

Student Handbook 2009/2010

"Home of the Vikings"



Marysville High School

1325 Michigan Avenue
Marysville, MI 48040

www.marysvilleschools.us

364-7161 (Main Office)
364-7313 (Student Services)
364-7389 (Athletic Office)
Fax: 364-8878

This Handbook Belongs To:

Name

Address

City/Town

Code

Phone

_____ Zip

MARYSVILLE HIGH SCHOOL SONG

Marysville High We Cheer For You
With Voices Strong and Clear For You
Every Classmate Young and Old
Cheers With Spirit Brave and Bold
For Dear Old Marysville High,

Marysville High We Sing To You
Glory and Honor Bring To You
Every Hero On the Field
To a Rival Never Yields
For Dear Old Marysville High

Marysville High We'll Fight For You
We'll Keep Your Banners Bright For You
With Our Loyal Hearts So True
We Will Always Fight For You
Our Dear Old Marysville High

Marysville High We'll Win For You
We'll Claim the Championship For You
We Will Always Bring You Fame
To Your Ever Glorious Name
Our Dear Old Marysville High

MARYSVILLE HIGH SCHOOL MISSION AND VISION

VISION STATEMENT

Every student will excel, both personally and for the benefit of humanity.

MISSION STATEMENT

Personalize learning for every student through rigor, relevance and relationships.

ANNUAL REPORT

The Marysville Public Schools District Annual Report is available at the District's Web Site:

www.marysvilleschools.us

Dear Parents,

Welcome to the 2009-2010 school year in the Marysville Public Schools! This handbook is intended to provide information about the operation of our schools that will be helpful to students and parents alike.

We are proud of our District, and know that our success is in no small part due to the high level of parental involvement and support that we receive. We encourage you to play an active role in your child's education, in part by maintaining positive communication with his/her teachers and building administrators.

Board of Education policy states that all complaints regarding the District should be resolved at the lowest possible administrative level. If you have a concern or complaint, it is always advisable to deal directly with the person with whom you have the concern or the person who is in a position to deal with your concern most directly. The following simple guidelines may assist you:

- Concerns regarding a child's classroom activities would best be resolved between yourself and the teacher(s).
- Concerns regarding building-level programs and activities should be shared with the building principal.
- Concerns regarding District-level issues (policies, curriculum, facilities, etc.) may be directed to the Superintendent of Schools. When appropriate, you may be referred to another Central Office administrator with specific knowledge/authority in your area of concern, i.e., the Director of Curriculum or the Director of Finance and Operations.

Please familiarize yourself with the contents of this handbook and review key points with your child. Keep it close at hand, as it can serve as a valuable reference during the course of the school year.

We share the common interest of providing the best possible educational experience to your child. The more we can communicate constructively and work cooperatively together, the better chance we have to meet this common interest and to benefit your child to the best of our collective abilities.

Looking forward to a positive and productive school year!

Sincerely,

John Silveri
Superintendent

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ACADEMICS

BOOKS AND FEES

A \$10 book deposit and a \$1 activity fee will be charged to all students at the beginning of each year. Students may borrow books from the bookstore at the beginning of each semester. Students are responsible to maintain their assigned books in good condition and to return the same book at the end of the course.

Books (including bar-codes) lost, damaged, or stolen must be paid for by the student to whom they were issued. The \$10 book deposit will be forfeited if a student fails to personally return his/her books. The \$10 book deposit fee will be returned to the student at the end of the school year only if the books are returned in good condition.

ACADEMIC REPORT TO PARENTS

Report Cards will be mailed three times each semester (at the end of each six week marking period). The final grade for the semester is the official grade that goes on the high school record and transcript. The final grade is determined by averaging the three six-week grades; each marking period grade is worth 30 percent and the final exam is worth 10%. Parents may contact high school faculty via their email addresses and/or by phone.

TOP 25

Beginning with the Class of 2011, a "Top 25" academic recognition program will take the place of the Valedictorian and Salutatorian academic recognition program. "TOP 25" must complete the Michigan MERTI Curriculum.

PARENT CONFERENCES

All parents are invited and encouraged to visit the High School, taking advantage of the opportunity to talk with teachers, counselors and administrators. In addition, parents or teachers may request a conference at any time during the school year. Parents may also contact high school faculty via their email addresses and/or by telephone.

GRADE POINT AVERAGES AND CLASS RANK STATUS

Grade Point Averages (GPA) will be determined, by the chart listed below.

Grade			Criteria
A+	98%	100%	4.334
A	93	97	4.000
A-	90	92	3.666
B+	87	89	3.334
B	83	86	3.000
B-	80	82	2.666
C+	77	79	2.334
C	73	76	2.000
C-	70	72	1.666
D+	67	69	1.334
D	63	66	1.000
D-	60	62	0.666
E		59	000

Final Semester Grades will be determined by averaging the percentage (0-100) grades from the three marking periods and Final Exam. Each marking period is worth 30% of the Final Grade and the Final Exam is worth 10%. Each marking period is approximately six weeks in length. Any grade reduction received from our attendance policy will be applied to the marking period grade. The rank status for graduating seniors will be based upon 7 semesters.

PERSONAL CURRICULUM

For information regarding Personal Curriculum, please go to the Michigan Department of Education Web Site reference Personal Curriculums.

INCOMPLETE GRADES

Students will have six weeks to make up incomplete final grades on their report cards. It is the student's responsibility to contact the teacher to make arrangements to eliminate the incomplete grade. Please note the following:

1. Students have six weeks from the date of the incomplete to meet the expectation(s).
2. If, after 6 weeks, a student has not met the expectation(s), the following will occur:
 - A. The permanent grade will be calculated without the missing work.
 - B. When money is owed to the school district (for a book, fine, project, lock, etc.), the student will be given a permanent grade of "E" for the class.

