. Each Frankfort Junior-Senior High School student is allowed to bring a maximum of one guest per dance. Guests must be accompanied by the host student when entering or leaving the dance. **The principal or dance sponsor reserves the right to approve all guests and the right to dismiss anyone (students/guests) at any time, for any reason.**

NOTE: Only students in grades 9-12 may attend senior high dances and only students in grades 7 and 8 may attend junior high dances and/or activities. This includes guests.

DRIVER EDUCATION

Public Act 387 of 1996, the "Graduated License Bill" became law on April 1, 1997. This law will affect the way we deliver Driver Education to our students.

Segment I Driver Education will consist of 24 hours of classroom instruction and 6 hours of behind-the-wheel driving. To enroll in Segment I Class, a student needs to:

1. Be 14 years, 8 months by the first day of class.
2. Have parent's permission in writing.
3. Pay a non-refundable fee of \$200 to the school office.
4. Schools by law are required to accept the oldest students first.

To successfully complete Segment I and receive a Level I driving permit, the student is required to:

1. Attend all class sessions and driving sessions.
2. Be at least 14 years, 9 months old.
3. Pass vision and health standards.
4. Pass a 100 question multiple-choice test.
5. Secure written approval of a parent/guardian.

With a Level I Driving Permit, the student may drive, accompanied by a licensed parent or legal guardian. Public Act 387 provides that parents are required to:

1. Provide 50 hours of additional driving to students, 10 of which must be at night, for a minimum of 6 months. If these criteria are met, as well as having taken Segment 2 Driver Education, a student of age 16 years will be able to apply for a Level 2 license.

Segment 2 Driver Education, the goal of which is to develop defensive driving skills, shall consist of 6 hours of classroom instruction. The minimum requirements to enroll in a Segment 2 program shall be:

1. The lapse of 3 months since issuance of Level I license.
2. 30 hours of parent-assisted driving.
3. Pay a non-refundable fee of \$50 to the school office.

Replacement fee for Driver Education certificates will be \$10.00

GUIDANCE INFORMATION

1. Students must carry seven classes per semester. Of these seven, at least three must be academic subjects (courses requiring homework).
2. Credits and Class Standings. Students must have the following credits to become:

Graduate.....	24 ½ *
Senior	19 ½
Junior.....	13
Sophomore	6 ½

* Beginning with the Class of 2009, a total of 24 ½ credits will be required to graduate from Frankfort High School. For the Class of 2010 and following, 23 credits will be required to graduate from Frankfort High School. Credit requirements to be classified as sophomores, juniors and seniors will be revised as these students progress through high school.
3. A report of where a student stands in regard to credits and class standing will be sent home with the final report card each year.
4. All students must remain in school a full day for eight (8) semesters of high school. Vocational courses offered at T.B.A. are considered part of the full day of school. Courses offered by Northwestern Michigan College are considered part of the full day, as are school-to-work assignments.
5. All teachers at Frankfort Jr. /Sr. High School use the uniform grading system below for assigning grades on assignments, projects, term papers, test, final exams and report cards:

A	93.00-100	D+	67.00-69.99
A-	90.00-92.99	D	63.00-66.99
B+	87.00-89.99	D-	60.00-62.99
B	83.00-86.99	E	0-59.99
B-	80.00-82.99		
C+	77.00-79.99		
C	73.00-76.99		
C-	70.00-72.99		

GRADUATION

Students who are members of the Frankfort Chapter of the National Honor Society are to wear a National Honor Society stole. All honor students are to wear honor cords, with those graduating with honors (GPA of 3.0-3.49) wearing one gold cord, and those graduating with high honors (GPA of 3.5-4.0) wearing two gold cords. All honor students are to be recognized to the audience in the two different categories as honor students or high honor students.

COURSES OF STUDY

Academic Course of Study

Required Courses:

English	4.0 Credits
Social Studies	3.0 Credits
Physical Education/Health	1.0 Credit
Mathematics	4.0 Credits
Science	3.0 Credits
Consumer Education5 Credit
Consumers Math.....	.5 Credit
Computers	1.0 Credit
Foreign Language.....	1.0 Credit
Fine Arts.....	1.0 Credit
Total.....	19.0 Credits

9th Grade:

English 9	1.0 Credit
Algebra	1.0 Credit
Physical Science.....	1.0 Credit
Physical Education/Health	1.0 Credit
Computers	1.0 Credit
Total.....	5.0 Credits

10th Grade:

English 10	1.0 Credit
Geometry	1.0 Credit
Biology	1.0 Credit
World History	1.0 Credit
Foreign Language.....	1.0 Credit
Total.....	5.0 Credits

11th Grade:

English 11	1.0 Credit
Algebra II	1.0 Credit
Chemistry.....	1.0 Credit
American History	1.0 Credit
Foreign Language.....	1.0 Credit
Total.....	5.0 Credits

12th Grade:

English (Advanced English/Advanced Composition, Applied English, and/or Advanced Placement Literature and Composition).....	1 credit
Government.....	.5 Credit
Economics5 Credit
Consumers Education5 Credit
Consumers Math.....	.5 Credit
Science.....	1 Credit
Total.....	4 Credits

Vocational Course of Study

Required Courses:

English	4.0 Credits
Mathematics	4.0 Credits
Science	3.0 Credits
Physical Education/Health	1.0 Credit
Computers	1.0 Credit
One of Vocations	3.0 Credits
Social Studies	3.0 Credits
Consumer Education5 Credit
Consumers Math.....	.5 Credit
Total.....	16.0 Credits

9th Grade:

English	1.0 Credit
Physical Education/Health	1.0 Credit
Math.....	1.0 Credit
Physical Science.....	1.0 Credit
Computers	1.0 Credit
Total.....	5.0 Credits

10th Grade:

English 10	1.0 Credit
Social Studies	1.0 Credit
Math.....	1.0 Credit
Science.....	1.0 Credit
Computers5 Credit
Total.....	4.5 Credits

11th Grade:

English 11	1.0 Credit
American History	1.0 Credit
Vocational	1.5 Credits
Total.....	3.5 Credits

12th Grade:

American Government.....	.5 Credit
Economics5 Credit
Consumer Education5 Credit
Vocational	1.5 Credits
Total.....	3.0 Credits

