

ORCHARD VIEW HIGH SCHOOL STUDENT HANDBOOK 2025/2026



ORCHARD VIEW HIGH SCHOOL
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CARDINAL FIGHT SONG

Fight! Fight! Fight!
Come on and go team fight
We'll win tonight.
The thrill of victory shall come.
We'll stand the test, we'll do the best
That any school has ever done.
So give a CHEER!! RAH!! FIGHT!!
Go ORCHARD VIEW!!
Another CHEER!! RAH!! FIGHT!!
We are all for you.
The CARDINALS is our name
And we will fight to win this game.

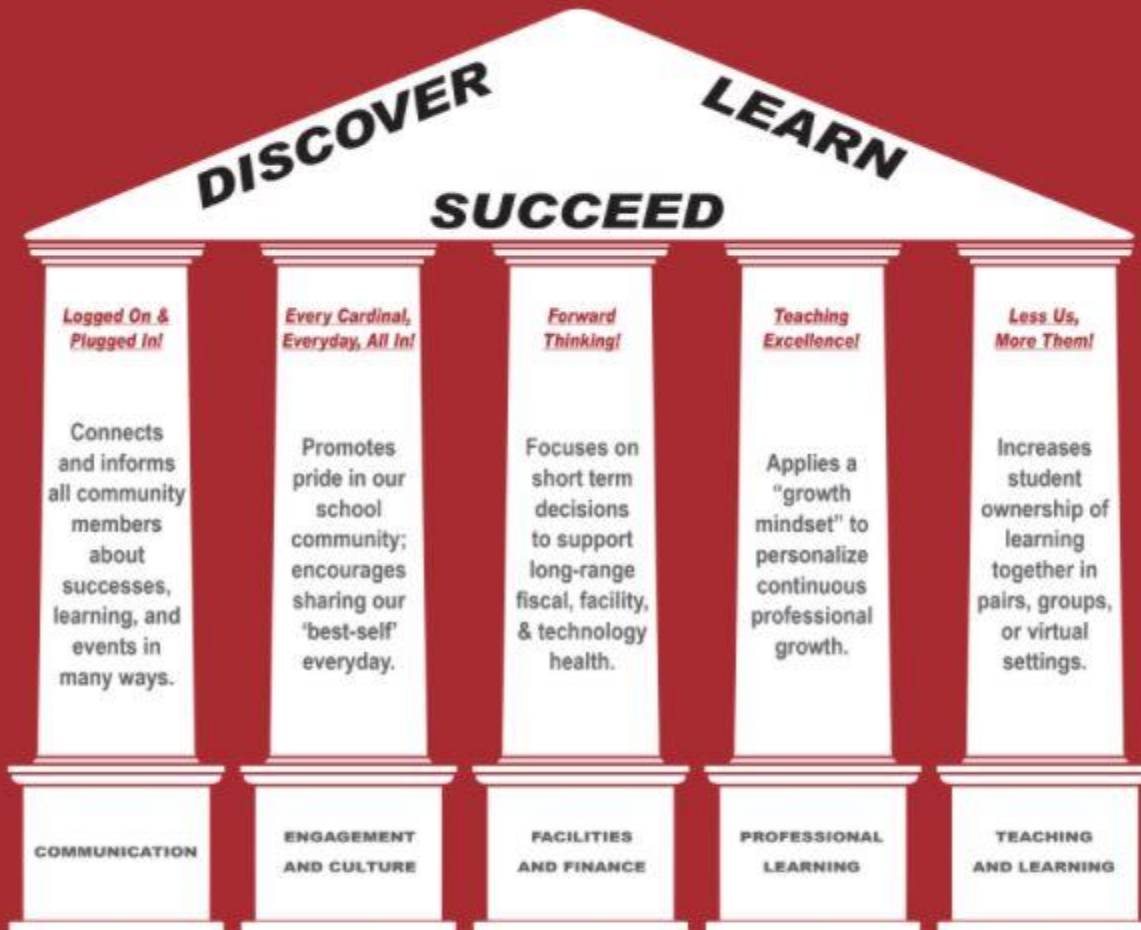
THE CARDINAL AND GRAY

The morning light breaks fair
and bright.
And golden is the day,
When thoughts return to
Orchard View-
The Cardinal and Gray.

The friendships true and
memories gay,
Come back in glad array.
As grateful hearts lift up
the song.
And give our pledge today.
Our honor, pride, and loyalty to-
The Cardinal and Gray

Mascot: Cardinal
Colors: Cardinal Red & Gray

ORCHARD VIEW SCHOOLS STRATEGIC PLAN



VISION

To prepare all students to meet the demands of an ever changing world.

MISSION

Provide a safe, supportive environment that encourages academic growth, responsible citizenship and lifelong learning for all students.

FOUNDATIONAL BELIEF

EVERY child and adult can learn and grow.



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DISCLAIMER: The specific disciplinary actions in this handbook are guidelines and are subject to change from the administration. The administration has the right to implement new rules and regulations that are not stated in the handbook and which are necessary to maintain and promote an appropriate environment for learning.

REGULAR DAY BELL SCHEDULE

1 ST HOUR	(7:25) 7:30 – 8:24
2 ND HOUR	8:29 – 9:23
3 RD HOUR	9:28 – 10:22
MENTORSHIP	10:27 – 10:52
1 ST LUNCH	10:52 – 11:22
1 ST 4 TH HOUR	10:57 – 11:51
2 ND LUNCH	11:51 – 12:21
2 ND 4 TH HOUR	11:27 – 12:21
5 TH HOUR	12:26 – 1:20
6 TH HOUR	1:25 – 2:20

CTC BELL SCHEDULE

A.M. SCHEDULE	8:05 – 10:35
P.M. SCHEDULE	11:45 – 2:15

LONG ASSEMBLY

1 ST HOUR	(7:25) 7:30 – 8:20
2 ND HOUR	8:25 – 9:15
3 RD HOUR	9:20 – 10:10
1 ST LUNCH	10:10 – 10:40
1 ST 4 TH HOUR	10:15 – 11:05
2 ND LUNCH	11:05 – 11:35
2 ND 4 TH HOUR	10:45 – 11:35
5 TH HOUR	11:40 – 12:30
6 TH HOUR	12:35 – 1:25
ASSEMBLY	1:25 – 2:20

Early Release Days/PD Days/Exams

(Includes Parent Teacher Conferences)

1 ST HOUR	(7:25) 7:30 – 8:20
2 ND HOUR	8:25 – 9:11
3 RD HOUR	9:16 – 10:02
1 ST LUNCH	10:02 – 10:32
1 st 4 th HOUR	10:07 – 10:53
2 ND LUNCH	10:53 – 11:23
2 ND 4 TH HOUR	10:37 – 11:23
5 TH HOUR	11:28 – 12:14
6 th HOUR	12:19 – 1:10

2 HOUR DELAY

1 ST HOUR	(9:25) 9:30 – 10:09
2 ND HOUR	10:14 – 10:53
3 RD HOUR	10:58 – 11:37
1 ST LUNCH	11:37 – 12:07
1 ST 4 TH HOUR	11:42 – 12:21
2 ND LUNCH	12:21 – 12:51
2 ND 4 TH HOUR	12:12 – 12:51
5 TH HOUR	12:56 – 1:35
6 TH HOUR	1:40 – 2:20

ATTENDANCE POLICY

Orchard View Schools believes that regular attendance is essential and a major factor in the academic success of each student. Therefore, students enrolled at the high school are expected and required to attend school everyday. The active participation and interaction by students in the classroom is an essential part of the instructional process and may only be experienced through regular school attendance. Through the cooperative efforts of parents and the high school, it is hoped that each student will develop and maintain attendance habits and attitudes, which will be essential to his/her present and future success. The office will request homework when students are absent two or more consecutive days after communication with parent/guardian.

More than eleven (11) non-school related absences may result in a failing grade for the semester. Students who receive more than eleven (11) absences need to refer to page 14.

Perfect Attendance – The only absences that do not count against perfect attendance are school related absences.

ATHLETICS

Participation in athletics is a privilege offered to the students of Orchard View. To be an Orchard View athlete you must do more than make a team or participate in a contest. A high school athlete has to be dedicated, enjoy being challenged, and give 100% every day on and off the field. An athlete must strive to do well in the classroom and must maintain the academic requirements prescribed by the Michigan High School Athletic Association. The teachers, coaches, and administrators of Orchard View are committed to helping each athlete to be the best they can be. Each athlete must make the same commitment.

Athletic Message: As an athlete at Orchard View, you will be held in high esteem by your peers and community. You will be expected to be a leader, to exhibit self-control, and self-discipline in all situations. You will need to develop a strong sense of character, and let this guide you as you face decisions in and out of athletic competition. When you wear the Red and Gray of Orchard View, we expect you to assume the responsibilities that go with them. Keep in mind that many times during your years at Orchard View, our school will be judged by your actions and attitudes.

The athletic program includes: basketball, baseball, bowling, cheerleading, cross-country, football, golf, soccer, softball, track, volleyball, and wrestling. All students participating in athletics shall be required to meet the school regulations and standards as outlined and distributed by the Orchard View Board of Education.

If a student-athlete is failing two (2) or more classes when semester grades are checked s/he will be declared ineligible for competition for that week during the season of that sport (Monday through Saturday).

For a student-athlete to be eligible for the semester, s/he must have passed a required four (4) semester classes the preceding semester.

Students must be present the entire school day in order to attend and participate.

For more detailed information on athletics, see the O.V. athletics handbook.

ARTIFICIAL INTELLIGENCE

The following guidelines, in alignment with the district AUA/AUP, outline the acceptable use of artificial intelligence (AI) tools and technologies by students. Violations of these guidelines may be subject to disciplinary action.