Graduation Requirements

Only those students who have completed graduation requirements, to include the MME/ACT, and are recommended by the principal and faculty shall be graduated by Marysville High School (general school laws apply).

Seniors are eligible to graduate during scheduled Commencement ceremonies only if they have acquired the number of credits and the required types of credit taken. Additionally, for seniors to be able to participate in Graduation ceremonies, the following minimum requirements must be met: enrolled at M.H.S. and qualify for diploma. Seniors will not be allowed to participate in any Cap & Gown Senior Activities unless their graduation credits and expectations have been met. The last day seniors are in attendance, as established by the high school principal, will be considered the cutoff date for final senior pass/fail status.

A minimum of 22 credits must be completed to qualify for graduation. They must be distributed in the following manner:

Class of 2010 Subject Requirement:

English 9,10,11,12	4 units
Mathematics	3 units
Science	3 units
Civics (9)	½ unit
Economics (9)	½ unit
U.S. History (10)	1 unit
World History(11)	1 Unit
Computer Class	½ unit
Health (9)	½ unit
Into. Physical Fitness (9)	½ unit
Visual, Performing, Applied	1 unit

7 Electives

15 Required Courses=**22 Total Credits**

Class of 2011-13 Subject Requirement:

English 9,10,11,12	4 units
Mathematics(4 credits in HS)	4 units
Science (Bio., Chem., Physics)	3 units
Civics (9)	½ unit
Economics (9)	½ unit
U.S. History (10)	1 unit
World History(11)	1 Unit
Health (9)	½ unit
Into. Physical Fitness (9)	½ unit
Visual, Performing, Applied	1 unit

6 Electives

16 Required Courses=**22 Total Credits**

ATTENDANCE

A student must attend Marysville High School four (4) years or be a transferring student from another high school to meet the attendance requirement. In agreement with the State of Michigan requirement, students attending Marysville High School must be enrolled on a full-time schedule. Exceptions can be made, but a reduced schedule documentation must be filed and approved by administration.

DROPPING A SUBJECT

Only under special circumstances, with the permission of the respective instructor, will students be permitted to change a schedule after the first week of the semester.

TESTING OUT

Testing Out options are available to students. Courses excluded from the testing out options include: Government, Creative Writing, Yearbook, Speech, Drama, Merchandising, and participation classes such as Physical Education, Art, Music and Special Education classes. Students interested in the testing out option should contact the counseling office. Testing Out credit will not apply towards the requirements for graduation.

NATIONAL HONOR SOCIETY

The National Honor Society is composed of those students who are selected for their: scholarship, character, leadership and service. They are endorsed by instructional staff, counselors and administrators, and inducted into the N.H.S.

each spring. To be eligible for membership in the Marysville Chapter of the N.H.S., a student must be a sophomore, junior, or senior: have a 3.40 grade point average, or above, and be in attendance at Marysville High School for one (1) full semester.

During second semester of each school year all students, sophomore and above, with a 3.4 cumulative grade point average will be invited to apply for membership in the Marysville Chapter of the National Honor Society. A portfolio representing all of their accomplishments must be submitted as well as a student activities sheet that lists activities in four areas: Co-curricular Activities, Leadership, Service, and Work Experience/Recognition/Awards. At a staff meeting all teachers will rate the students that they know in the following three areas: Character, Leadership, and Service. The ratings will be reviewed by the N.H.S. Executive Faculty Council to determine membership.

*Complete N.H.S. guidelines may be obtained by contacting the respective N.H.S. advisors.

ACADEMIC AWARDS PROGRAM

The intention of the Academic Awards program is to honor and reward students who have demonstrated exemplary scholarship during the school year.

The Counseling Department will be responsible for establishing who has met the requirements for the award and maintaining the display case.

A. To be eligible, students must:

1. Maintain a 3.5 grade point average in all classes, for the year.
2. Be enrolled in regular or honor classes.
3. Enroll in **eight academic classes** each year as a freshman and sophomore and enroll in **six academic classes** as juniors and seniors (an even distribution of four each semester is recommended). Academic classes include English, Social Studies, Health, Mathematics, Science, Foreign Language, and Computers.

B. Awards vary each year:

1. At the end of the first year eligible students will receive a certificate.
2. At the end of the second year eligible students will receive a letter bearing the designation Scholar. This letter will be a different style than the athletic varsity letter.
3. At the end of the third year eligible students will receive a medal of the "Lamp of Learning"
4. At the end of the fourth year eligible students will receive an Academic Award. Fourth year status is based upon the grades of seven semesters plus midterm grades of the eighth semester.
5. The awards will be handed out during a presentation in early Fall for sophomores, juniors and seniors. Additional senior awards will be made at the annual Honors Assembly in late May or June.

DUAL ENROLLMENT

A student who is enrolled in at least one high school class and who meets the following requirements would be able to participate under the provisions of this bill:

- A student in grade 11 who has passed the appropriate section of the PLAN or State of Michigan approved High School Test is eligible to enroll in a class in that subject area.
- A student in grade 12 who has met the requirements for an endorsed diploma in one or more subject areas of the MEAP High School Test.
- A student in grade 12 would be eligible under this bill for courses in the subject area in which the student has completed the requirements for an endorsed diploma, computer science, or foreign language courses not offered by the school, and fine arts programs as permitted by the district.

ELIGIBLE COURSES

- A course not offered by the school district under the AP format
- An AP course offered, but not available to the student due to a scheduling conflict beyond the eligible student's control as determined by the Board of Education
- An academic course not ordinarily taken as an activity course
- A course that the post-secondary institution normally applies toward satisfaction of degree requirements
- A course not in the subject areas of hobby craft, recreation, physical education, theology, divinity, or religious education

ELIGIBLE POST-SECONDARY INSTITUTIONS

- Any state university, community college, or independent nonprofit degree-granting college or university that is located in this state and that chooses to comply with this act.