COURSE OFFERINGS

MATH	SCIENCE	SOCIAL STUDIES	ENGLISH	FOREIGN LANGUAGE	PHYSICAL EDUCATION
Math 7	Science 7	Social Studies 7	English 7	Spanish I	P.E. 7/Health
Math 8	Science 8	Social Studies 8	English 8	Spanish II	P.E. 8/Health
Pre-Algebra	Earth Science	World History	English 9		High School P.E./Health
Algebra I	Physical Science	U.S. History 11	English 10		
Geometry	Biology	U.S. Government	English 11		
Algebra II	Chemistry	Current Events/Model UN	English 12		
Advanced Math	Physics	Economics	AP Literature & Composition		
AP Calculus	AP Chemistry		Read 180		
	AP Biology				

ARTS	COMPUTERS	INDUSTRIAL TECHNOLOGY	MISCELLANEOUS		
Art I - IV	Microsoft Word	Shop I - IV	Career Tech		
Ceramics	Computers 7	CAD/CAM	Consumers Education		
Jr Hi Band	Computers 8	Shop 7	Consumers Math		
Sr Hi Band		Shop 8	Dual Enrollment		
			FCS Foods I - III		
			Structured Studies		

Virtual Classes:

Under special circumstances, students at Frankfort Junior-Senior High School may be offered classes in the above areas via the Internet.

POLICY ON GRADUATION

Students who have less than 15.5 credits at the beginning of their senior year will be considered to have junior status and **will forfeit all privileges connected with graduation** or senior activities (i.e. but not limited to: senior pictures in the yearbook, caps and gowns, announcements, commencement, class trips, class meetings. etc.)

Students who need one or less credits of correspondence course work or work with tutor must have it completed by June 1 to take part in graduation activities. In addition, if it is apparent by June 1 that a student will not pass a class required for graduation, that student may not participate in graduation activities.

SELECTION OF SCHOOL VALEDICTORIAN AND SALUTATORIAN

Selection of valedictorian and salutatorian will be based on the following criteria:

1. The two (2) highest grade point averages in any course of approved study.
2. The grade point average will be carried out three (3) places to the right of the decimal.
3. The grade point average must be a minimum of 3.5000 GPA based on a 4 point system. This student, therefore, must be a high honors student. Senior class averaging of all grades will be based on an eleven (11) point scale in a 4 point system. For example:

11 Point Scale

A+		C+	=	2.33	
A	=	4.0	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	.67

4. In case of a tie, there shall be co-valedictorians or co-salutatorians.
5. The grade point average will be established at the end of the first semester of the senior year (12th grade). The GPA is calculated out three (3) places to determine class rank (example 3.563).
6. For a transfer student to be eligible, he/she must have high school attendance in any North Central Accredited High School (or is approved equivalent), providing the last two (2) full semesters are at Frankfort Junior-Senior High School, prior to the GPA calculation as described in a number five (5) above.

WEIGHTED GRADE POINT AVERAGE

The purpose of having "weighted" courses is to encourage and reward students for accepting the challenge of higher-level academic, elective classes while enrolled at Frankfort High School.

Beginning for the Class of 2006, the following courses will be given heavier "weight" relating to calculation of grade point average (including for Valedictorian/Salutatorian) due to the advanced academic requirements of the courses.

Advanced English Advanced Math Calculus Physics
Advanced Placement English Literature and Composition Advances Placement Biology
Advanced Placement Chemistry

The 11 point scale utilized for computation of grade point average will have the following "weights" for the classes listed above (see above for comparison to regular classes):

A/A+	=	5.00	C+	=	3.33
A-	=	4.67	C	=	3.00
B+	=	4.33	C-	=	2.67
B	=	4.00	D+	=	2.33
B-	=	3.67	D	=	2.00

DUAL ENROLLMENT

Dual enrollment is an educational option for juniors and seniors whereby the student is officially enrolled in high school and is simultaneously enrolled in one or more college classes. If you have questions regarding this, please see your counselor.

HONOR ROLL

All students who receive an average of a “B” (3.0) or better in all of their subjects will be listed on the honor roll, which will be published after each marking period. A student recognized for all A’s will have nothing less than an “A-”.

NATIONAL HONOR SOCIETY

The purpose of the Frankfort High School National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of Frankfort High School and throughout the community. Participating students are involved in a variety of activities which address these areas.

Applicants to NHS must meet the following requirements to be considered for membership:

1. 10th, 11th or 12th grade student.
2. Cumulative GPA of 3.30 or higher.

Applicants meeting the above requirements will be rated by a committee of faculty members in the areas of leadership, character and service. Once selected, students are required to continue demonstration of these qualities.

Specific details of dismissal from NHS can be found in the Frankfort High School NHS Constitution and by-laws.

ACADEMIC LETTER

The purpose for awarding an academic letter is to provide additional incentive to students to excel academically, recognize students who do excel academically, and improve the self-esteem and pride of students in their academic accomplishments.

The academic letter awarded for the first year a student achieves it will be a chenille gold “F” with a purple trim, as well as a certificate. Students winning the award for the second (or subsequent) time will receive a certificate and bar.

Criteria: Students in grades 9–12 must finish a school year with a grade point average of 3.5 or higher while enrolled in a minimum of four core subject area classes (Math, Science, English, Social Studies) at Frankfort High School. Advanced Placement (AP) classes taken at another high school will count toward the Academic Letter.

REPORT CARDS

We will have four (4) nine-week marking periods during the school year. Report cards will be sent home with students at the conclusion of the first and third marking periods. Report cards will be sent home by mail at the conclusion of the second and fourth marking periods. The cards need not be returned to school. The symbols A, B, C, D and P represent passing grades. An “E” indicates failure. Incompletes are sometimes given. Incompletes must be removed by the third week of the following marking period unless special arrangements have been made with the teacher concerned. Incompletes not made up by that time will become failures.

PUPIL PORTFOLIOS

The school is required by school board policy to maintain a portfolio for each student. Included in the portfolio, as a minimum will be: academic grades, standardized test scores, pupils’ academic and non-academic plans, career-related preparation and a record of accomplishments, plus other items as agreed to by the student. Information in the portfolio shall not be released without consent of the parent or guardian.

STUDENT ETHICS POLICY

In an effort to improve student ethics at Frankfort Junior-Senior High School, the following penalties for the various types of student cheating have been instituted by the administration and staff. Any form of cheating not specifically covered in the following paragraphs will be classified at a level considered appropriate by the teacher and the administration, and dealt with accordingly.