1. **Academic Integrity** - AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. Students are expected to give credit to the source or acknowledge the AI tool they used to generate content, similar to how they would cite a source in a traditional research paper or project.
2. **Class Use** - The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork must align with your teacher's syllabus for using AI. If you have any questions about appropriate use, please talk with your teacher.
3. **Bullying & Harassment** - Do not use AI to engage in any form of bullying, harassment, discrimination, or other behavior that may be harmful to others. Examples include but are not limited to modification of images, video, audio, or text.
4. **Bias & Inaccuracy** - AI results may generate inaccurate or biased results. It is your responsibility to check your results for relevance and accuracy.
5. **Privacy** - Protect the privacy and security of personal information.

AUTOMOBILE PRIVILEGES

Students who drive a motor vehicle to school must know and obey the following rules: Each student must park in assigned parking areas only (student parking lot located on the west side of the building, or the Quarterline side of the building). Reckless driving, parking in fire lanes/handicap spots/staff lot may result in disciplinary action taken by the administration and/or revocation of driving privileges on school property. Any vehicle brought on district premises by a student may be subject to search when the school authorities have reasonable suspicion to justify the search.

BULLYING

Bullying of a student by other students or any member of the staff is a violation of policy. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, bullying shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Bullying of any kind will result in disciplinary proceedings. A student who believes that he/she has been subjected to bullying should promptly notify the building principal, guidance counselor, teacher, or staff person. **Bullying can include cyber-bullying.**

CAFETERIA

A well-balanced, well-prepared lunch is served each day in the school cafeteria on a non-profit basis. A hot lunch is available to all students in the Orchard View School District every full day school is in session and a breakfast is available everyday, including early

release days of school. We utilize a debit card system that allows students to prepay for lunches in any amount and deducts the lunch price as it is used. All students must use their ID card to purchase a lunch. This is not a credit card system. Students are not allowed to charge. If a student loses their ID card they must contact the main office for a replacement card. The cost for a replacement is \$5.00 per replacement incident.

Orchard View Schools provides meals free or reduced to students whose families find it difficult to pay the full price. In order to qualify for these meals, a student's family income must be within the guidelines set up by the Federal Government. Applications must be on file with the food service department and completed yearly. The school will also take into account unusual circumstances such as illness or death in the family, temporary disability, seasonal unemployment, etc. in determining eligibility.

CLOSED CAMPUS

Students are required to stay on high school grounds for the entire school day. Exceptions are for classes or events scheduled off campus. All students are required to have lunch on school grounds unless they have a scheduled class off campus during lunch. Students who don't observe closed campus MAY lose driving privileges or face disciplinary action.

COMMUNICATION DEVICES

Cell phones and other communications devices (including tablets, iPad, watches with internet, etc.) **are prohibited in classrooms, locker rooms, hallways, and bathrooms.** This means students will be required to keep their devices stored in their lockers throughout the school day (7:35 am -2:25 pm). Cell phones and other personal electronic devices may be used during their assigned lunch period.

If a student is in possession of one of these devices in a prohibited area, the device will be confiscated by a staff member and securely stored in the office. In addition, the following actions will be taken:

1st offense – The device will be held in the office until the end of the school day. Students will be allowed to pick up their phone at 2:20 pm. A parent/guardian will be contacted.

2nd offense – The device will be held in the office until the end of the school day. Detention issued. A parent/guardian will be contacted and required to pick up the device in person from the high school office. If the phone is not picked up by 3:30 pm that day, it will be stored in the school's safe until a parent is able to pick it up the following school day.

3rd and subsequent offenses – The device will be held in the office until the end of the school day. A parent/guardian will be contacted and required to meet with the building principal or assistant principal, and the student. Additional consequences will be discussed and issued at that time if deemed appropriate.

COMMUNITY ENRICHMENT (Volunteer work/Career Connections)

The administration is recommending the following requirements for this program:

1. Students must complete 40 hours of service/job shadowing before the Friday after spring break, of their senior year. Service may begin the summer prior to a student's freshman year.
2. If hours are not complete by the Friday after spring break, students will receive 10 additional hours which will be due by 2:30 pm on the last regularly scheduled exam day for seniors.
3. Students enrolled after their freshman year will have their hours prorated equivalent to ten (10) hours per year of enrollment.
4. This service must be performed outside of school hours unless it is pre-approved job shadowing. Students in a fully virtual program may complete hours anytime outside of their scheduled zoom time.
5. No compensation can be received for hours earned.
6. Service towards family members will not be counted.
7. Students may only earn a maximum of 8 hours in one day.

DIRECTORY INFORMATION NOTIFICATION

Unless notified to the contrary by parent(s)/guardian(s), Orchard View High School will make available upon a legitimate request the following directory information: A student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, grade point average, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

In addition, pictures or videos of your child may be taken while at school. These pictures and videos may be printed or broadcasted.

DRESS & GROOMING

Orchard View High School is a learning environment where clothing and attire must not cause a disruption, distraction, or safety hazard to that environment. This includes the following but may not be limited to:

- o No strapless shirts.
- o No shirts that expose midriff (belly) or bare back.
- o No clothing that exposes undergarments (bras or under shorts). This includes pants that hang below the waist (no sagging of pants).
- o No clothing that displays inappropriate language, pictures, sexual innuendos, or tobacco, marijuana, and alcohol products.
- o Skirts/shorts need to be NO SHORTER than the tips of fingers when arms are extended straight down by your sides. Ripped jeans should not expose the bare skin above the fingertips when extended.
- o No sunglasses to be worn or brought to class.
- o Footwear must be worn at all times.
- o No bulky coats to be worn during school hours or brought to class.
- o No blankets to be worn during school hours or brought to class.
- o Hats are allowed to be worn on a daily basis. This does not include hoods, night caps, bandanas, "face masks", durags, etc.
- o Hair accessories/headbands must be less than 2 inches in width.

***The dress code is set up and designed to be enforced during school hours.** However, the dress code is different during after school hour events such as the Christmas Dance and Prom which will require formal attire and may includes dresses which are strapless and/or have spaghetti straps or one-strap. All formal wear is subject to Administrator approval at their discretion. *Exceptions may be made for particular classroom instruction by approval of instructor.

DUE PROCESS PROCEDURE

In situations involving violations of the student code of conduct (expectations), when a suspension is warranted, the student and the parent will be notified of the specific violation. The student shall receive a hearing in which he/she is informed of the charges against him/her and shall be given the opportunity to reply to those charges. An administrator or his/her designee shall keep disciplinary records and reach a determination based upon this information what type of disciplinary action, if any, will be taken. The following seven factors will be considered before determining a consequence; age, disciplinary history, disability, seriousness of behavior, whether behavior posed safety risk, restorative practices, and/or whether lesser intervention would address behavior. The student and parent/guardian will be notified of the administrator's decision. The notification will describe the violation and the resulting consequences. The student and the parent/guardian have the right to appeal the decision to the principal (if not involved in the original decision) or the superintendent. An appeal should be lodged in a timely manner. The student is subject to the disciplinary action during the appeal process. The administrator who receives the appeal, will review the evidence, reach a decision in a timely manner, and inform the parent/guardian of the decision.

ENROLLMENT

A student wanting to enroll at Orchard View High School must be accompanied by a parent or legal guardian and provide the following documents: a birth certificate, updated immunization records, a current high school transcript, proof of residency, and the parent or legal guardian's driver's license. Additional paperwork may be required to complete the enrollment process.

Orchard View High School does not recognize part time students. If a student continues to be excessively absent after 12 absences, they may be subject to a board expulsion hearing. Subsequently, if a student has 15 unexcused absences (UA) consecutively and communication with the parent/guardian is attempted from the school without success, the student will be unenrolled for non-attendance.

EXPULSION AND SUSPENSION

Any student who is to be expelled from school, or suspended, shall have the right to request a hearing. The school board will be represented by the building administrator, the school attorney, if requested, as well as those of his/her professional staff that he/she may ask to be present. The student will have the right to counsel, to call witnesses, to cross-examine, to remain silent, and the right to appeal any decision.

Any student who is suspended may not attend any school function during that time or be on school property.

FINES AND FEES

It is essential to resolve fines and fees in a timely manner at Orchard View High School. Fines and fees must be paid in full to the main office before a student will be allowed to participate in all extra curricular events including athletic participation, dances, summer school, and graduation.

GANG LANGUAGE

RULES OF CONDUCT REGARDING GANG BEHAVIOR

Students, parents, and staff value learning and success for all students. It is because of this commitment that students shall not be permitted to engage in behaviors at school, while on school property, or at school related activities that promote gang, or gang-like, behaviors.

Gang activity is defined as, "organized individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency, and which has an adverse effect on the school and learning environment".

This "no tolerance" regulation includes behaviors such as:

1. Making gestures such as hand signals leading to violent behaviors (i.e. fighting, shouting confrontations, individual or group conflicts, standoffs, etc.)
2. Possession of weapons (as described in State law regarding prohibitions of "weapons" in schools.)
3. Displaying gang symbols on one's body, clothes, possessions, vehicle, locker, or other school property.
4. Any other activities deemed to be gang related (discretion of administration).

Because gang activity by its nature is often subtle or covert, the administration reserves the right to determine which behaviors, dress, or activities are gang related.

Gang Related Disciplinary Procedures

When a student is observed doing gang related behaviors, the following will occur:

First Offense:

The incident will be discussed with the student, a record will be maintained by the administration, information will be shared with the police, and a parent-administrator conference will be held. ***In cooperation with area Police**, students

may receive the “First Offense” consequences for gang related behavior for their actions in the community. In this event, the first incident of gang related behavior in the school will result in “Second Offense” consequences.