ELIGIBLE CHARGES

- Tuition and mandatory course fees, materials fees, and registration fees required by an eligible institution for enrollment in an eligible course
- Not transportation, parking costs, books or activity fees

STATE FUNDING/FOUNDATION GRANT

- Provides financial support for each student in a school district from state taxes
- Local districts may use local operating revenue

EFFECTIVE DATES

- April 1, 1996: Public Act 160 (House Bill 1643)
- July 1, 1996: Public Act 159 (House Bill 1640) and 161 (House Bill 1642)

UNIVERSITY ADMISSION REQUIREMENTS

Public universities in the State of Michigan have adopted specific admissions requirements for students who graduate from high school starting in 1995. The new requirements are an outgrowth of an initiative to improve the academic preparation of students seeking admission to a state university.

To be eligible for regular admission to a public university's four-year degree program in Michigan, a high school student must successfully complete the following requirements (beginning with the class of 1995):

- ENGLISH - 4 years required
- MATHEMATICS - 3 years required including intermediate algebra. Four years strongly recommended
- BIOLOGY/PHYSICAL SCIENCES - 2 years required. Three years strongly recommended to include 1 year of a laboratory course.
- HISTORY AND SOCIAL SCIENCES - 3 years required. Prospective students are also encouraged to complete courses in the following areas:
- FOREIGN LANGUAGE - 3 years strongly recommended
- FINE AND PERFORMING ARTS - 2 years strongly recommended.
- COMPUTER LITERACY - 1 year of hands-on experience in using computers strongly recommended.

The universities recognize that, for a variety of reasons, some students may not be able to complete all of the requirements. In such circumstances, students may still be considered for admission and, therefore, are encouraged to apply to the university of their choice. In all instances, each university has final authority for admissions decisions, based on the level of achievement required and other indicators of potential for academic success.

Students are encouraged to make the best use of courses that are offered at their high school. By doing so, they are more likely to develop the competencies and skills that are essential for academic success and, at the same time, have greater control over their choice of college and career options.

PARTICIPATION IN DIVISION I OR II SPORTS

Please refer to the following NCAA Clearinghouse Web Site:
<https://web1.ncaa.org/eligibilitycenter/common/>

SPECIAL PROGRAMS

During the course of four years many of our students will participate in the following programs.

Educational Development Plans

Students at M.H.S. will explore potential careers through a series of activities and topics in grades 8-12. The Social Studies Department supplements their content with interest surveys, aptitude tests, job outlook information, educational opportunities, and other School-to-Work activities. The career awareness and exploration activities and topics attempt to connect the academic curriculum with the employability skills and expectations needed by workers in the next century. With an *Educational Development Plan* (EDP), students, their parents and counselors may begin planning a four year sequence of course work and activities that will meet the student's post-secondary and career goals.

Junior and Senior Special Programs

The following programs are available to juniors and seniors. Freshmen and sophomores should fulfill all requirements so they may enter a program their junior year if they desire.

1) Cooperative Education

The Co-Op Program is designed to prepare students for full-time employment after graduation. During junior and senior years, a student may enroll in the program through Mr. Smith. Questions and related problems concerning Co-Op are to be directed to Mr. Smith. A maximum of 1½ credits may be obtained per semester for Co-Op.

2)St.Clair TEC

The St. Clair TEC is an option available to 11th or 12th grade students. TEC offers classes in 53 areas of study representing over 200 occupations.

M.H.S. students who attend TEC are expected to abide by the rules of both TEC and M.H.S. The high school administration reserves the right to assign or remove students from TEC. Classes passed at TEC provide credit towards graduation from M.H.S.

M.H.S. provides transportation to and from TEC. Students may sign up for TEC in the Counseling Office. Student enrollment at TEC is based on the following criteria: attendance, teacher recommendations, age (16 years or older), grade in school, program desired, academic achievement, and past school performance.

Woodland Developmental Center

The Woodland Developmental Center provides educational services to mentally and physically impaired students. Junior and senior students are selected to work as volunteer aides with the Woodland staff.

Interested students should contact their counselor. Following the application, a personal interview is conducted by representatives from the Woodland Developmental Center.

Volunteers work three (3) hours a day, five (5) days a week. A maximum of 1 ½ credits may be obtained per semester.

Adult Education

Students who are lacking the necessary credits toward graduation, must comply with the Marysville Board of Education requirements for acquiring credits which may be used towards your high school diploma.

Alternative Education

The East China School District administrates the Alternative High School Learning Program. The purpose is to provide students the opportunity of a nontraditional approach to education, ensuring a safe and supportive learning environment so that all students may experience some degree of success.

M.H.S. Excel Center

The Excel Center will assist students who need academic support. The center will also be available for test reading, coaching (defining words used in questions, etc.), use of notes, open book, use of calculators/student guides, and homework assistance. A quiet work area with minimal distractions will be provided so that assignments may be completed.

PLAGIARISM

Students at M.H.S. are encouraged to think independently and complete their own work. Plagiarism is defined as taking ideas, writings, or direct quotes from another and passing them off as ones own work. Students whose assignments are plagiarized shall fail the assignment and may fail the marking period in which such plagiarism is discovered.

STUDENT BEHAVIOR

ATTENDANCE POLICY

The purpose of a school attendance policy is to encourage outstanding attendance among all students. The school recognizes the importance parents play in student attendance and requires a parent phone call the day of the absence. The administration reserves the right to determine what is an excused or unexcused absence or tardy for school purposes.