1. First Level Cheating - Level 1 offenses include cheating on quizzes and copying (or allowing someone else to copy), homework verbatim, minor projects (1-2 weeks of preparation).
Penalty - A zero on the assignment or quiz and detention after school.
Second offense of first level cheating may result in a one day suspension or the equivalent of a one day suspension (i.e. Saturday school or detention).
2. Second Level Cheating – Level 2 offense includes any evidence of premeditated intent to cheat on test, major projects (involving more than two weeks preparation) or term papers. This level also includes any cheating during the administration of the aforementioned assignments.
Penalty – Failure in that class for the current marking period.
3. Third Level Cheating - Level 3 offense includes stealing or being in possession of tests or answer keys, changing grades in the teacher's grade book, and any cheating related to a semester final exam.
Penalty – Removal from the class with a failing grade for the current semester.
4. Written Notification to Parent or Guardian - In all cases of cheating, the teacher shall send written notification of the offense to the student's parent or guardian. Copies of the letter will also be given to the principal and the counselor, and a copy shall be placed in the student's school file
5. Disqualification from the National Honor Society or Honors Group - Any student who commits a Level 2 or 3 offense at any time during grades 9 – 12 shall be excluded from membership in the National Honor Society, the Honors Group (graduating seniors with a cumulative G.P.A. of 3.0 or higher), including Valedictorian and Salutatorian. Any Level 1 cheating offense committed by a member of the National Honor Society will result in an immediate referral to the NHS advisor and/or advisory council.
6. Eligibility - Students who commit Level 2 offense will be ineligible for all school sponsored extra-curricular activities for one week, assuming that they perform satisfactorily in class during that time. Students who commit Level 3 offenses will become ineligible for the remainder of the semester.
Any Level 1 cheating offense committed by a member of National Honor Society will result in the student's suspension for the organization's activities for one semester.
7. Right to Appeal - If a student wishes to respond to the charge of cheating, he or she may request a hearing with the principal.
8. Second Offense - A second offense of any a second or third level cheating will carry 1-3 days out-of-school suspension in addition to the stated consequences for that offense.

NOTE: Plagiarism – "Definition: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging it source."
Please visit this site for further examples of plagiarism. www.wpacouncil.org/node/9

STUDENT RECORDS

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records - directory information and confidential records. Directory information can be given to any person or organization for non-profit-making purposes when requested, unless the parents of the student restrict the information, in writing to the principal.

Directory Information includes:

1. Name.
2. Participation in school activities.
3. Honors and awards.
4. Other information as is generally found in a yearbook.

Confidential Records:

These records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the

parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Michigan State Law requires that military personnel be allowed access to each student's name, address and telephone number, unless prohibited by parent.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to their records, insert addendum to records, and obtain copies of such records.

Copying costs may be charged to the requester. If a review of records is desired, please contact the principal's office in writing stating the records desired. The records will be collected, and an appointment will be made with the appropriate persons present to answer any questions there may be.

CODE OF CONDUCT

Mandatory School Expulsion Recommendations:

The following offenses result in immediate recommendation for expulsion from school:

1. Possession or use of any firearm or look-a-like firearm, possession or use of dangerous weapons or look-a-like dangerous weapons.
2. Arson.
3. Sexual misconduct.
4. Persistent disobedience, which constitutes the continuous disregard for or repeated infractions of school regulations, may also lead to expulsion.

Such immediate suspensions and recommendations for expulsion are in accordance with the Federal Gun-Free Schools Act of 1994, the State of Michigan: Public Act 3289 of 1994, and/or Frankfort-Elberta Area Schools Board of Education policy.

Discipline Code of Conduct Provisions:

Provisions to the Code of Conduct are in effect during all daily classroom and/or building programs (including lunch), including all field trips, out-of-state or international trips, extra/co-curricular activities, athletic teams and other activities that are school-sponsored or school-related.

Building administrators have the authority to execute the discipline outlined above. The severity of the violation will determine the degree of discipline administered within the above stated guidelines. Exceptions may occur only under extenuating circumstances.

A student on suspension is not able to attend his/her regular classes nor to participate in nor be in attendance at extra/co-curricular, or athletic team activities during the dates of suspension (including weekends of a suspension has been assigned for the following Monday). There is a loss of all social privileges.

Parents shall be notified in all cases of suspension and/or when a student exhibits a history of unacceptable conduct. This includes weekends if a suspension has been assigned for the following Monday. Records of such involvement shall be maintained in the building administrator's office.

DETENTIONS

Students will be assigned detention for less serious infractions. Detention will be served after school from 3:15-4:00 p.m. When students are assigned detention, they will be given a 24-hour notice in order to inform parents and arrange transportation. Detentions will not be scheduled around any school or non-school activities or obligations. Failure to attend an assigned detention or misbehavior during detention will result in the assignment of two detentions. Further failure to attend assigned detentions will result in Saturday School.

SATURDAY SCHOOL

1. Saturday School is assigned by the principal for violation of discipline code of conduct.
2. Saturday School hours are from 8:00-11:00.
3. Students report to the front of the building at 8:00 a.m. to be admitted into the building.
4. Students should come prepared with homework assignments and the required books and materials to complete them. Working on assigned artwork is permissible as verifiable by the art teacher.
5. Students who are disruptive, uncooperative, or fail to attend Saturday School will be removed and subsequent disciplinary action will follow (which may include, but is not limited to: out-of-school suspension or expulsion).
6. Weather permitting, students may be assigned ground(s) maintenance around the school such as picking up trash, pulling weeds, cleaning sidewalks, etc.
7. Students who do not report by 8:00 a.m., will be marked absent and considered unexcused with subsequent disciplinary action to follow.
8. Magazines, newspapers, food or beverages are not allowed in Saturday School.

OUT-OF-SCHOOL SUSPENSION

Unless directed differently by the Principal students will be assigned to an out-of-school suspension whenever the school administration feels the rule infraction is of a more serious nature, for persistent disregard of school rules or when a student's continued presence in school poses a physical threat or seriously affects the safety, health or well-being of others.

The length of suspension will be determined by school authorities and will reflect the offense committed, but shall not exceed ten (10) school days. The parent(s) or guardian(s) will be notified in writing of the action taken and will have the right to appeal. Suspended students may not loiter, appear on school property nor attend any school-sponsored activity at home or away from school. This includes weekends (and Friday evenings) if a suspension has been assigned for the following Monday.