Second Offense:

The student will be suspended out of school for ten (10) school days, information will be shared with the police, and normal re-entry procedures will be implemented.

Third Offense:

The student will be suspended for a period of ten (10) school days, information will be shared with the police, and a recommendation for expulsion may be made to the Superintendent.

GRADE PLACEMENT

Students will be placed in grades based on their number of years in high school. It is important that students and parents understand that a student’s grade placement does not mean they are on track to graduate, it simply indicates the number of years in high school. Graduation is still based on credits. Students and parents will want to continue to track their credits earned.

1st year students	=	9th grade
2nd year students	=	10th grade
3rd year students	=	11th grade
4th year students	=	12th grade

GRADING

Grades are an evaluation of what you have learned. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and various military services are all interested in your high school records. We only record them - you earn them. **Recommended** Grading Scale:

A	100-93%
A-	92-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-67%
D	66-63%
D-	62-60%
F	below 60%
I	Incomplete

Since all courses are semester courses, grades earned at the end of each semester are final grades and become part of the student’s record. A semester grade is comprised of two 9-week marking periods each worth 40% and a final exam worth 20%.

Additionally, OVHS offers After School Help, where students can complete homework, prepare for a quiz or test, or do makeup work with staff support. After School Help is offered on Tuesdays, Wednesdays, and Thursdays from 2:25-3:20. Math help meets in the A200 pod, English help meets in the A100 pod, and Science help is in B105.

Per the OVHS Attendance Policy, students are only allowed 11 absences per semester (EA & UA). If students go over 11 absences, they must earn a 77% or better on the exam to earn credit in the class.

Students receiving a grade(s) of “incomplete” at the conclusion of any semester will have one week from the last day of the semester to complete the necessary requirements to change the grade(s). Any incomplete grade that is not resolved within one week after the conclusion of the semester will be recorded as a final grade of “F”. In case of extenuating circumstances, approval for an extension of the period may be granted. Students receiving incomplete grades at the conclusion of each semester may not appear in the published honor roll.

GRADUATION

Graduation is a time of celebration and remembrance of your K-12 experience. Earning the right to walk at your Graduation ceremony is a privilege and it comes with responsibility. Seniors are considered enrolled students until the ceremony. Violation of the handbook up until the ceremony could result in forfeiture of the privilege. You **MUST** attend graduation rehearsal to participate in the graduation ceremony. Failure to do so may result in not participating in the graduation ceremony. Formal attire is expected by each student shirt, tie, dress slacks, dress, skirt, dress shoes, with cap and gown. All diplomas will be handed out by current or past School Board members.

Only cords/collars/etc. issued by Orchard View Schools, or one of our partnering schools like the Career Tech Center, are allowed to be worn with the cap and gown at the ceremony. No decorations on the caps of any kind are allowed.

A student who is scheduled to meet all the requirements for graduation before the second semester of their senior year, may elect to graduate early. Applications for early graduation must be received by administration at least one (1) semester before the student intends to graduate.

Please see the Michigan Merit Curriculum graduation requirements below.

Graduation Requirements	<i>Required Credits</i>
English (min. Eng. 400)	4
Math (minimum Algebra II)	4
Science (must include)	3
Biology A & B	
Chemistry A	
Physics A	
Environmental Science	
Chemistry B or Physics B	
Economics	0.5
U.S. History (A & B)	1
U.S. Government	0.5
U.S. World History (A & B)	1
Foreign Language (Class of 2016, 2017 & 2018)	2
P.E.	0.5
Health	0.5
Parenting	0.5
Visual, Performing, or Applied Art	1
TOTAL CREDITS	23

The following requirements must be met in order to graduate from Orchard View High School. Graduation includes walking in the Ceremony. Unless ALL REQUIREMENTS are met by their deadlines, the student will lose the privilege to walk in the ceremony. The deadline for credit in a class is the end of that exam. **All announced deadlines must be met in order to participate in the graduation ceremony. Refer to the school calendar for specific dates and times.**

- All students must complete the Michigan Merit Curriculum and earn 23 credits (see chart above). All classes must be complete by midnight on the last regularly scheduled senior exam day. This includes credits for other diplomas options.
- Students must complete the SAT, WorkKeys, and M-STEP their junior year. If the tests are not taken junior year, students will have to take them the spring of their senior year.
- All students must complete 40 hours of Community Enrichment pro-rated to their time spent in High School. See Community enrichment for more information.

Seniors who are off track for graduation at the start of the second semester:

- Will be placed in an online credit recovery class as part of their daily schedule.
- Will NOT be placed in new classes after spring break of their senior year.
- If a senior does not earn all their credits by the deadlines stated above, they will have until 2:30 pm on the last day of the school year to complete their course and earn their diploma. Student who finish prior to the last date of school can receive their diploma from the main office anytime after the OVHS graduation ceremony.
- If a senior does not earn their credit by the end of the school year, they can enroll in summer school for \$50 a class or enroll at the Innovative Learning Center/Adult Education the following fall.

GUIDANCE & COUNSELING PROGRAM

The OVHS Guidance & Counseling Program works to assure that all students will acquire and demonstrate competencies/outcomes in the areas of 1) career planning & exploration 2) knowledge of self & others, and 3) educational/career-technical development. Counselors work with students in large groups, small groups and on a one-to-one basis as they help students increase their academic, social and career planning abilities and achievements.

The counseling office is open daily from 7:30 a.m. to 2:25 p.m. Students are encouraged to become familiar with the counseling office, the counselors and the college advisor as soon as possible. A wealth of information and resources is available in the counseling office for students to use as they complete their high school requirements and plan for "life after high school"! Students - You are always welcome in the counseling office. We look forward to working with you!

HONOR ROLL

A student Honor Roll will be posted at the conclusion of each semester. Any student who has a grade point average of 3.0 or above will qualify. Any "N" for LEAD, Dual Enrollment, or Early College counts as an F when calculating Honor Roll.

LOCKERS

Orchard View High School is a learning environment where only the materials needed for class need to be brought each day. Thus, all unnecessary material must remain in your locker. If a student brings an unnecessary item to class, they will be sent back to their locker to place the item in their locker and given a tardy (each time the event occurs). This includes the following: No backpacks, fanny packs, book-bags, purses, bulky coats, blankets, or roller bags in the classroom. Please keep lockers free of graffiti, **stickers** and objectionable materials. Combinations should not be given to other students nor should the locker be propped or rigged to be open at all times. If your locker combination needs changing or your locker is in need of repair talk to personnel in

the main office. If you are taking a physical education class, you will be assigned a locker. Do not leave money or valuables in your locker and be sure your locker is locked when you leave it. **Lockers are the property of the school and may be entered by school personnel. All personal items in the locker are also subject to search.**

LOITERING ANNOUNCEMENT

Students must clear all hallways fifteen (15) minutes after dismissal. After fifteen minutes from the end of the school day, all other students must leave the building. At no time will the congregation of students be tolerated in front of the entrances to the building. Disciplinary action by the administration may take place if chronic loitering takes place.

MEDICATION (USE OF)

"Medication" includes all medicines prescribed by a physician. Before any medication may be administered by school personnel to any student during school hours, a medical authorization form must be on file.

Only medication in its original container; labeled with the date, the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physicians and parents, may administer medication or treatment.

Prior to bringing any medication to school, parents/students should obtain the proper procedures from the main office secretary. Failure to follow the guidelines will result in discipline for possession of a controlled substance.

NATIONAL HONOR SOCIETY

PURPOSE: 1) To encourage OVHS students to work toward and achieve high standards in the areas of character, scholarship, leadership, and service. 2) For the OVHS-NHS members to support and encourage all positive actions and activities of students and staff members at OVHS that demonstrate and promote positive scholarship, leadership, service, and character.

BASIS OF SELECTION: NHS Manual Guidelines will be followed. No student shall on the basis of sex, race, color, national origin, or handicap be excluded from selection into the OVHS-NHS.

Scholarship: Junior or Senior with a 3.25 GPA or better that has been a student at OVHS for at least one semester

Leadership: The student who:

- Is resourceful in proposing new ideas, applying principles, and making suggestions.
- Demonstrates initiative in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability.

Service: The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups; volunteer services, family duties.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in interclass and interscholastic competition.
- Does committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

Character: The student who demonstrates character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application of studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others.
- Actively helps rid the school of bad influences or environment.

NCAA ATHLETIC ELIGIBILITY

Students interested in attending and playing at a Division I or II college, must satisfy the requirements of NCAA Bylaw 14.3, commonly known as Proposition 48, and register with the NCAA Initial-Eligibility Clearinghouse. More information can be found at www.eligibilitycenter.org.

NOTICE OF NON-DISCRIMINATION POLICY

It is the policy of the Orchard View School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

All students shall have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities, and services.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Title VI, which prohibits discrimination on the basis of race, color, or national origin, or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to the individual below:

If any person believes that Orchard View School District has inadequately applied the principles and/or regulations of Title IX, Title VI or Section 504, he/she may bring forward a complaint to the individual stated below:

All vocational education programs follow the district's policies of non-discrimination on the basis of race, color, national origin, sex, or handicap in all activities and in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. For more information, you may contact the individual below:

Greg Bodrie
Fruitport Community Schools
3255 Pontaluna Road
Fruitport, MI 49415
Phone: (231) 865-3188

PERSONAL CURRICULUM

The Personal Curriculum (PC) is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who wish to modify the Algebra 2 requirement. There is a Personal Curriculum application that needs to be completed and reviewed by a committee to see if a PC is appropriate. Please contact your student's counselor if you would like more information. To qualify for a math modification, you must have an average score of 15 or lower on the math portion of the Explore, Plan and ACT tests.