Absence From School

The parent or guardian of a student who is absent/tardy from school must telephone Student Services (364-7313, answering machine available 24 hours a day) by 3:00 p.m. the following day. Any absences/tardies not excused by the 3:00 p.m. deadline will be marked unexcused.

Absent students may request homework assignments by contacting Student Services at 364-7313. A one-day notice or an early morning 8:00 a.m. call is required.

Leaving School

No student shall **enter or leave** school during the day without first obtaining permission and **checking in with Student Services**. Students will be excused to leave school only after parent or administrator's permission has been granted. This also includes leaving campus between classes. Not following the proper procedure will result in the absence being recorded as

unexcused. If you arrive tardy, but prior to the 10 minute absent period, students are to go directly to their first hour class.

Excused Absences

Students are allowed four (4) excused absences per six-week marking period without a grade reduction, providing all missed work is completed satisfactorily. After four (4) excused absences within a marking period, a 3% grade reduction will take place for each excused absence that follows. Extended consecutive illnesses (verified by a doctor's note, due by the end of each marking period), a death in the family, prearranged family trips, will be counted as one absence. Students are responsible for making up all class work missed by an excused absence. Appeals/considerations will be forwarded to a committee comprised of: one counselor, Assistant Principal and one teacher, with the Principal making any final determinations.

Unexcused Absences

Extended "no calls" will be recorded as unexcused absences.

Unexcused absences will result in the student's grade being lowered 3% for each unexcused absence. Work missed as a result of unexcused absences may **not** be made up for credit. Unexcused absences, or truancies may result in detention time being assigned.

M.H.S. does not sanction any type of "skip day" ALL ABSENCES related to, or associated with a "skip day" will be classified as UNEXCUSED.

Absences Due to Suspension

Absences due to suspension shall result in the following:

- 3% grade reduction for each day suspended
- Tests given, during a period of in-school suspension, shall be taken by the student during the regular testing period. The student will move from suspension to the testing site to take the test. Credit shall be given for satisfactorily completing the test.
- Papers or projects due during a period of suspension shall be given credit if they are handed in on the date and at the hour the material is due or the day the student returns from an out of school suspension.

Pre-Arranged Absences

Scheduled events such as family vacations, hospital stays, or other reasons, which might cause a student to miss school for an extended period of time, requires a Pre-Arranged Absence Form. Students may obtain a form through Student Services.

Tardies

A tardy is defined as not being in the assigned area at the beginning of the class period, but arriving within ten (10) minutes of the beginning of the period. Students arriving after the ten (10) minutes will be marked absent for grading purposes. Tardies will have an impact on the student's grade as follows:

1. Three (3) excused tardies equal one (1) excused absence
2. Two (2) unexcused tardies equal one (1) unexcused absence

STUDENT BEHAVIOR

Students at Marysville High School are expected to conduct themselves in a manner that is conducive to learning, respectful of others, respectful of school, as well as personal property. It is the student's responsibility to be aware of all rules and regulations. All students shall comply with the requests of the administrators, teachers, support staff and noon supervisors employed by the Board of Education to operate the school. The time periods before school, lunch and after school are considered "school time" with all school rules, regulations and expectations in effect. In addition, all school rules, regulations, and expectations remain effective at all school related activities to include: TEC, Co-Op, Job Shadowing, and other school-to-work activities. School busses are considered an extension of the school. All students will be afforded all Due Process Rights and Appeal Procedures (Assistant Principal, Principal, Formal Hearing by Superintendent, School Board of Education). Any student who continually violates school rules, or who commits serious infractions of the rules, are subject to suspension, or expulsion from M.H.S.

The following specific behaviors have been defined and prohibited:

MINOR OFFENSES

1. Any act of demonstration of affection
2. Gambling
3. Snowball Throwing
4. Clothing or appearance, which is not wholesome or is disruptive to the educational process
5. Use of water balloons or water guns
6. Distributing or posting material without administrative approval
7. Loud or boisterous behavior in or around the building
8. Failing to comply with cafeteria rules

9. Wearing hats in the building
10. Possessing electrical devices including, but not limited to: pagers, radios, CD/tape players.
11. Carrying radios or tape recorders in the building
12. Driving infraction
13. Leaving campus between or during classes without permission
14. Going to cars in the parking lot between or during classes without permission (12 & 13 do not apply during lunch hour)
15. Leaving school without permission of an administrator. Disciplinary measures may include: parent conferences, detention, suspension, class exclusion, disciplinary hearings, in-house reassignment.
*In-house reassignment results in:
 1. Scheduled tests shall be taken during regular testing periods.
 2. Papers or projects shall be given credit if handed in when materials are due.