Suspended students will be allowed to make up work or tests. Suspended students who have prior knowledge of the due dates of specific assignments are expected to meet these requirements should due dates fall on the date of return from suspension.

Out-of-school suspensions assigned by Frankfort Junior-Senior High School will also apply to classes at TBA, should a student be enrolled at TBA. Out-of-school suspensions assigned by TBA to a Frankfort student will also apply to classes taken in Frankfort.

EXPULSION

Expulsion means the removal of a student from school for more than ten (10) school days. This sanction is reserved for the most serious rule infractions, including persistent disobedience, and can only be applied by the Board of Education with a provision for a hearing before the Board.

EXPULSION PROCESS

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardian which will contain:

1. The charge and related evidence.
2. The time and place of the Board meeting.
3. The length of the recommended expulsion.
4. A brief description of the hearing procedure.
5. A statement that the student may bring parents, guardians or counsel.
6. A statement that the student may give testimony, present evidence, and provide a defense.
7. A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for expulsion will immediately be removed from school. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

If a disciplinary action does not result in removal from school, it is not appealable.

CODE OF CONDUCT

#	VIOLATION	OFFENSE	CONSEQUENCE
	<p>PRESCRIPTION DRUGS OR CONTROLLED SUBSTANCES IN SCHOOL, ON SCHOOL GROUNDS OR AT ANY SCHOOL-SPONSORED ACTIVITY:</p> <p>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) represents to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. Prescription drugs in the possession of a person other than who they have been prescribed to are considered illegal drugs.</p>		
7.	<p>EXTORTION:</p> <p>Obtaining money or other items of value by the use of threats or violence or without the consent of both parties involved.</p>	<p>1st Offense</p> <p>2nd Offense</p>	<p>5 Day Suspension</p> <p>Recommendation for expulsion and/or prosecution. A police report will be filed.</p>
8.	<p>VERBAL ASSAULT ON OR THREATENING SCHOOL PERSONNEL:</p> <p>Threatening bodily harm of school personnel through action or threatening school personnel verbally or by written word.</p>	Any	Mandatory recommendation for expulsion.
9.	<p>STRIKING SCHOOL PERSONNEL OR INTENT TO STRIKE SCHOOL PERSONNEL.</p>	Any	Mandatory recommendation for expulsion and prosecution.
10.	<p>STEALING:</p> <p>No student shall engage in a purposeful act of theft of school property or the property of other students/employees, this includes technology. In the event of a felony theft, the student will be suspended indefinitely and recommended for expulsion.</p>	<p>1st Offense</p> <p>2nd Offense</p> <p>3rd Offense</p>	<p>1-10 Day Suspension. A police report will be filed.</p> <p>6-10 Day Suspension. A police report will be filed.</p> <p>Recommendation for expulsion and prosecution.</p>
11.	<p>FALSE ALARMS/BOMB THREATS:</p> <p>Turning in a false alarm or bomb threats</p>	Any and/or All	10 Day Suspension and recommendation for expulsion.

#	VIOLATION	OFFENSE	CONSEQUENCE
	are a criminal offense.		Parents of any student committing this offense will be informed. The student will be referred to the local fire chief and suspended.
12.	FIGHTING: The intentional/deliberate act of pushing, shoving, hitting or striking another student on school property, or while going to or from school, including school bus stops or any activity under school sponsorship. This standard is applied to participants regardless of who started the fight, as long as both participants were involved.	1 st Offense 2 nd Offense 3 rd Offense	May be assigned 1-3 Day Suspension. A police report will be filed. 4-5 Day Suspension. A police report will be filed. 6-10 Day Suspension and/or recommendation for expulsion and prosecution.
13.	PHYSICAL ASSAULT: A willful physical attack on another person.	1 st Offense 2 nd Offense	5-10 Day Suspension. A police report will be filed. Recommendation for expulsion.
14.	VERBAL ASSAULT ON OR THREATENING OTHER STUDENTS: Threatening other students with bodily harm either verbally or with actions.	Any	Any offense may result in a 1 – 10 day suspension and possible recommendation for expulsion.
15.	RECKLESS ENDANGERMENT	1 st Offense 2 nd Offense 3 rd Offense	1 Day Suspension with mandatory counseling. 5 Day Suspension with mandatory counseling. 10 Day Suspension with recommendation for expulsion.
16.	FORGERY/FALSE REPRESENTATION: Fraudulently using in writing or verbally, the name of another person, or falsifying times, dates, grades, addresses, or other data used by the school.	1 st Offense 2 nd Offense	1-3 Day Suspension 5 – 10 Day Suspension
17.	HABITS OR BODILY CONDITIONS DETRIMENTAL TO THE EDUCATIONAL PROCESS: Conditions under which any pupil is suspected of having a communicable disease or who has persistently neglected personal hygiene to the point where it disrupts the educational process.	1 st Offense 2 nd Offense	Counseling Continuation of counseling.
18.	FAILURE TO FOLLOW A REASONABLE REQUEST	1 st Offense	1-3 Day Suspension

#	VIOLATION	OFFENSE	CONSEQUENCE
	(INSUBORDINATION): Students must follow a reasonable request when directed by any school employee, volunteer or representative to do so.	2 nd Offense 3 rd Offense	4-5 Day Suspension with re-admittance by Principal 6-10 Day Suspension and recommendation for expulsion.
19.	DISRESPECT: Showing disrespect by word or action or gesture to any adult member of the school community in a discourteous, insulting or profane manner.	1 st Offense 2 nd Offense 3 rd Offense	1-3 Day Suspension 4-5 Day Suspension 6-10 Day Suspension
20.	LYING: Knowingly not telling the truth to any school personnel.	1 st Offense 2 nd Offense 3 rd Offense	1 Detention 1 Day Suspension 3 Day Suspension
21.	PROFANITY OR SWEARING IN WORD OR GESTURE	1 st Offense 2 nd Offense 3 rd Offense	1 Detention 2 Detentions Saturday School
22.	SEXUAL HARASSMENT: Perceived (in the eye of the beholder) sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written or physical conduct of a sexual nature.	Any	May result in a 1 - 10 Day Suspension and possible recommendation for expulsion. A police report may be filed.
23.	SMOKING: Use of or possession of tobacco products on school grounds, visible from any area from school grounds, or at school events home or away is prohibited at all times.	1 st Offense 2 nd Offense 3 rd Offense	3 Day Suspension and referral to the police. 5 Day Suspension and referral to the police. 10 Day Suspension and referral to the police.
24.	GAMING: All forms of gaming are prohibited on school property.	1 st Offense 2 nd Offense 3 rd Offense	1 Detention 3 Detentions 3 Day Suspension
25.	VANDALISM: No student shall engage in a purposeful act of damage to school property, or the property of others. This will include unauthorized computer/technology activity and unauthorized use of fire extinguishers. (Full restitution must precede a return to school.)	1 st Offense 2 nd Offense 3 rd Offense	Major Vandalism: 1—3 Day Suspension and notification of parents and/or police officials. Minor Vandalism: (\$20.00 or less) 3 detentions. Major Vandalism: 4-5 Day Suspension and notification of parents and/or police officials. Minor Vandalism (\$20.00 or less) may result in a 1-3 day suspension. Major Vandalism: 10 Day Suspension and recommendation for expulsion. Minor Vandalism (\$20.00 or less) May result in a 1-5 day suspension.
26.	PERSISTENT DISOBEDIENCE OR	1 st Offense	5 Day Suspension