RECORDING

Unauthorized recording and/or photographing of student(s) and/or staff will not be permitted. Violation of this will result in confiscation of the device and possible suspension or expulsion. Sharing of unauthorized recordings/photos will result in discipline.

RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items that students wish to display must be presented to the administration 24 hours prior to the display.

RULE HIGHLIGHTS (violations could result in disciplinary action)

Parents may not excuse students who fail to sign-out in the office before leaving school or sign in when arriving late.

Writing and stickers are not permitted on lockers.

Electronic delivery devices are prohibited (e-cigarettes, e-hookahs, hookah pens, vape pipes, vape pens).

Students may bring unopened food or drink to their lockers.

Consumption of food or drink in the hallways and classrooms is not permitted.

No earbuds or headphones during class time. If a student is in possession of one of these devices in a prohibited area, it will be treated like a communication device.

Hallways are off limits during lunch hour.

Vending machines may be used only at lunch and after school.

Students are not to be in the building after school unless assigned or have an organized activity with a staff member or coach.

No students are allowed in the gyms without proper supervision.

Only water in clear containers or beverages from our vending machines may be consumed in the carpeted areas.

Unauthorized photography and recording of staff and students is prohibited and subject to discipline.

No backpacks, fanny packs, book-bags, purses, bulky coats, blankets, hats or roller bags in the classroom.

Play fighting often leads to regular fighting and is prohibited.

SALES

No student is permitted to sell any item or service in school without the approval of the administration. Violations of this may lead to disciplinary action.

SATURDAY SCHOOL

Saturday school runs every Saturday, except for Holiday weekends, from 8:30 a.m. to 10:00 a.m. at the Orchard View Community Education building. Students must enter and exit through door #1. Students must arrive before 8:30 a.m. to be checked in.

Students arriving after 8:30 a.m. **will not** be allowed in the building and will not be able to serve Saturday School. Students **must** bring something to work on or a book to read. Sleeping is not an option.

Any student who arrives late, does not come at all, or is dismissed, will be suspended from school the Monday following the Saturday School.

Students will be dismissed from Saturday school if they are misbehaving, not working or sleeping.

SCHOOL PROVIDED DEVICES

Orchard View High School is a one-to-one school that provides every student with a Chromebook for their educational use throughout the school year. The district offers families the option to purchase Chromebook damage insurance to cover non-malicious acts (accidental Drops, Spills, Etc.) via a district pool that will cover the cost of repair or replacement of an assigned device. The cost of damage insurance is \$10 per student, per school year for high school students. For high school students who qualify, the cost of damage insurance is reduced to \$5 per student, per year.

All students will be held to the standards noted in the Student Acceptable Use Policy. All damages or loss of device must be reported immediately. Chromebooks are required to be kept in a school provided case at all times.

Costs students are responsible for with the purchase of insurance:

First repair - Free!

Second repair - 50% of repair

Third repair - Cost of repair

Cost of Repairs without insurance:

Stickers Removed/Added \$1 per sticker

Broken/Removed keys \$20

Broken Trackpad \$20

Lost/Broken/Graffiti Case \$30

Lost/Broken Charger \$30

Broken Screen \$180

Broken computer/Not usable \$300

Mice and Headphones are available throughout the school year in the office for \$1. They are not covered by insurance as they are optional. Fines are based on the original purchase price. The devices are the legal property of the district and must be returned upon request, upon leaving the district, or at the end of the school year in good working condition. Any tampering of the internal parts of the devices is strictly prohibited. This will void all insurance and warranty on the equipment and you will be held responsible for all repair costs. Students may open work orders at helpdesk.orchardview.org for additional technology assistance. Any damage found over the summer will be added to student fines for the following school year.

SCHOOL-SPONSORED EVENTS

In order to participate/attend events sponsored by Orchard View High School (dances, field trips, concerts, extra-curricular activities/clubs, etc.), students must be regularly attending school and making academic progress. Students must be present the entire school day to attend an evening event. Any student, either in-person, hybrid, or virtual, will not be allowed to attend if they do not meet the criteria stated above. Students serving an out-of-school suspension the week of the event, no matter the length of time, will not be allowed to attend school-sponsored events. If an Orchard View Student is eligible to attend, they may also bring up to 1 guest. A guest form must be completed, turned into the main office, and approved by administration before purchasing tickets. Guest forms are available in the main office 2 weeks prior to the event.

SEARCH AND SEIZURE

Lockers are the property of the school and are subject to search by school staff at any time.

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles) of a student or other persons on school property with or without the student's or other persons consent, whenever they have individualized, reasonable suspicion that the student has violated a law or school rules.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Search of a student's person shall be conducted by a person of the student's gender, in the presence of another staff member of that student's gender. Searches of, book bags, purses, backpacks, or similar items do not require a person of the student's gender to be present.

Orchard View Schools reserve the right to use any means available to search including drug-sniffing dogs and metal detectors.

SENIOR SCHOLAR

The Senior Scholar denomination honors students who achieve academic success in the classroom as well as the SAT. This award focuses on the overall achievement of the student over their entire high school academic career but also considers their achievement on the SAT as a determining factor. To qualify, a student must meet a minimum score on the SAT of 1100 and have a minimum 3.45 cumulative GPA. An individual student score will be calculated using the formula of 75% GPA and 25% SAT in order to rank the students that qualify.

STUDENT COUNCIL

The High School Student Council is composed of any member of the student body who desires to help make Orchard View a better place to go to school. The Council promotes the best interest of the school and attempts to develop a feeling of cooperation between students, faculty and administration. The Student Council provides an avenue for students to develop leadership, initiative and student council. responsibility through its various activities. Problems, questions or concerns of a school wide nature should be brought to the

SCHOOL ISSUED SUPPLIES AND ITEMS

Materials will be issued in your classes. You are responsible for these items. All supplies must be accounted for at the end of each semester. If a student has lost, destroyed, or damaged an item he/she will be charged accordingly.

TESTING OUT POLICY

The Board of Education of the Orchard View School District acknowledges that some pupils may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. Further, Sections 1279 B and E of the School Code of Michigan have been amended to allow such students to request an opportunity to demonstrate such mastery. It is the intent of the Board of Education to extend to all pupils the opportunity to demonstrate mastery in the range of courses offered at Orchard View Schools, and to allow for the most efficient and effective use of instructional time. Students may request the opportunity to test out of any class for credit. There are 2 testing windows. The first is in August. Signing up for this must take place at least a week before exams in June. The second window is on exam days at the end of the 1st semester. These tests may be the final exam for the course, but may also involve other assessments or tiered testing activities such as speeches, portfolios, demonstrations, projects, essays, or labs. This is determined by each high school department. The intent is to ensure that the required content expectations for that course are accurately assessed. A minimum score of 77% on the entire test is required in order to receive credit. If a student is successful in passing the test, a letter grade will not be issued, but an indication of credit (CR) will appear on the transcript. **A student will only be allowed to attempt a test-out in a given class one time.** If you sign-up to test out and do not show, you forfeit your testing out privilege for 1 year. All tests a student signs up for must be completed, otherwise the student forfeits their testing out privilege for one (1) year.

TRANSPORTATION

"The School Code" does not intend transportation to be an absolute right available under all circumstances that could not be forfeited by some act on the part of the student. Students are to be aware of the transportation "policy and consequences of misconduct", and the possible forfeit of their right to transportation. See page 23 for the Transportation Policy

TRUANCY

"Education is important for your child's success in life. Regular attendance ensures that your child gets all the benefits school can offer. When children are missing school, they're missing out on those benefits. Michigan law makes it compulsory for all children of certain ages to attend school. When children are excessively absent, the law holds parents/guardians accountable. If your student is truant (missing scheduled school time without an accepted excused absence), you and/or your child could end up in court with serious consequences."

From MAISD "Operation Graduation: Attendance Matters," Pamphlet

- **5 total** unexcused absences will result in a letter to parents/guardians regarding the importance of the student to be regularly attending classes.
- **10 total** unexcused absences will result in a Truancy letter being sent home.
- **15 total** unexcused absences will result in another Truancy letter being sent home, and a meeting requested with parents, student, and staff regarding attendance.
- If there is still no improvement in attendance, a referral to the MAISD Truancy Coordinator will be made, which may be sent to the Prosecutor's Office.

If a student has 15 unexcused absences (UA) consecutively, and communication with the parent/guardian is attempted from the school without success, the student will be unenrolled for non-attendance.

VENDING MACHINES

Products may be purchased only before school, after school, and during the lunch period. Products are to be consumed in the cafeteria or outside the building. The school is not responsible for the machine malfunction or loss of money. Please contact Canteen services with any concerns.

VISITORS

Parents, community residents, and interested educators are welcome and encouraged to visit Orchard View High School. In order to protect the educational programs from undue disturbance, it is required that persons wishing to visit the school make arrangements in advance through the school office. Visitations are not approved during the last week of each semester. Student visitors from Muskegon County schools are not allowed. All visitors are required to check in at the office and receive a pass.

A student visitor must secure permission from the administration prior to the visit.

If a problem arises caused by a visitor, both the classroom teacher and administration reserve the right to ask the visitor to leave the school property.

WEAPONS, ARSON AND CRIMINAL SEXUAL CONDUCT

Any Orchard View student who is in possession of a dangerous weapon/firearm, who commits arson, or criminal sexual conduct on district grounds, in district buildings or at district or school sponsored events, under the jurisdiction of the Board of Education shall be subject to expulsion proceedings from Orchard View Schools.