MAJOR OFFENSES

1. Immorality, libelous activities, slander, profanity or obscenities (of any nature)
2. Possession, delivery/sale, use or being under the influence of narcotics, alcohol, drugs, any intoxicant substance, or look alike drug
3. Smoking, or possession of tobacco on school property or in cars on school property.
*Police citation - \$75 fine and/or community service
4. Possession and/or use of any type of laser pen, pointer or similar device
5. Threat of force or violence
6. Harassment (sexual or any other)
7. Vandalism or malicious destruction of school or personal property
8. Assault, battery or fighting
9. Flagrant disrespect of teachers or staff
10. Theft or possession of stolen property
11. Indecent exposure
12. Repeated violations of minor offenses
13. Making false statements when accusing or defending others
14. Chronic or habitual nonattendance or truancy (skipping class)
15. Serious driving infraction
16. Flagrant violation of school rules
17. Refusal to follow directions of an administrator
18. Deliberately setting a false alarm
19. Violation of a State or Federal regulation, on school property, during school hours, or at a school sponsored activity
20. Using school property or equipment to violate a State or Federal regulation
21. Violations of the Network/Internet Acceptable Use Policy
22. Insubordination to teachers or school employees
23. Cheating
24. Failure to follow classroom or teacher rules
25. Misconduct on a school bus
26. Behavior, which jeopardizes the safety or well-being of others
27. Possession of drug paraphernalia
28. Gang and gang related activities, actions, clothing, and graffiti
29. Possession of any firearm, (look-a-like) explosives, or weapons. As per Federal and State laws, the Marysville Board of Education Policy JD state... Students in possession of a dangerous weapon/firearm, and/or who commit arson or rape on district grounds, in district buildings or at school or district sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of this referral. The Board reserves to itself the authority to expel students. Each student subject to expulsion shall have their situation reviewed by the Superintendent of Schools on a case-by-case basis. Complete description of Board Policy JD and corresponding regulations JD-R are available in the H.S. office.
Disciplinary measures may include: parent conferences, detention, suspension, class exclusion, reassignment, disciplinary hearings, recommendation for reassignment to the Alternative Education Program, financial restitution (vandalism and/or property damage), recommendation for expulsion, referral to appropriate law enforcement agency.
30. Students are prohibited from engaging in off-campus misconduct of a serious and/or criminal nature which poses a likelihood of danger, or causes harm, to the physical or emotional health or welfare of students, or which reasonably makes the continued presence of the students in the school disruptive to the educational process.

Offenses for which a recommendation of expulsion will occur:

1. Repeated major offenses

2. Sale or attempted sale of drugs or alcohol to students on or near school property
3. Possession of any firearms, explosives or weapons as outlined in Policy JD
4. Arson as outlined in Policy JD
5. Rape as outlined in Policy JD
6. Behavior or actions which endanger the safety of others

SENIOR ACTIVITIES

It is a privilege, not a right to participate in Senior Activities. Sincere time and effort is dedicated to have the Senior Prom, All Night Party, Senior Luncheon, Baccalaureate, Honors Convocation and Commencement meaningful and successful. All activities and programs will be only as special as the worst behaved individual. All school rules are in effect during all activities. A "PARTICIPATION AGREEMENT" must be signed by each graduating senior and their parent/guardian in order to take part in Senior Activities.

NETWORK/INTERNET ACCEPTABLE USE POLICY

Why the Internet?

Internet access is now available to students and teachers in the school district. We are pleased to bring this access to the Marysville Public School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal is providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context on the school setting. The Marysville Public School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and interaction available on this worldwide network far out-weigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Network/Internet Guidelines

The Marysville Public School District's purpose is to provide access to unique resources and the opportunity for collaborative work. The use of the Network/Internet must be in support of education and research and consistent with the educational objectives of the school district. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

The use of the Network/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administrators, faculty, and staff of the Marysville Public School District may request the system administrator to deny, revoke, or suspend specific user accounts.

Before access is granted, each user must receive training. Parents have the option of denying their child individual access to the Internet.

The following guidelines are provided so everyone is aware of the responsibilities that come with using the Network/Internet. The signatures on this document are legally binding and indicate that those who signed have read the terms and conditions carefully and understand their significance.

Internet Monitoring

Marysville Public School District may choose to employ from time to time monitoring and screening devices in an effort to ensure the potential use of these resources, including minors. There is no guarantee the information available is legal or appropriate. Therefore, Marysville Public School District employees and students have no property, liberty, or other interest or expectation of privacy in the use of the District's technology resources. The District may edit or remove any material placed or stored on the District's technology resources. The District administration reserves the right to monitor and review any material reviewed, accessed or stored in connection with the District's technology resources. The District may edit or remove any material placed or stored on the District's technology resources which the Superintendent or designee, in his/her discretion, determines may be unlawful, obscene, abusive or otherwise objectionable. Any such decision is final and shall not be subjective to review or appeal.

Rules for Internet Use

1. Never share your password or account with anyone. You have full responsibility for the use of your account. You will be held responsible for any violations of these rules that can be traced to your account.
2. Do not vandalize computers, software, or network devices.
3. Obey the rules of copyright. Don't copy other people's work.
4. Do not download or install software without written permission of the teacher and/or system administrator.

5. Do not post personal communications in a public forum without the author's prior consent. All messages posted in a public forum such as a good news group may be copied in subsequent communications, so long as proper attribution is given.
 6. Do not use the network for any illegal activities. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or vandalism or destruction of computer files. In some cases, it is considered a crime under state and federal law.
 7. Do not deliberately spread computer viruses. Computer viruses are programs that have been developed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the local school network or any other computer system or network on the internet by spreading computer viruses is considered criminal activity under state and federal law.
 8. Use appropriate language. Profanity or obscenity will not be tolerated on the school network. You must use appropriate language for school situations as indicated by school policy.
 9. Avoid offensive or inflammatory speech. Internet user must respect the rights of others both in the local community and in the Internet at large. Personal attacks are unacceptable use of the network. If you are the victim of a personal attack or "flame", bring the incident to the attention with a teacher or system administrator.
 10. Be aware that giving out personal information on the Internet can be dangerous.
 11. Do not use a school account to post anonymous or false information. Individuals must take responsibility for their actions and words.
 12. Do not intentionally search for, view, and/or distribute inappropriate materials.
 13. Internet may not be used for commercial purpose, product advertising or political lobbying.
 14. User must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or represent themselves as another user unless explicitly authorized to do so by that user.
 15. Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network.
 16. Use shall be consistent with guiding ethical statements and accepted community standards. Malicious use is not acceptable.
 17. Use of the Internet and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.
 18. Repeated, unsolicited and unwanted communications of an intrusive nature is not acceptable. For example, continuing to send e-mail messages after being told to stop is not acceptable.
 19. The Marysville Public School District reserves the right to modify or amend the above rules and regulations in the future. Users will be obliged to abide by any such revisions.
- Violations of rules may result in a loss of access as well as other disciplinary or legal action.
- Marysville Public School District reserves sole discretion to determine whether any use of the Internet is a violation of these rules.