#	VIOLATION	OFFENSE	CONSEQUENCE
	DISORDERLY CONDUCT: Continuous inappropriate, incorrigible behavior and/or non-compliance with the Student Code of Conduct.	2 nd Offense 3 rd Offense	10 Day Suspension and referral to court for incorrigible behavior. Indefinite Suspension and recommendation for expulsion.
27.	DISRUPTIVE CLASSROOM BEHAVIOR: Behavior that prevents a teacher from presenting lessons or material in an atmosphere that is conducive for learning to take place. This includes but is not limited to flatulence, horseplay or belching.	1 st Offense 2 nd Offense 3 rd Offense Repeat Offenses	2 Detentions 5 Detentions Saturday School and parent conference 1, 3, 5 & 7 Day suspension and recommendation for expulsion.
28	INAPPROPRIATE DISPLAYS OF AFFECTION: Any physical display of affection other than holding hands will be considered inappropriate.	1 st Offense 2 nd Offense 3 rd Offense	Warning and parent notification 3 Detentions and parent notification 1-3 Day Suspension
29	CLOSED CAMPUS VIOLATION: Effective when students arrive or are dropped off at school (bus or private car); students are not allowed off school grounds until 3:05 p.m. without office approval. Failure by TBA students to follow the TBA transportation guidelines will be considered a Closed Campus Violation.	1 st Offense 2 nd Offense 3 rd Offense	5 Detentions with possible loss of driving privileges Loss of driving privileges 1 Day Suspension
30	FOOD AND DRINK: Food may be consumed in the school cafeteria only. After eating, all dishes, trays, milk cartons and silverware are to be returned to the proper area within the cafeteria. Open beverages (other than water) may not be present in classrooms, hallways or lockers.	1 st Offense 2 nd Offense 3 rd Offense	Confiscation 1 Detention 3 Detentions
31	POSSESSION OF INCENDIARY DEVICES: (I.E. MATCHES, FIREWORKS, LIGHTERS, ETC.)	1 st Offense 2 nd Offense 3 rd Offense	1 Day Suspension 3 Day Suspension 5 Day Suspension or Recommendation for Expulsion
32	POSSESSION OF CELL PHONES, BEEPERS, PAGERS:	1 st Offense	Confiscation until after school.

#	VIOLATION	OFFENSE	CONSEQUENCE
	<p>Electronic communication devices must be kept in a student's book bag or locker during school hours (8:05 a.m.-3:05 p.m.) and are to be used only in case of an emergency with permission of school personnel. I pods are not allowed in the classroom unless allowed by the instructor.</p> <p>Per Michigan State Law no cell phones or cameras are allowed in the locker room.</p>	<p>2nd Offense</p> <p>3rd Offense</p>	<p>Confiscation for three days and parent notification.</p> <p>May result in confiscation until the end of the school year and parent notification.</p> <p>A police report will be filed. May result in a suspension.</p>
33	<p>BUS BEHAVIOR: All behavior/discipline rules stated in this handbook apply to students traveling on school buses, whether it is back and forth from home or while representing the school at an off-campus function.</p>	Any	Bus privileges will be rescinded in addition to consequences stated for specific behaviors described in this handbook
34	<p>DRIVING/PARKING VIOLATIONS: (Reckless driving, improper parking, leaving without permission, transporting 7th-10th grade students during the school day without office approval, no registration, etc.)</p> <p>Student parking is allowed only in the large paved student parking lot or the west side of the parking median in front of the school and in the paved parking lot on the corner of Eleventh Street and Day Avenue.</p> <p>Students may not park in areas designated as "Visitor Parking" during school hours nor in the designated "Handicapped" parking spot except with a proper "Handicapped" tag or license unless granted permission by the office.</p> <p>Driving on school grounds must be safe and appropriate for conditions. A maximum speed of 15 miles per hour must be observed. Students who drive in a careless/reckless manner will be denied driving privileges for the appropriate amount of time.</p> <p>Operation of a motorized vehicle in areas such as lawns, practice fields or in other areas not specifically intended for motorized vehicles without prior permission is strictly prohibited.</p>	<p>1st Offense</p> <p>2nd Offense</p> <p>3rd Offense</p>	<p>Loss of parking for up to 30 school days.</p> <p>Loss of parking for up to 60 school days.</p> <p>Loss of parking for half of the school year or the remainder of the school year, whichever is greater.</p> <p>SPECIAL NOTE: The school district is not responsible for any personal property (including vehicles) while at school or school events.</p>

STUDENT DRESS AND GROOMING

The intent of the Frankfort Junior-Senior High School is enacting a dress code is to promote a good academic environment, maintain discipline and prevent disruption of the educational process. While the school recognizes that each

student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is a disruptive, distracting, unsanitary, or unsafe is prohibited. The administration will make the final determination regarding dress and grooming.