WORK PERMITS

Minors under 18 years of age may not be employed without work permits issued by school authorities in the locality in which the minor resides.

Work permits cannot be issued until there is an offer of employment and the occupation at which the minor is to be employed has been approved by the State Department of Labor and Industry. Work permits can be picked up in the high school office.

STUDENT CONDUCT SECTION

EXPECTATIONS (RULES) FOR STUDENTS

It is very difficult, if not impossible, to list or state what is “acceptable” behavior, good conduct, proper citizenship characteristics, and the like. However, in an effort to give the student a general idea of what is expected of him/her, we offer the following as guidelines. These guidelines will be followed by the staff and administration, but may be modified at the discretion of the administration. All offenses will be carried over for the entirety of a student’s high school career.

I. ATTENDANCE AND PUNCTUALITY

Students are expected to attend school and classes regularly and on time. Parents are legally responsible to have their children in school.

II. APPROPRIATE LEARNING ENVIRONMENT

Students are expected to behave in a manner that permits teachers to teach and students to learn without interference or disruption.

III. PROHIBITED SUBSTANCES

Students are expected to bring to school only those materials necessary for instructional programs, athletic and other extra-curricular activities. Students will not possess controlled substances or medication while at school or at school events. This includes marijuana, alcohol, tobacco, vape pen/products, and any other narcotics. Possession or use of any prohibited substance in the building, or at school sponsored events, will result in discipline.

Possession or use of tobacco products by any age student on or about school premises or at any school activity, including club meetings without regard to their location, is prohibited.

IV. PROTECTION OF PROPERTY

Students are expected to recognize the property rights of other students, staff members and the public by: 1) using property (equipment) only for its intended purposes without damage to the property; 2) using property belonging to others only with permission of the owner or person in charge of the property; and 3) reporting to school officials situations which may result in damage to loss of, or misuse of property.

V. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING

Students are expected to behave with respect for the educational climate and to promote respect for the physical safety and emotional well being of other students and staff. Students are expected to resolve conflicts by discussion, problem-solving techniques, and to seek assistance from staff members as needed.

APPLICATION OF SCHOOL RULES

District rules apply to students whenever they are:

- Present in any school or on property of the school district
- At any school-sponsored activity, regardless of its location
- Traveling directly to and from school.

Destruction of school employee property, whether at school or away from school is considered a violation of the student code of conduct.

Physical assault against any school employee, whether at school or away from school property is considered a violation of the student code of conduct.

It is our duty to see that the school environment is one which is conducive to learning; it is our duty to protect the rights and privileges of all members of the school community; it is our duty to help each student grow to become a responsible, self-disciplined person, able and willing to assume his/her role as a law abiding citizen in a democratic society. In order to carry out our duties, it is at times necessary to discipline those individuals who are destructive of our goals. This is why we have “Discipline Policies.”

Discipline policies should be viewed positively rather than negatively. The school does not wish to punish a student; the school does not wish to deprive a student of an education. Our goal is to help each student become a contributing member of the school community, to help each student grow toward self-discipline, to help each student achieve acceptable behavior, and to learn to respect the rights of others and the worth and dignity of each individual. We have sufficient supportive personnel to help each student who seeks and needs assistance. For the student who does not desire such assistance or refuses to adhere to school policies, it may be necessary to sever his/her relationship with the school in order to protect the individual or other members of the school community. We will not hesitate to do this, if we deem it necessary.

POLICIES AND PROCEDURES REGARDING STUDENT EXPECTATIONS (INCLUDING DISCIPLINE)

The following information describes procedures and/or policies pertaining to each Student Expectation. With the intent of establishing consistency and improving communication between students, parents, faculty, and administration, examples of conduct that violate each student expectation have been included. Discipline violations will compound over the course of a student’s high school career.

STUDENT EXPECTATION #1

ATTENDANCE AND PUNCTUALITY

ATTENDANCE POLICY

Orchard View Schools believes that regular attendance is essential and a major factor in the academic success of each student. Each student will develop and maintain attendance habits and attitudes, which will be essential to his/her present and future success. Therefore, students enrolled at the high school are expected and required to attend all classes everyday. **Students who receive more than eleven (11) absences need to refer to page 12.**

TYPES OF ABSENCES

The high school will accept documentation for absences such as illness, professional appointments, required court attendance, funerals, and any other such good cause as may be acceptable to the Principal or the Principal's designee.

EXCUSED ABSENCE (EA): An absence that is excused by a parent within a 48-hour period.

LEFT EARLY (LE): An absence that occurs when a student leaves class 20 or more minutes before the end of class.

SCHOOL RELATED (SR): An absence that occurs as the result of a school sponsored activity. Any student who is absent from school due to a school related activity must contact the teacher(s) to clarify/obtain/submit any assignment expectations. Seniors are allowed two School Related college visits during the school year, verification from the college must be turned in to the office prior to college visit. This does not include group visits with school.

UNEXCUSED ABSENCE (UA) (TRUANCY): Any absence or situation where neither the home and/or the school can verify the absence. This is considered skipping and will result in disciplinary action (stage 1).

VERIFIED ABSENCE (XT): An absence that can be documented by professional appointment/required court attendance, funerals, or an illness that requires a medical office visit during part of the school day. These absences will be looked at by Administration when the documentation is received, and will be exempt when the student misses the appropriate part of the day based on time/location of the visit. For instance, if their appointment is at 8am in Muskegon, we would exempt the morning, as the student should be at school when the appointment is complete. However, if their appointment is at 10am in Grand Rapids, we would exempt the whole day, as the time/location warrant a longer time frame. Other verified absences must show good cause and be acceptable to the principal or the principal's designee. Documentation for verified absences need to be in the main office within one week of the student's return to school.

PROCEDURE FOR REPORTING ABSENCES

Parents/Guardians must call or provide a written excuse within 48 hours of the absence. This is the responsibility of the Parent/Guardian. Messages may be left 24 hours a day at 760-1405.

PRE-ARRANGED ABSENCES

Pre-arranged absence forms are available in the main office and must be completed and submitted to the office prior to the date of the absence. Arrangements for missed work must be made with the teacher(s) prior to the absence.

ILLNESS AT SCHOOL

When an illness at school occurs, the student must report to the office immediately where appropriate assistance will be taken on the student's behalf.

SIGNING IN/OUT OF SCHOOL

Students who must leave school during the regular school day must sign out in the office before leaving. A note from a parent/guardian or a phone conversation between parent/guardian and school official or secretary is mandatory before the student leaves the building. This is the only process, which will excuse the absence. Students who arrive after school has started must sign in in the main office.

TARDIES (T): A tardy is defined as failing to be in a place of instruction within the first ten minutes of the assigned time. Failure to report in excess of the ten minutes will be considered an unexcused absence. Students purposely missing the entire class will be considered absent.

It is the student's responsibility to secure the proper pass for late admittance to class. Tardies can be excused if the student is legitimately detained by a staff member and a pass is secured in advance of reporting to the next class.

Four (4) unexcused tardies to any class will result in a letter being emailed home.

Six (6) unexcused tardies to any class will result in a phone call or email home by the teacher.

Seven (7), and every subsequent tardy, will result in an After School Detention. Teacher will complete the discipline referral.

Excessive tardiness may result in a Parent Meeting, behavior contract, and/or further corrective action.

EXCUSED TARDIES (ET): Students may have four (4) excused tardies for their first hour class. Parents/Guardians have 48 hours to excuse their tardy.

GRADING PROCEDURES (AS RELATED TO ABSENCES)

Work missed is the responsibility of the student. Students who are absent shall consult their subject teachers upon their return to school concerning make-up work. The student will be given one (1) day to make up work the student was previously unaware of for each day's absence. A teacher shall have the option to allow additional time if deemed necessary. If the student fails to comply with this rule, the result shall be a zero (0) for the work missed. The following information describes the relationship between various types of absence and credit:

- **EXCUSED/VERIFIED/SUSPENSION ABSENCES:** 100% credit can be earned upon the successful completion of the make-up work.
- **UNEXCUSED ABSENCE (UA):** (TRUANCY): 50% credit can be earned up the successful completion of the make-up work. No credit will be awarded if the student is skipping class.

EXCESSIVE ABSENCE POLICY (MORE THAN 11 ABSENCES IN A SEMESTER)

- If a student has 12 or more absences, they must receive a 77% on the **comprehensive** final exam to earn the right to have the grade calculated. If the teacher doesn't give a comprehensive final, the comprehensive final is considered an average of all unit tests throughout the semester.
- If a student has 12 or more absences, receives a 77% or better on the **comprehensive** final, but the class average is less than 60%, they receive an F on their transcript, but receive credit for the class.
- If a student has 12 or more absences, receives less than 77% on the final, they fail the class.
- If a student has 12 or more absences and does not take the final, they fail the class automatically.

ATHLETIC ATTENDANCE (see OVHS Athletic handbook for more information)

- A student-athlete must be present the entire school day on the day of interscholastic competition in order to compete in that day's activities (i.e. practice, games, etc.) The Principal, Assistant Principal, Athletic Director or Assistant Athletic Director may grant exceptions (i.e. Doctor appointment, funerals, family emergencies, etc.). Consequence: Suspension from that day's practice or contest.
- If a student-athlete goes home sick, s/he will not be allowed to participate in practice or competition for that day.
- An athlete who is suspended from regular classroom attendance for six (6) class hours or longer (this includes both in-school and out-of-school suspensions) may not practice or take part in interscholastic competition during said suspension. Consequence: Suspension from that day's practice or contest.
- Athletes must have excellent attendance in school. If absenteeism from class becomes a problem, the Athletic Director can deny the athlete the privilege of attending practice or games.
- Coaches may impose their own CONSEQUENCES for players missing practice or games.