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of the Marysville Public School District computer network, I hereby agree to comply with the above stated rules for using the Internet, networked and stand alone computers and other district technology equipment.

Student Signature_____

As the parent/legal guardian of the minor student signing above, I grant permission for my son or daughter to use the district computers and other technology equipment, and access networked computer services such as the Network and the Internet. I understand that individuals and families may be held liable for malicious damages and violations of the acceptable use policy. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of local and Internet use, setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Parent Signature_____ Date_____

Name of Student_____

Student Date of Birth_____

Street Address_____ Phone_____

School_____ Grade_____

ELECTRONIC COMMUNICATION DEVICES

The Marysville Public Schools District does not encourage students to have cell phones or other two-way communication devices on school grounds, but understands the wishes of some parents to have the ability to communicate electronically with their children. Students may possess a

cell phone or other two-way communication device in school, on school property, at after school activities, on a school bus and at school-related functions, provided that during school hours, the two-way communication device is turned off and kept out of sight. Use of a two-way communication device for cheating on academic assignments or for conducting illegal, immoral, or inappropriate (as determined by School Administration) activities is prohibited. Possession of a two-way communication device is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violations will result in disciplinary action. The student who possesses a two-way communication device shall assume responsibility for its care. At no time shall the Marysville Public Schools District be responsible for theft, loss or damage to cell phones brought onto its property (including confiscation). No electronic pagers are allowed.

DRESS CODE

Student appearance and dress is a factor in the establishment of an educational atmosphere. Clothing and appearance should be appropriate for school. Standards of dress, which clearly deal with the health, and safety of students will be upheld. Forms of student dress are acceptable as long as they are neat, clean and not considered distracting to the educational process. Clothing that contains profanity, vulgar or sexual suggestions will not be permitted. Also, physically revealing or generally unwholesome clothing will not be permitted.

Building Policy

Standards of dress, which clearly deal with the health, and safety of students will be upheld. Clothing should be neat and clean. Shoes (footwear) must be worn at all times. The following will not be permitted:

- Pajamas/lounge wear
- Tank Tops-males
- Halter Tops
- Spaghetti Straps(less than two finger widths)
- Midriff Shirts - belly may not be exposed
- Short skirts (finger tip length)
- Short shorts (finger tip length)
- Clothing with reference to: alcohol, drugs, and tobacco
- Clothing with: profanity, vulgar, sexual, and/or unwholesome language or reference
- Gang and gang related symbols, colors, clothing, emblems
- Head wear (i.e. hats, bandannas)
- All bags are to be used to transport books and personal items to and from school only. They are not to be used between classes or taken to the classroom.

Any student inappropriately dressed will be expected to change his/her clothing. Any class time lost due to changing clothing will be recorded as unexcused.

Relative to those individuals and/or groups representing the High School with their involvement on athletic teams, musical groups, etc., the school reserves the right to establish more definite dress expectations.

SAFETY

In addition to those safety guidelines established in respective science lab and physical education environments, all students and visitors are expected to:

- Obey all warning and danger signs
- Wear eye protective devices while science labs are in operation
- Refrain from all fighting, wrestling, horseplay, etc.
- Refrain from throwing objects
- Refrain from rollerblading in the building
- Report all injuries, no matter how slight
- Respect all funeral processions - waiting for all vehicles to pass

DRIVING REGULATIONS

Only students who have attained junior status of 11 credits or senior status of 16 credits are eligible to drive. There is a \$20.00 registration fee. Registration will be on a first come, first serve basis to all eligible seniors and juniors with a total of 230 passes issued for assigned spots in the back lot. There is no parking in front staff parking lot. All student drivers are expected to know and comply with the following rules regarding driving and parking of vehicles:

1. All vehicles must be registered each year in Student Services.
2. All student vehicles must be parked in the designated student parking areas on school grounds. Cars are to be parked in a proper manner.
3. Students are not permitted to be in parking areas during the school day except to go to lunch or for those students whose class schedule dictates otherwise.
1. Student drivers and their passengers are to leave their vehicle once it is parked. Students are not to eat or loiter in their automobiles.

5. All state/school laws governing the use and registration of motor vehicles apply on school grounds.
6. We strongly recommend that all vehicles be locked during the school day and all valuables be kept at home. The school assumes no responsibility for theft, breakage or damage to any vehicle while on school property.
7. The School Administration reserve the right to search any car on school property.
8. Parents/guardians of students released during school hours will assume all responsibility for actions taken by their son/daughter while off school property.
9. Driving to TEC/SC4 or other work experience during school hours is prohibited unless permission has been granted by the administration.
10. The parking lot speed is 5 M.P.H.
11. Parking permits should be hung from the rear-view mirror(registration number forward).
Students who violate these policies and/or posted driving regulations will be subject to disciplinary actions that may include loss of driving privileges, detention, and/or suspension from school. Any fees associated with parking permits will be forfeited. Additionally, cars may be towed away at the owner's expense and law enforcement authorities notified.

Extra Curricular Activities

- Safety, being educationally sound and curriculum based, will be the factors in the determination of all student activities.
- For any new activity, a written proposal must be submitted to the administration, outlining: reason/rationale, timelines, student involvement, costs, any/all relevant details.
- All activities must have an approved adult supervisor.
- Proper planning should take place to meet all deadlines, to include those activities requiring Board of Education approval.
- Activities should not violate standards accepted by the Michigan Association of Secondary School Principals.
- The superintendent shall not hear appeals of loss of privileges for students through high school/middle school code of conduct. The superintendent may hold informal hearings at his/her discretion per parent request. Formal discipline appeal for the high school extracurricular code of conduct violations shall take place by the high school principal. Per high school code of conduct, the appeals committee will remain an option for parents through the appeals process. The board member is to be a nonvoting observer on the appeals committee. The decision of the appeals committee shall be final.