- A. Students are prohibited from wearing offensive or distracting clothing which is disruptive to the educational setting. This includes all classes during the school day (including P.E.), field trips and extra-curricular activities, regardless of location (on campus or off campus).
Examples of such clothing may include, but are not limited to:
- Hoods
 - Fish-net or other see-through clothing.
 - Pajamas, boxer shorts, tank tops, "spaghetti strap tops". Low-neckline blouses which are distracting. Sports bras, which are not covered by another shirt (including during physical education class).
 - Shirts, blouses, etc. must be of sufficient length to cover the midriff section. Bare midriffs and bare backs (sitting or standing) are not acceptable.
 - A bottom garment (worn at the waist) that does not cover at least to mid-thigh; that is, the garment must extend below the outstretched fingers of the wearer's hand when arms are extended downward at the side in a natural position and/or have a minimum of a seven-inch inseam. Shorts must be hemmed.
 - Garments that provoke or distract students or school employees; such as garments which depict violence or carry icons or symbols of violence, weaponry, death or reference to death or other images deemed morbid in nature. (See paragraph "C" below.) Garments that have double meaning sayings or pictures. Garments that advocate the use of alcohol, tobacco, illegal drugs or a lifestyle indicative of such use are prohibited. This includes t-shirts, sweatshirts, jackets, etc. that contain the name or logo of illegal drugs, tobacco products, alcohol, bars, saloons, etc. Garments that are see through.
 - A bottom garment not worn at the waist (sagging).
 - Garments with tears or holes above the knee or with excessive holes. (In the event a student accidentally tears clothing on the way to or while at school, he/she will be allowed to complete that day without disciplinary consequences.)
 - Spandex - tops, bottoms or outfits.
 - Chains.
- B. For safety and health reasons, students are required to wear shoes or soled footwear.
- C. Clothing, patches, or buttons displaying profane, vulgar, or obscene suggestions are prohibited. Profane, provocative, vulgar, or obscene suggestions include, but are not limited to descriptions or representatives of sexual acts, excretory functions, or nudity; and swear words, expletives or offensive language or symbols. Clothing depicting violence, death or other images deemed morbid are inappropriate school attire and are prohibited. Extreme violations will fall under violation rules in the Code of Conduct.
- D. A student's hair or wearing apparel which substantially interferes with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted. Hair or wearing apparel which constitutes a threat to health or safety is prohibited.
- E. Hats and coats shall be stored in a student's locker immediately upon arrival at school. They are not to be worn again until the student is preparing to go outside. (Exceptions will be made for verified religious or health reasons and for school-sponsored hat days as part of spirit week.)
- F. Bandannas and other inappropriate head apparel including scarves may not be worn at school.
- G. It is the policy and obligation of the School Board to encourage a drug-free environment in the school setting, to reduce the pressures to use drugs, and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school conducive to learning. Therefore, t-shirts and other garments, buttons, and patches that advocate the use of alcohol, tobacco, or illegal drugs or a lifestyle indicative of such use are prohibited. Also t-shirts and other garments depicting the name or logo of bars, saloons, etc. are not acceptable.
- H. Frankfort Junior-Senior High School prohibits the display of gang emblems or symbols on school grounds or at school-sponsored events. This includes clothing, jewelry, and any other personal items linked to gang-related

activity, including chains.

If a student violates the dress code, the student will be given an opportunity to correct the attire or style of hair which violates the dress code. In addition, school personnel will arrange to meet with the student and his/her parents or guardians regarding the violation. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

1st Occurrence: Warning given by teacher or administrator and student is required to choose one of the following options:

1. Immediately turn the garment inside out.
2. Telephone home in hopes of having appropriate clothing brought to school.
3. Student will be offered a clean school t-shirt, sweatshirt or sweatpants to wear for the remainder of the day.

2nd Occurrence: Student will be held to be in defiance of school authority and disciplined accordingly. The item will be confiscated. Student is required to choose one of the options listed under 1st occurrence.

SEXUAL HARASSMENT POLICY

Policy Objective - Sexual harassment of students, employees or applicants for employment by other students, employees, board members, volunteers, or independent contractors of the school district is unlawful under both Michigan and federal law and is contrary to the commitment of this school district to provide an effective learning environment. The school district will not tolerate sexually harassing behavior as defined by law and/or by district policy, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints.

All supervisors are responsible for eliminating any and all forms of sexual harassment and intimidation of which they are, or reasonably should be aware.

The school district does not discriminate on the basis of sex in the education programs or activities which it operates and is required by the Title IX of the Education Amendments of 1972 and implementing regulations (as well as other applicable statutes) not to discriminate in such a manner.

Further definition and explanation of this policy is available in the superintendent's office.

DISCIPLINE OF DISABLED STUDENTS

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) And the Americans with Disabilities Act (A.D.A.).

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed:

Suspension Process:

When a student is being considered for a suspension for ten days or less, the administrator in charge will:

1. Notify the student of the charge.
2. The student will then be given an opportunity to explain his/her side.
3. The administrator will then provide the student the evidence supporting the charges.

After the Informal Hearing:

The principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing of the reason for and the length of the suspension. The suspension may be appealed to the superintendent only if a student will be removed from the educational environment (suspension).

Appeal Process:

1. The request for an appeal must be submitted in writing within two school days of the referral.
2. During the appeal process, the student may be allowed to remain in school unless safety, sale or possession of illegal substances is a factor. In these cases, the student shall be immediately removed.
3. The appeal shall be conducted in a private meeting and the student may be represented by parent or counsel.
4. The Appeal Board will consist of two certified staff members, one student and two parents.
5. The appeal will go first to an Appeal Board and then, if not resolved, to the Superintendent of Schools.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

ATTENDANCE POLICY

The faculty of Frankfort Junior-Senior High School believes that maximum educational achievement occurs for students through regular attendance in class. Responsibility for good attendance rests with the students and their parent(s). The school and teachers will provide incentives for good attendance and improved attendance. Excessive absences may result in a lower grade and possibly failure and/or being dropped from a class.

Students who are removed from a class for violation of the attendance regulation will be dropped from the class with an "AF" (Attendance Failure) which will result in no credit for the course for the semester.

Guidelines Regarding Absences:

1. A student must have his/her absences excused by note or telephone call by 10:00 a.m. the second day following the absence. Failure to do so will result in a disciplinary referral for unexcused absence.
2. When a student's absence in a class (es) reaches eight (8) in a semester without verification from a doctor, dentist, certified counselor, therapist or court-appointed official, the student and parent/guardian will be notified by letter that any further absences in that class (es) without such verification will result in a failing grade for the semester UNLESS the missed class time is made up in after school detention or Saturday School.
3. Any student absent more than one (1) hour on the day of any school-sponsored activity or practice may not take part in the activity on that day unless, in the opinion of the administration, unusual circumstances exist.