COMMUNICATION BETWEEN HOME AND SCHOOL

It is vital that communication between the school and the parent/guardian remain timely and informative. Parent(s)/Guardian(s) who call the school as prescribed by the attendance policy save time and ensure that their son's/daughter's re-admittance to class the next day is smooth and efficient. Also, becoming familiar with school district policies and procedures by attending parent meetings and reading the materials sent home for your information will also promote good communication.

Students and parents at Orchard View High School can also expect the following communication procedures:

The "autodial system" will attempt to automatically call home in the evening to inform parents of any absences, which are unexcused.

Personal office contact by telephone, letters, or a face-to-face conference may be warranted.

Any pattern of excessive absences may result in a parent/guardian conference with the administration to review the circumstances. Parents/Guardians should access PowerSchool to access up to date attendance information.

Occasionally, a parent or community member may wish to express an interest or register a complaint regarding a school matter. The following procedure provides an avenue for two-way communication and to deal with the request as expeditiously as possible.

- Step 1: Communicate with the employee involved.
- Step 2: If the issue is not resolved, communicate directly with the immediate supervisor. In most cases, this will be the Principal.
- Step 3: If satisfaction has still not been met, the issue should then be brought to the Superintendent.
- Step 4: If the situation is not satisfactorily resolved by the Superintendent, the complaint should be reduced to writing and communicated to the Board of Education.

It is the goal of Orchard View Schools to deal with issues as quickly and consistently as possible. In many instances, open communication will resolve the issue. Being aware of, and following, the procedure outlined above will help to reach this goal.

LOITERING

- Definition: Remaining in or around the school building without permission and staff supervision.
- Occurrence: Minor Disciplinary Action Stage 1
Repeat/Serious Disciplinary Action Stage 2

OFF LIMITS

- Definition: Entering a location in a building or any school property, which has been restricted from student use.
- Occurrence: Minor Disciplinary Action Stage 1, 2
Repeat/Serious Disciplinary Action Stage 3, 4

TRESPASSING*

Definition: Entering any school or any school property facilities without proper authority.

Occurrence: Minor Disciplinary Action Stage 1, 2
Repeat/Serious Disciplinary Action Stage 3, 4

*May require law enforcement action or involvement

OTHER SIMILAR OFFENSES

Definition: Any other actions involving attendance and punctuality or the location of students on school property, which disrupts the orderly operation of any school activity.

Occurrence: Minor Disciplinary Action Stage 1, 2
Repeat/Serious Disciplinary Action Stage 3, 4

STUDENT EXPECTATION #2
APPROPRIATE LEARNING ENVIRONMENT

ABUSIVE/PROFANE LANGUAGE

Definition: Writing or saying anything which ridicules another based on ethnic origin, religion, disability, gender (or has sexually demeaning implications), or use of profane or vulgar language.

Occurrence: Minor Disciplinary Action Stage 1, 2
Repeat/Serious Disciplinary Action Stage 3, 4

ACADEMIC DISHONESTY (cheating, plagiarism, etc)

Definition: Taking credit for oneself for written or oral expression created, authored or prepared by another, including AI; not giving credit for the source of the material.

Occurrence: Minor Student receives a zero (0) for assignment/test, parent notification/contact, and student-teacher conference.
Repeat/Serious Disciplinary Action Stage 3, 4, loss of credit in the class.

DISRUPTIVE CONDUCT

Definition: Behaving in a manner which disrupts the educational process or interferes with teaching and learning.

Occurrence: Minor Disciplinary Action Stage 1, 2
Repeat/Serious Disciplinary Action Stage 3, 4

FORGERY

Definition: Providing a false signature or altering school documents.

Occurrence: Minor Disciplinary Action Stage 1, 2
Repeat/Serious Disciplinary Action Stage 3, 4

INAPPROPRIATE DRESS

Definition: Dressing or grooming in a manner which disrupts the educational process, interferes with teaching and learning, or interferes with the health/safety of any student. (This includes, but is not limited to, clothing that is offensive or inappropriate for the educational setting. Hats are not allowed in the building.)

Occurrence: Minor Disciplinary Action Stage 1, 2
Repeat/Serious Disciplinary Action Stage 2, 3

INAPPROPRIATE LOCKER DISPLAYS, DECORATIONS OR IMAGES

Definition: Applying obscene, sexist, racist, or other decorations to a locker which disrupts the educational process or interferes with teaching and learning.

Occurrence: Minor Disciplinary Action Stage 1
Repeat/Serious Disciplinary Action Stage 2, 3

INDECENT GESTURES

Definition: Making gestures which convey a grossly offensive, obscene, or sexually suggestive message.

Occurrence: Minor Disciplinary Action Stage 1, 2
Repeat/Serious Disciplinary Action Stage 3, 4

INSUBORDINATION

Definition: Failing to comply with a proper and authorized direction or instruction of a staff member.

Occurrence: Minor Disciplinary Action Stage 1, 2
Repeat/Serious Disciplinary Action Stage 3, 4

INTERFERENCE WITH SCHOOL PERSONNEL*

Definition: Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence, harassment or dishonesty.

Occurrence: Minor Disciplinary Action Stage
Repeat/Serious Disciplinary Action Stage 3, 4

*May require law enforcement action or involvement

OPEN DEFIANCE/WILLFUL DISOBEDIENCE

Definition: Refusing verbally to comply with a direction or instruction of a staff member.

Occurrence: Minor Disciplinary Action Stage 2, 3
Repeat/Serious Disciplinary Action Stage 4, 5

STUDENT EXPECTATION #3 **PROHIBITED SUBSTANCES**

USE/POSSESSION AND/OR DISTRIBUTION OF TOBACCO AND/OR VAPE PRODUCTS **

Smoking/vaping is not permitted by students on school property at any time or at any school function. This ruling is in effect for all athletic contests, field trips, tours, nature trails, other school sponsored activities, and students taking classes outside our building. The use of tobacco/nicotine is defined as smoking, vaping, and/or chewing. Possession is defined as “being in physical possession” and is indicative of its intended use. Any products or related products found in the possession of a student will be confiscated by school personnel and turned over to law enforcement.

A violation of any one or more of the tobacco/vape policies over the course of a student’s high school career will result in the following:

First Offense:	One day out-of-school suspension and completion of an online class during after school detention.
Second Offense:	Three days out-of-school suspension and a citation from Muskegon Township Police.
Third Offense:	Five days out-of-school suspension and a citation from Muskegon Township Police.
Fourth Offense:	Seven days out-of-school suspension and a citation from Muskegon Township Police.
Fifth Offense:	Ten days out-of-school suspension, pending a board expulsion hearing.

USE/POSSESSION AND/OR DISTRIBUTION OF CONTROLLED SUBSTANCES/MARIJUANA/ ALCOHOL/OTHER NARCOTICS

Student possession, use, or sale/distribution of controlled substances/marijuana/alcohol/other narcotics is prohibited by state law. In the eyes of the school it is a most serious offense for any student to jeopardize himself/herself by participating in these activities either internally or externally, on to the school property or at any school function.

The use, possession, or sale/distribution of controlled substances/marijuana/alcohol/other narcotics or being under the influence while on school property or at a school sponsored activity will result in the following:

First Offense

- Minimum 10 day out of school suspension.
- Meeting with building level administrator(s) and/or superintendent.
- Enrollment into the STAY program. (must be enrolled before returning to school activities)

If a student decides not enroll in the STAY program or fails the requirements set up by the STAY program, they will be recommended for expulsion by the Board of Education.

Second Offense/ First offense sale/distribution

- Student will be recommended for expulsion by the Board of Education.

Malt beverages labeled as “non-alcoholic” (including but not limited to Sharp’s, O’Doul’s, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct.

The Michigan Public Health Code prohibits the manufacture, distribution or possession of an “imitation controlled substance: (Look-alike drug) and includes criminal penalties for violation. MCL 333.73

Students are prohibited from engaging in any type of “drug-related activity” including the possession, use, transfer, or sale of drug paraphernalia and “look-alike” drugs.

Students manufacturing, distributing or possessing look-alike substances will be subject to disciplinary measures under the student code of conduct as well as criminal proceedings.

** May be referred to law enforcement

STUDENT EXPECTATION #4 **PROTECTION OF PROPERTY**

ARSON**

Definition: The malicious destruction of the house, building, or property of another.

Occurrence: Serious Disciplinary Action Stage 5

**Will be referred to law enforcement

ATTEMPTED ARSON**

Definition: Intentionally trying to start a fire, but none results, such as throwing a lighted match in a trash container which fails to start.

Occurrence: Serious Disciplinary Action Stage 5

**Will be referred to law enforcement

BOMB THREATS**

Definition: Reporting to school or fire officials the presence of a bomb on or near school property with or without reasonable belief that a bomb is present on school property.

Occurrence: Serious Disciplinary Action Stage 5

**Will be referred to law enforcement

BURGLARY**

Definition: Entering, without authorization, a school district building, for the purpose of committing a crime when the building is closed to students and the public.

Occurrence: Minor Disciplinary Action Stage 3, 4

Repeat/Serious Disciplinary Action Stage 5

**Will be referred to law enforcement

DELIBERATE MISUSE OF PROPERTY

Definition: Intentionally using, without proper permission, property belonging to the school or an individual, for a purpose other than that for which it was intended or in a manner likely to damage the property.

Occurrence: Minor Disciplinary Action Stage 1, 2

Repeat/Serious Disciplinary Action Stage 3

FALSE FIRE ALARMS**

Definition: Reporting a fire to school or fire officials or setting off a fire alarm without reasonable belief that a fire exists.