EXTRA CURRICULAR CODE OF CONDUCT

It is a privilege to participate in EXTRA CURRICULAR activities. Appropriate conduct/behavior should not be the domain of strictly the athlete and should encompass and embrace ALL ACTIVITIES affecting students.

This CODE OF CONDUCT governs all activities, which normally come under the definition of EXTRA CURRICULAR to include, all clubs, groups, and activities that are active or become active:

Student Council	National Honor Society
All Officer Positions	Quiz Bowl
Senior Play	Winter Guard
Musical	
Steering Committees	

The EXTRA CURRICULAR CODE OF CONDUCT shall be reviewed with each respective club/group/activity by the advisor prior to the beginning of each activity.

ACADEMIC REQUIREMENTS FOR ALL EXTRA-CURRICULAR ACTIVITIES ARE AS FOLLOWS:

1. A student must have passed at least 4 classes, each worth 1 semester credit during the previous semester of enrollment.
2. A student must be passing all classes ENROLLED AT Marysville High School in order to participate. (Students must be enrolled in at least 4 classes, each worth 1 semester credit.)
3. In the event that a student is not passing all classes, a one-week grace period will be given per class, in order to give the student an opportunity to improve his/her grade before being removed from the respective activity. If a student still has not acquired passing status after the grace week, they will be ineligible. Academic support will be available during this week in the form of 3 required after school study sessions. All students get a fresh start at the beginning of the semester.

EXTRA-CURRICULAR CODE OF CONDUCT VIOLATIONS:

1. No drinking of any alcoholic beverages, MIP situations, possession of false or altered personal identification, or any alcohol related violations/offenses.
2. No use or possession of mind altering drugs or illegal substances.
3. Any time a participant is in the presence of alcohol/drugs where minors are in violation of either rules #1 or #2 the student must immediately leave the situation. Failure to do so is a violation.

4. No smoking, use or possession of tobacco products.
5. No use or possession of anabolic steroids.
6. Any time a student exhibits unbecoming conduct of a Marysville High School extra-curricular participant, the student will be disciplined. The extent of the discipline will be determined by the advisor and high school administration. For any non-semester suspension, the extent of the discipline will be determined by the advisor and high school administration.

VIOLATION CONSEQUENCES

FIRST VIOLATION:

In-Season (Participation Periods)

- Removed from all extra-curricular activities for a 9-week period. He/she may not be allowed to try-out or become involved in any other extra-curricular activities during the 9-week suspension. A suspension will not carry over to the following school year.
- One calendar year of probation

Off-Season (Summer and Non-participation Periods)

- One calendar year of probation

VIOLATION DURING PROBATION:

In-Season (Participation Periods)

- Removed from all extra-curricular activities for remainder of current school year
- Student must also obtain and verify assessment/counseling to regain eligibility

Off-Season (Summer and Non-Participation Periods)

- Ineligible for remainder of school year
- If violation occurs during summer, student is ineligible for all extra-curricular activities for upcoming year
- Student must also obtain and verify assessment/counseling to regain eligibility

POLICY IMPLEMENTATIONS

- Violations of extra-curricular code of conduct occurs.
- Assistant Principal/advisor notifies parent of violation and consequences.
- Assistant Principal sends written notification of violation, consequences, and the due process procedures.
- If parent chooses to appeal they must contact the Assistant Principal within three business days after notification.
- Assistant Principal will schedule a meeting to include the student, parent, advisor and assistant principal.
- Following the meeting, if the parent chooses to continue the appeal, they must contact the building principal within 3 school days.
- The principal will convene an appeal hearing with a committee comprised of the following voting members: (Pool of appeals candidate members will be selected at beginning of each school year.)
 1. Two advisors
 2. One community member
 3. One high school teacher
 4. One board of education member

ALSO INCLUDED: (NON-VOTING MEMBER)

1. MHS Principal
2. MHS Assistant Principal
3. Advisor
4. Parent/Guardian
5. Student
6. Recording Secretary

The appeals committee will grant or deny the parent's request by secret ballot and the decision is final. The principal will contact the parents with the committee's decision within 24 hours. **The season for the participant begins with the first meeting or announcement of membership to a club or group.**

ATHLETIC CODE OF CONDUCT

It is a privilege to participate in athletic activities at Marysville. All students who wish to participate in extra curricular activities involving athletics must pass a current physical examination, signed by an M.D. or D.O., and have it on file in the Athletic Office. Students must meet the other eligibility requirements of the Michigan High School Athletic Association and specific expectations as determined by the Marysville Public School System.

Students shall also comply with the District's requirement relative to insurance before participating.

The coaches shall review the Code of Conduct with their teams at the beginning of each season. The student/athlete and his/her parent/guardian must sign a copy of the Code of Conduct and file it with the Athletic Office before the student will be eligible to participate. This signed copy will remain on file and in effect for the duration of the student's enrollment. Suspensions, probations or removal from athletics will not carry over from the M.M.S. to M.H.S.

Academic requirements

1. Students must have passed at least 4 classes, each worth 1 semester credit during the previous semester of enrollment.
2. Students must be passing all classes enrolled at Marysville High in order to practice or participate. (Students must be enrolled in at least 4 classes, each worth 1 semester credit.)
3. In the event that a student is not passing all classes, a one-week grace period will be given per class, per sport in order to give the student an opportunity to improve his/her grade before being removed from the respective activity. Subsequent failure in classes that have received the grace week provision will result in ineligibility status until the grade becomes passing. Academic support will be available during this week of ineligibility in the form of 3 required after school study sessions. All students get a fresh start at the beginning of the semester.