Tardiness:

A student will be considered tardy if he or she enters class after the bell without an excused pass from another teacher or the office. Teachers may require students to be in their seats when the bell rings. Tardies will be accumulated on a per

marking period basis. Students arriving to class more than ten (10) minutes after a class begins will be considered absent for that class. Students are required to ride school provided transportation each morning to the Building Trades site.

- 3rd tardy = unexcused absence
- 6th tardy = unexcused absence, reduced grade
- 7th tardy = reduced grade, Saturday School
- 8th tardy = reduced grade, Saturday School
- 9th tardy = unexcused absence, reduced grade, Saturday School
- Etcetera

Sign-out Report Procedure:

1. Students must sign out at the front office any time they leave school or they will be considered unexcused.
2. **Students in Grades 7-12 may not leave campus during lunch unless picked up by a parent or guardian.**

Excused Absences:

Students are expected to attend all classes every day unless excused by the parent(s)/guardian(s) and approved by school authorities for the following reasons:

1. Personal illness or hospitalization.
2. Family emergency.
3. Medical or dental appointments.
4. Participation in a legal proceeding.
5. School-approved or school-related activity.
6. Death in the family.

Unexcused Absences (Skipping):

Any absences from school not excused by parents shall be considered unexcused. In addition, leaving class early will be considered unexcused.

1. Students who have unexcused absences and whose absence has been determined to be a “skip”, will be subject to disciplinary action, and will be required to attend detention and make up time in Saturday School equal to double the time missed in class. Class work missed during a period of unexcused absence, including “skipping” will be counted for a grade only if the above stated conditions have been met.
2. A student who is absent from the classroom without authorization of school personnel for more than ten (10) minutes within any class period will be considered unexcused for the entire period. Consequences described in #2 above will be administered.

Assignment Make-up Due to Absence:

Assignments/tests missed due to absence are the responsibility of the student. (“Calendar days” are defined to be days in which school is in session regardless of A or B designations.)

If a student misses a planned test or quiz given during the first class session of a regular absence, the student will complete the test or quiz no later than the end of the day (at 3:05 p.m.) of the first session the student returns to class. Homework assignments due the first session of a regular absence will be due no later than (the beginning of the) first session the student returns to class. Students have the number of school calendar days (inclusive of the date of return and at 3:05 p.m.) equal to the class sessions absent plus one to complete new assignments given during a regular absence.

Single day, prearranged absences require students to be in sync with class assignments no later than one calendar day after the student returns to class. A teacher may require a test or quiz missed during a single, prearranged absence will be completed no later than 3:05 of the day of the first session the student returns to class. Multiple day, prearranged absences require work to be completed to the satisfaction of the teacher.

Example: If a student is absent for two consecutive class sessions, new work assigned during the first class session of the absence will be due two calendar days (inclusive of the date of return and at 3:05 p.m.) after the student returns to class.

New work assigned during the second class session of an absence will be due no later than three calendar days (inclusive of the date of return and at 3:05 p.m.) after the student returns to class.

Teachers may require special projects/papers to have a specified due date regardless of any absences. For excessive days of absence, students will have a maximum of seven calendar days to be in sync with class assignments.

Family-Oriented Vacations:

Students are expected to be in school while classes are in session. There are generous vacation periods built into the school calendar. Extended vacation days will be counted as regular excused absences. Prior to a vacation, or trip, students will notify all of their teachers for requesting teacher signatures on a form signed by their parent or guardian. Students are expected to make up work missed either before or after their absence for a vacation or trip.

Students may be excused for family reasons for a period not to exceed the six (6) allowed absences without verification from a doctor, dentist, certified counselor, therapist or court-appointed official. They must be passing in all classes and meet the following regulations:

1. Each student must return to the office, at least two (2) days prior to the absence, an advance absence form. This form will be issued following receipt of a written request from the parent(s). The form must be initialed by each of the student's teachers and returned to the office.
2. Each student must make up the schoolwork he/she will miss.
3. Should a family-oriented vacation raise a student's absence total in a class to more than six (6) absences without verification from a doctor, dentist, certified counselor, therapist or court-appointed official, the student will be required to make up the time missed per the Guidelines Regarding Absences (See page # 35)
4. Failure to comply with the above regulations will result in the loss of credit for the day's absence.
5. Abuse of the policy will result in the following:
 - A. Student will receive an "E" for each day in each class he/she misses.
 - B. The student will be denied his/her privileges under this policy for the rest of the year.

Students may be excused for hunting for a period not to exceed one (1) day. They must show the office a note signed by their parent/guardian and their hunting license.

College Visitations:

Students are allowed one college visitation absence during their 11th grade year and two college visitation absences during their 12th grade year. To be classified as an official college visitation under this policy, prearrangements for the absence must be made through the high school counselor and the parent/guardian must accompany the student on the visitation. The prearranged absence slip must be turned into the office two days prior to the absence.

EXAM POLICY

Final Exams: All students in grades 9-12 are required to take exams at the conclusion of the first and second semesters unless they meet the exemption of having two or fewer absences (not including school related absences) and a C average or above in the class. Students who have a 93% or higher in a class regardless of absences will have the option of being exempt. Exam results will account for a maximum of 20 percent of final semester grades. Students who qualify for exemptions may take exams for the experience, being held harmless for the results.

MEDIA CENTER INFORMATION

All Media Center users are expected to:

1. Students may use the media center for research; internet; reading magazines, newspapers and books; and projects.
2. Help maintain an atmosphere that is conducive to study.

3. Exhibit responsible behavior by returning the media center resources to their proper location, i.e. tables, chairs, books, newspapers & magazines.
4. Be responsible for the media center materials by properly signing them out, treating them with care and returning ALL materials on time.
5. Have a media center pass issued by a staff member or the media specialist in order to use the media center. Students must sign in and out with the media specialist.
6. Return materials on time. Students will be assessed fines for media center materials (books/periodicals) that are overdue, damaged or lost. Overdue fines are \$.05 per day per overdue item.
7. Use computers/software or any of the school's educational technology (including the Internet and televisions/VCRs) only for legitimate educational purposes to support and enhance the curriculum of Frankfort Junior-Senior High School and in a manner, which is consistent with the district's mission statement.