Occurrence: If a student is proven guilty of ringing a false fire alarm, the student will be suspended for ten days and may be recommended to the board of education for expulsion.

**Will be referred to law enforcement

GAMBLING

Definition: Playing any unauthorized game of skill or chance for money or anything of value.

Occurrence: Minor Disciplinary Action Stage 1, 2

Repeat/Serious Disciplinary Action Stage 3, 4

POSSESSION OF STOLEN PROPERTY*

Definition: Having in one's possession or under one's control, property which has been stolen or when the person possessing it has reasonable cause to believe it has been stolen, or possession without permission of property belonging to another.

Occurrence: Minor Disciplinary Action Stage 1, 2

Repeat/Serious Disciplinary Action Stage 3, 4

*May be referred to law enforcement

THEFT

Definition: Taking property belonging to the school or any individual or group without prior permission; includes items with monetary value, including personal items.

Occurrence: Minor Disciplinary Action Stage 1, 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

*May be referred to law enforcement

VANDALISM/MALICIOUS DESTRUCTION OF PROPERTY

Definition: Intentionally causing damage to or defacing school property or property of others. Minor vandalism includes situations in which minor damage can be repaired or replaced at no cost to the school district.

*Major vandalism includes situations in which it will cost the school district to repair or replace the damage, or the damage involves a substantial disruption of school activities.

**Costs greater than \$100

Occurrence: Minor Disciplinary Action Stage 1, 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

*May be referred to law enforcement

STUDENT EXPECTATION #5 - PROTECTION OF PHYSICAL SAFETY & MENTAL WELL-BEING

ASSAULT**

Definition: Intentionally, knowingly, or recklessly causing or attempting to cause physical harm to another.

Occurrence: Will be suspended or expelled for **up to** 180 days.

**Will be referred to law enforcement

BULLYING

Definition: Using physical or verbal force or threat to prevent another from moving or acting in accordance with personal choice or school policies; this includes but is not limited to sexual intimidation, cornering, blocking, stalking, teasing, harassment, etc.

Occurrence: Minor Disciplinary Action Stage 1, 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

*May be referred to law enforcement

CONSENSUAL PHYSICAL CONDUCT

Definition: Mutual physical contact with another. This includes, but is not limited to, all displays of affection other than holding hands.

Occurrence: Minor Disciplinary Action Stage 1, 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

EXPLOSIVES (use or possession)

Definition: Any material, item or device that can or does burst forth with sudden violence or noise; or any material, item or device that can or does undergo a chemical change that creates noise, noxious fumes, heat and /or a projectile.
(examples: “stink bomb”, firecracker, smoke bomb”)

Occurrence: Repeat/Serious Disciplinary Action Stage 2, 3, 4, or 5

**May be referred to law enforcement

EXTORTION*

Definition: Forcing others to act against their will, such as to demand money, property, etc.

Occurrence: Minor Disciplinary Action Stage 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

*May be referred to law enforcement

FIGHTING*

Definition: Engaging in physical contact with the intent on harming another person.

Occurrence: Minor Disciplinary Action Stage 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

NON-CONSENSUAL PHYSICAL CONTACT*

Definition: Unwanted or unwelcome physical contact with another.

Occurrence: Minor Disciplinary Action Stage 1, 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

*May be referred to law enforcement

RECKLESS VEHICLE USE*

Definition: Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process.

Occurrence: Minor Disciplinary Action Stage 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

ROBBERY**

Definition: Taking property from a person by force or threat of force.

Occurrence: Minor Disciplinary Action Stage 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

**Will be referred to law enforcement

SEXUAL HARASSMENT

Definition: Uninvited and unwelcome verbal or physical behavior of a sexual nature, this includes but is not limited to, touching, sexting, name-calling, teasing, gestures, written references or drawings, photos, etc.

Occurrence: Minor Disciplinary Action Stage 1, 2

Repeat/Serious Disciplinary Action Stage 3, 4, 5

*May be referred to law enforcement

WEAPONS (POSSESSION OF)**

Definition: Possession of a legally described weapon including, but not limited to, any knife with a blade over three inches, a pocket knife opened by a mechanical device, any weapon which will or is designed to or may be readily converted to expel a projectile by action of an explosive. Objects, including guns, tasers, knives (including jackknives) as well as noxious substances (i.e. --mace, pepper gas, etc.), which are legally described as weapons are not to be brought to school. Students in violation of this policy risk severe disciplinary action up to and including expulsion from school. This includes toy weapons and “look alike” weapons.

Occurrence: Serious Long-Term Suspension/Expulsion

**Will be reported to law enforcement

WEAPONS (USE OF A LEGITIMATE TOOL AS A WEAPON)

Definition: Using legitimate tools and instruments such as pens, pencils, compasses, etc., with the intent to inflict bodily harm upon another or to force another to act against their will.

Occurrence: Repeat/Serious Disciplinary Action Stage 5

**Will be referred to law enforcement

DISCIPLINARY ACTION STAGE #1

General Requirements: Disciplinary Stage #1 includes at least one of the following interventions by an administrator or other designated person(s). A disciplinary report may be issued at this point, but it is not required. A written record must be kept for future reference and a copy forwarded to an administrator or their designee.

VERBAL WARNING

A verbal warning will be issued to the student via administrator and/or teacher advising student of further consequences.

CONFERENCE BETWEEN THE TEACHER(S) AND THE STUDENT(S)

A conference with the student(s) during which the student’s achievement, the unacceptable student conduct and possible ways to deal with the problem are discussed.

COMMUNICATION TO THE PARENT/GUARDIAN

Notification of the parent/guardian at a meeting, or by telephone call or letter that a behavior problem exists and what the action is that has been taken.

REFERRED TO COUNSELOR

A conference is arranged for the student with the counselor to discuss the unacceptable student conduct. Strategies are considered to avoid further unacceptable behavior.

LOSS OF PRIVILEGE

Students may forfeit certain benefits as deemed appropriate.

OFFICIAL WARNING TO THE STUDENT AND PARENT/GUARDIAN

A written notice from the teacher or administrator to the student and parent/guardian specifying the action to be taken if the same or similar misconduct is repeated.

CONTRACT WITH THE STUDENT

A written statement developed collaboratively with the student, listing steps to be taken by the student to improve behavior, describing the support to be provided (if needed) by school staff and the parent/guardian, when the contract will be reviewed and the consequences that will happen if the contract is not honored.

AFTER SCHOOL DETENTION

After School Detention is held after school and supervised by a teacher. Students will be notified of the detention in advance. Students must bring classwork or a book to read. No electronics or sleeping is allowed during After School Detention. Any student who does not attend, arrives late, does not come prepared, or misbehaves/is not working, will be automatically suspended the following school day.

SATURDAY SCHOOL

Saturday school runs every Saturday, except for Holiday weekends, from 8:00 a.m. to 9:30 a.m. at Orchard View High School. Students must enter and exit through door #10 on the south side of the building. Students must arrive before 8:00 a.m. to be checked in. Students arriving after 8:00 a.m. **will not** be allowed in the building and will not be able to serve Saturday School. Students **must** bring something to work on or a book to read. Sleeping is not an option.

Any student who arrives late, does not come at all, or is dismissed, will be suspended from school the Monday following the Saturday School.

Students will be dismissed from Saturday school if they are misbehaving, not working or sleeping.

DETENTION

Students may be assigned to detention for issues related to attendance, tardiness and conduct (behavior).

Students may be assigned to serve all or part of a detention depending upon the circumstances causing the detention assignment.

A student not reporting to an assigned detention will be rescheduled and serve detention equal to twice the original assignment. A student who does not complete the rescheduled detention will serve a Saturday school or one-day suspension.

It is the responsibility of the student to inform his/her parent/guardian of a detention.

DETENTION TAKES PRECEDENCE OVER ALL OTHER ACTIVITIES.

DETENTION/SATURDAY SCHOOL RULES ARE AS FOLLOWS:

1. Be on time and remain through the entire assigned detention time.
2. Stay seated at his/her assigned seat/table.
3. Do not talk with others.
4. Bring work for the entire period (homework, reading, etc.).
5. Do not leave the assigned area (room).
6. May not use cellphones or other electronic devices
7. May not bring food and/or drink.

Students who do not observe these rules will be excused from the detention and serve a one day suspension as a consequence. Teachers may conduct and supervise detention session(s) for which they have assigned a student(s).

DISCIPLINARY ACTION STAGE #2

General requirements: Disciplinary Stage #2 includes one or more of the interventions listed below taken by an administrator or other designated person(s). A meeting or other communication with the parent must take place in addition to the intervention action. A disciplinary report must be issued.

DETENTION

See rules above under Disciplinary Action Stage 1.

SPECIAL ASSIGNMENT

Assignment to an activity or project that builds awareness, knowledge, and skills to meet similar situations more positively. For example, research on a topic or service work relevant to the misbehavior.

EXCLUSION FROM EXTRACURRICULAR ACTIVITIES

Denying the student the opportunity to participate in extracurricular activities for a specified period of time.

CLASS SUSPENSION

The decision of an administrator to deny a student who misbehaves the right to attend particular classes for a specified period of time. An alternative designated area within the building will be provided and the student retains make-up privileges for the period of the exclusion.

FINANCIAL/SERVICE SETTLEMENT

In cases where student behavior causes damage, destruction, or loss of property, the parents and the student will be expected to pay the cost of repair or replacement. The school district is solely responsible for determining the terms of repayment or replacement.

OUT-OF-SCHOOL SUSPENSION (1-3 DAYS)

The student is excluded from attending school and extracurricular activities. The student is not to be present on school property or attend any school related activity.

LOSS OF PRIVILEGE

Students may forfeit certain benefits as deemed appropriate.