RULES FOR COMPUTER/INTERNET USE

1. Do not vandalize computers, computer hardware, software, or network devices.
2. Obey the rules of copyright. No unauthorized copies of school owned software are to be made. No unauthorized copies of personal software are to be made.
3. Do not download software without written permission.
4. Do not use the computers or the network for any illegal activities. Illegal activities include tampering with computer hardware or software, unauthorized entry into any computers on the local school network or any other computer system or network on the Internet, or vandalism or destruction of computer files on the local school network or any other computer system or network on the Internet. In some cases, such activity is considered a crime under state or federal law.
5. Do not deliberately spread computer viruses. Do not knowingly bring computer viruses into the school. Computer viruses are programs which can destroy valuable programs and/or data. Deliberate attempts to degrade or disrupt system performance of the local school network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
6. Use appropriate language. Profanity or obscenity will not be tolerated on school computers or the school network. You must use language appropriate for school situations as indicated by school policy.
7. Avoid offensive or inflammatory speech. Internet users must respect the rights of others both in the local community and on the Internet at large. Personal attacks are an unacceptable use of the network and will not be tolerated. If you are a victim of a personal attack while using the Internet, bring the incident to the attention of the teacher or administrator.
8. Do not give out personal information on the Internet. This can be dangerous.
9. Do not use the school's network to post anonymous or false information. Individuals must take responsibility for their actions and words.
10. Do not intentionally search for, view, and/or distribute inappropriate materials on the Internet. Inappropriate sites must be exited immediately.
11. Do not copy software on any school computer and do not bring software (including games) from outside sources for use on school equipment.
12. All floppy disks, thumb drive and CDs used on a computer outside of school which are brought into school for use on school computers must be checked for viruses a teacher before being used on any school computer.
13. E-mail is permissible for educational purposes only and must be assigned/approved by a supervising teacher.
14. School computers are not to be used for personal e-mail, instant messenger, streaming video/audio, games or chat rooms of any sort.
15. Violations of this policy will be recorded on a disciplinary referral form and computer/Internet privileges will be rescinded and other consequences may be given.
16. Students attempting to go around the filter using proxy sites will be suspended for one day.

SCHOOL ORGANIZATIONS

Students are urged to participate in our co-curricular activity programs. We offer a wide range of activities that include the following but not limited too:

Band	Girls' - 7/8, J.V. & Varsity Basketball
International Thespian Society	Girls' - 7/8, J.V. & Varsity Volleyball
Mathcounts	Boys' - 7/8, J.V. & Varsity Basketball
National Honor Society	Boys' - 7/8, J.V. & Varsity Football
Odyssey of the Mind - Jr. & Sr. High	Track - 7/8 & Varsity
Recreational Skiing	Robotics
Spanish Dancers	Wrestling - 7/8 & Varsity
Student Council - Jr. & Sr. High	Softball - J.V. & Varsity
Baseball - Varsity	Golf - Varsity
Cheerleading - Jr. & Sr. High	Skiing - Varsity
Drama	Model United Nations
Cross Country Track	

ATHLETIC PARTICIPATION

Frankfort Junior-Senior High School is a member of the Northwest Conference. This conference is a group of schools formed for the purpose of promoting a high standard of athletics, determining championships in the area, and stimulating the highest type of relations between member schools.

Members of the conference are Frankfort, Benzie Central, Buckley, Glen Lake, Kingsley, Leland, Mesick and Suttons Bay.

Frankfort Junior-Senior High School participates in the following athletic competition: football, boys' and girls' basketball, wrestling, baseball and boys' and girls' track, golf, boys' and girls' skiing, volleyball and softball. Information regarding participation in these sports may be obtained from the athletic director, or from the individual coach concerned. For any questions regarding the athletic policy and/or eligibility please ask the office for a copy of the Athletic Policy.

Our inter-scholastic athletic contests are held under the direction of the Michigan High School Athletic Association. The rules of the Association are enforced by our school. So that students may become acquainted with the details of these rules, the following summary is given. Every student who wants to participate must:

1. Have no outstanding fines, fees, etc. due the school for previously lost items, class dues, etc.
2. Be enrolled by Monday of the fourth week of the semester.
3. Be under 19 years of age on August 31 of the year participating.
4. Not have competed for more than three seasons previously in the sport in which he/she enrolls.
5. Not have been graduated from any secondary school.
6. Have been enrolled in high school for not more than seven semesters beyond the eighth grade.
7. Play only with teams representing the high school.
8. Not be a professional.
9. Have passed four full-credit courses or their equivalent during the previous semester enrolled.
10. Be passing in all subjects from the beginning of the semester in which you compete.
11. Not accept from any source an award (merchandise, membership privileges, services, or money in any amount) for excellence in athletic performances. Accepting an award will make student-athlete ineligible even though he or she returns it.
12. Pass a physical examination.

NCAA CLEARINGHOUSE

All student-athletes interested in college athletics should meet with the athletic director and school counselor for current requirements. The NCAA clearinghouse website address is www.ncaa.org.

FEDERAL COMPLIANCE ASSURANCES

In accordance with Federal regulations contained in Title VI, Title IX and in Section 504, the Frankfort-Elberta Area Schools will not discriminate against any person on the basis of race, sex, age, marital status or handicap in any program for which it is responsible.

The Superintendent of Schools has been appointed by the Frankfort-Elberta Area Schools Board of Education to assure compliance with the above stated policy.

The Title IX coordinator for the Frankfort-Elberta Area Schools is:

Jeffrey Tousley
Elementary Principal
613 Leelanau Avenue
Frankfort, MI 49635
Telephone: 231-352-7601

The Title VI and Section 504 coordinator for the Frankfort-Elberta Area Schools is:

Superintendent of Schools
534 Eleventh Street
Frankfort, MI 49635
Telephone: 231-352-4641

The grievance procedures for Title VI, Title IX and Section 504 are detailed and available in the superintendent's office, the elementary principal's office, the junior-senior high school principal's office and the junior-senior high school library.

Frankfort-Elberta Area Schools assures all students, parents, employees and the general public that all vocational opportunities are offered without regard to race, color, national origin, marital status, sex or disability. The lack of English skills will be no barrier to persons seeking admissions to the vocational program.

There is a variety of courses offered in the vocational area of study. A complete list of the courses available to the students is in the counselor's office at Frankfort Junior-Senior High School.