SATURDAY SCHOOL

See rules above under Disciplinary Action Stage 1.

DISCIPLINARY ACTION STAGE #3

General Requirements: Disciplinary Stage #3 includes one or more of the interventions listed below taken by an administrator or other designated person(s). A disciplinary report must be filed. A meeting or other communication with the parent must take place in addition to the intervention action.

OUT-OF-SCHOOL SUSPENSION (3-5 DAYS)

The student is excluded from attending school and extracurricular activities for 3-5 days. The student is not to be present on school property or attend any school-related activity.

FINANCIAL/SERVICE SETTLEMENT

In cases where student behavior causes damage, destruction, or loss of property, the parents and the student will be expected to pay the cost of repair or replacement. The school district is solely responsible for determining the terms of repayment or replacement.

LOSS OF PRIVILEGE

Students may forfeit certain benefits as deemed appropriate.

PROBATION

Action taken following reinstatement from a suspension. This action may include a behavior contract or behavior management plan. The student may be required to forego participation in specified activities, such as athletics, school sponsored student organizations, field trips, assemblies, or other activities for a limited, defined period of time.

DISCIPLINARY ACTION STAGE #4

General Requirements: Disciplinary Stage #4 includes one or more of the interventions listed below taken by an administrator or other designated person(s). A meeting with the parent must take place in addition to the intervention action. A disciplinary report must be filed.

OUT-OF-SCHOOL SUSPENSION (5-8 DAYS)

The student is excluded from attending school and extracurricular activities for 5-8 days. The student is not to be present on school property or attend any school related activity.

FINANCIAL/SERVICE SETTLEMENT

In cases where student behavior causes damage, destruction or loss of property, the parents and the student will be expected to pay the cost of repair or replacement. The school district is solely responsible for determining the terms of repayment or replacement.

LOSS OF PRIVILEGE

Students may forfeit certain benefits as deemed appropriate.

PROBATION

Action taken following reinstatement from a suspension. This action may include a behavior contract or behavior management plan. The student may be required to forego participation in specified activities, such as athletics, school sponsored student organizations, field trips, assemblies, or other activities for a limited, defined period of time.

DISCIPLINARY ACTION STAGE #5

General Requirements: Disciplinary Stage #5 includes one or more of the interventions listed below taken by an administrator or other designated person(s). A meeting with the parent must take place in addition to the intervention action. A disciplinary report must be filed.

EXPULSION

The superintendent reviews each case and determines if the recommendation to expel the student is to be upheld. The superintendent may make a recommendation whether or not alternative education is to be offered to the student and if alternative education is recommended. The Board of Education reviews the recommendation. Expulsion is an action taken by the Board of Education that may exclude a student from the

entire school system on a permanent or time-limited basis without provision of an educational program. Expulsion is subject to the limitations and conditions imposed by Michigan laws and statutes.

OUT-OF-SCHOOL SUSPENSION (7-10 DAYS)

The student is excluded from attending school and extracurricular activities for 7-10 days. The student is not to be present on school property or attend any school related activity.

FINANCIAL/SERVICE SETTLEMENT

In cases where student behavior causes damage, destruction or loss of property, the parents and the student will be expected to pay the cost of repair or replacement. The school district is solely responsible for determining the terms of repayment or replacement.

LOSS OF PRIVILEGE

Students may forfeit certain benefits as deemed appropriate.

PROBATION

Action taken following reinstatement from a suspension. This action may include a behavior contract or behavior management plan. The student may be required to forego participation in specified activities, such as athletics, school sponsored student organizations, field trips, assemblies, or other activities for a limited, defined period of time.

TRANSPORTATION GUIDELINES

Students are allowed only 1 designated pick up and one drop off address.

Students may not ride a bus other than the one to which they are assigned. This also applies to getting off at a different stop.

Parent(s)/guardian(s) are to make requests for bus changes in writing to the transportation office.

The bus driver/aide is in charge of the bus at all times. Students are expected to obey the directions of the bus driver/aide.

Students are to be at the designated bus stop 10 minutes before their bus arrives. Buses cannot wait.

Students are to stay off the roadway while waiting for the bus.

Students are to cross in front of the bus, not behind the bus and to look for drivers signal before crossing. Ten feet is the recommended distance for crossing in front of the bus.

Students are to wait until the bus has come to a stop before attempting to enter or leave the bus. They must stay seated until the bus stops.

The driver may assign students a seat.

When seated, feet are to be kept out of the aisles.

Students are not to move about while the bus is in motion.

No Eating on bus, drinking on the bus is only permitted with the permission of the bus driver.

Hands and head must be inside the bus at all times.

Students may not use profane or vulgar language.

Students may not shout at passing persons or vehicles.

Objects or paper may not be thrown from the bus or on the bus.

Students must be considerate of all others on the bus.

Electronic Devices should not be heard or seen and are only permitted with the permission of the bus driver. (Not allowed for elementary students K-5)

No skateboards, scooters, balls and sport equipment on bus unless in a bag.

Buses are monitored by security cameras.

Damage must be reported to the bus driver.

In the event that a child damages transportation property, a fine will be assessed. The fine will be reasonable, seeking only to compensate transportation for the expense of the loss incurred.

Bus transportation is an essential part of the school day. It is a privilege to ride the bus. Students must follow the rules of the transportation department. If a child is not following the bus safety rules, the bus driver writes a bus conduct report.

- 1st report = Written warning will be given
- 2nd report= 1 day suspension from the bus
- 3rd report= 3 day suspension from the bus
- 4th report= 5 day suspension from the bus
- 5th report= 7 day suspension from the bus followed by a conference with the parent
- 6th report= Removal from the bus for the remainder of the school year

A more severe offense may result in a more severe discipline, up to and including loss of bus privileges

This will be at the discretion of the Administration and Transportation Departments.

SOAR with Cardinal Pride

	Safety	Ownership	Acceptance	Respect
Classroom/Pod	<ul style="list-style-type: none"> Be considerate of personal property and space Follow directions 	<ul style="list-style-type: none"> Be on time Be prepared Be engaged Advocate for yourself 	<ul style="list-style-type: none"> Be accepting of others feelings and ideas Notice and respond if someone needs help Believe in your abilities 	<ul style="list-style-type: none"> School appropriate language and volume Follow classroom expectations Contribute positively
Hallway/Stairs	<ul style="list-style-type: none"> Move with a purpose Maintain personal space Respond appropriately to adults 	<ul style="list-style-type: none"> Keep to the right Use garbage cans Report concerns to staff Use your own locker 	<ul style="list-style-type: none"> Notice and respond if someone needs help Engage with others kindly 	<ul style="list-style-type: none"> Follow directions of adults Use manners
Common Areas (Bathroom, Locker room, Lunch room)	<ul style="list-style-type: none"> Use facilities for intended purpose Wash hands Maintain personal space 	<ul style="list-style-type: none"> Clean up after yourself Report concerns to staff Be honest 	<ul style="list-style-type: none"> Be considerate Notice and respond when others need support Invite someone to sit with you in the lunch room 	<ul style="list-style-type: none"> School appropriate language and volume Honor privacy Take care of school property
Professional Learning Areas (Front Office, Counseling Office, Athletic Office, Library, Testing Center)	<ul style="list-style-type: none"> Have permission 	<ul style="list-style-type: none"> Go directly to and from destination State your purpose Be honest 	<ul style="list-style-type: none"> Honor privacy Advocate for others 	<ul style="list-style-type: none"> Use school appropriate language and volume Wait patiently End use of technology
Technology and Online	<ul style="list-style-type: none"> Report inappropriate, unsafe, or hurtful content Only talk to people you know Access appropriate website domains 	<ul style="list-style-type: none"> Bring a charged Chromebook daily Monitor academic progress Keep calls private (FaceTime, speaker phone) Complete your own work 	<ul style="list-style-type: none"> Consider feelings before you post Engage kindly 	<ul style="list-style-type: none"> Phones and earbuds away during class Think before you post, forward, or send
Gymnasium, Auditorium, Stadium	<ul style="list-style-type: none"> Be aware of the rules of the specific event Walk in and out using aisles Keep walkways clear Find a safe adult if needed 	<ul style="list-style-type: none"> Bring your Cardinal Pride Maintain the personal space of yourself and others Use appropriate boundaries Use garbage cans 	<ul style="list-style-type: none"> Cheer and participate in a positive manner Celebrate with all students Invite others to participate 	<ul style="list-style-type: none"> Respect all participants Give attention to presenter Use appropriate language and volume
Parking Lot/Bus	<ul style="list-style-type: none"> Be aware of your surroundings Follow traffic laws and rules 	<ul style="list-style-type: none"> Be aware of your surroundings Follow traffic laws and rules 	<ul style="list-style-type: none"> Notice and respond when others need support 	<ul style="list-style-type: none"> Use appropriate language and volume
Community	<ul style="list-style-type: none"> Walk Be considerate of personal space and property Report inappropriate, unsafe, or hurtful behavior Maintain drug/tobacco free zone 	<ul style="list-style-type: none"> Clean up after yourself Be aware of your surroundings Be honest 	<ul style="list-style-type: none"> Notice and respond if someone needs help Engage with others kindly 	<ul style="list-style-type: none"> Hold the door and greet community members Use appropriate language and volume Follow all location policies Wait patiently
Staff Role	<ul style="list-style-type: none"> Actively supervise the area Provides protective learning environment Utilize Restorative Practices 	<ul style="list-style-type: none"> Model appropriate behavior and language Be consistent Communicate expectations 	<ul style="list-style-type: none"> Show empathy Communicate with families 	<ul style="list-style-type: none"> Provide specific praise Interact positively Leave space better than you found it