ATHLETIC CODE OF CONDUCT VIOLATIONS

1. No drinking of any alcoholic beverages, M.I.P. situations, possession of false or altered personal identification, or any alcohol related violations/offenses.
2. No use of possession of mind altering drugs or illegal substances.
3. Any time an athlete is in the presence of alcohol/drugs where minors are in violation of either rules #1 or #2 the student athlete must immediately leave the situation. Failure to do so is a violation.
4. No smoking, use or possession of tobacco products.
5. No use or possession of anabolic steroids.
6. Any time a student athlete exhibits unbecoming conduct of a Marysville High School athlete, the student athlete will be disciplined. The extent of the discipline will be determined by the coach and/or Athletic Director. (For any non-season ending violation, the extent of the discipline will be determined by the coach and/or Athletic Director.)

VIOLATION CONSEQUENCES

FIRST VIOLATION:

In-Season

- Removed from team
- One calendar year of probation

Off-Season(summer and non-participation periods in MHS athletics during the school year)

- One calendar year of probation

VIOLATION DURING PROBATION:

In-Season (Fall, Winter, Spring)

- Removed from team
- Ineligible for the next 3 seasons (current + 2)
- Student athlete must also obtain and verify assessment/counseling to regain eligibility

Off-Season(summer and non-participation periods in MHS athletics during the school year)

- Ineligible for 3 seasons (current + 2)
- Student athlete must also obtain and verify assessment/counseling to regain eligibility

POLICY IMPLEMENTATIONS

- Violation of Athletic Code of Conduct occurs.
- Athletic Director/coach notifies student and parent of violation and consequences.
- Athletic Director sends written parent notification of violation, consequences and the due process procedures.
- If parent choose to appeal they must contact the Athletic Director within 3 school days after notification.
- Athletic Director will schedule a meeting to include the student, parent, coach, and Athletic Director.
- Following the Athletic Director meeting, if the parent chooses to continue the appeal, they must contact the building principal within 3 school days.

- The principal will convene an appeal hearing with a committee comprised of the following voting members: (Pool of appeals candidate members will be elected prior to the start of the school year.)

- o Two coaches
- o One community member
- o One high school teacher (non-coach)
- o One Board of Education member

Also included: (non-voting members)

- o M.H.S. principal-Chair
- o Athletic Director
- o Coach
- o Parent/guardian
- o Athlete
- o Recording secretary

The appeals committee will grant or deny the parent's request by secret ballot and the decision is final. The principal will contact the parents with the committee's decision within 24 hours.

****The season begins for the athlete with the first team practice and concludes at either the awards night or when the athlete begins a new season. If the violation occurs after the athlete's first practice but before they receive the award from the prior season they will receive the award but cannot attend the banquet and will lose eligibility for the current season.**

HOMEcomings

Homecoming continues to be a great tradition at M.H.S. Memories is made that will last a lifetime. There is no place for misbehavior or disrespect. Those unable to conduct themselves properly will not be allowed to participate in any further Homecoming activities, including float building, parade, pep assembly, attending the football game, halftime activities, or the Homecoming Dance.

All Homecoming activities are school related, therefore, all school rules and regulations apply. *Any behavior that jeopardizes the safety of individuals or other students will not be tolerated.*

Anyone not accounted for on Homecoming day will be considered as an unexcused absence. All participants in the Homecoming Parade must have completed a participation card.

Drivers of all vehicles in the parade, pre-game, and halftime activities must be at least 18 years of age and have prior administration approval.

DANCE AND EXTRA CURRICULAR EVENTS

All dances at Marysville High School are intended for Marysville High School students only.

Guests, if allowed, must be registered in Student Services prior to the dance and are subject to administration approval. If they are not registered in advance, visitors may not attend dances. The dances will not be open to students currently suspended from school or whose behavior is determined to be unacceptable.

Students attending a dance must arrive at a reasonable starting time, as determined by the administration. Attendance will be denied to students arriving after such time.

Any person leaving a dance or other extra curricular activity will not be readmitted unless permission to return is granted by an administrator prior to leaving. *Remember, all school rules and regulations are in effect at and during all school related activities.*

At all away contests and events we are guests of the hosting school. Courtesy and appropriate behavior is expected.

SENIOR CLASS FUNDS

It is customary for the graduation class to spend most of the funds they raise on Senior Class related activities. Funds remaining, after all Senior activities and related expenses have been accounted for, may: be used for purchases for the high school (with class officers, chief advisor and principals approval) - or - transferred to the Student Activities account

BUILDING OPERATIONS/PROCEDURES

DAILY CLASS SCHEDULE

Monday, Tuesday, Thursday, and Friday

1st hour	8:00	8:52
2nd hour	8:57	9:49
*FIT	9:56	10:26
3rd hour	10:31	11:23
4th hour	11:28	12:20
A Lunch	11:28	12:04

B Lunch	12:25	1:01
5th hour	12:09	1:01
6th hour	1:06	1:58
7th hour	2:03	2:55

Wednesday

Staff Meeting	7:45	8:40
1st hour	8:50	9:35
2nd hour	9:40	10:25
3rd hour	10:30	11:15
Lunch (ALL)	11:20	11:57
4th/5th hour	12:02	12:47
FIT	12:54	1:15
6th hour	1:20	2:05
7th hour	2:10	2:55

*FIT (Focused Instruction Time) is an academic opportunity where students can seek enhanced tutorial support and concentrated assistance from staff. During this time students can

1. Receive academic help
2. Make up tests and assignments
3. Do homework
4. Use computer and library facilities
5. Pursue academic interests

GUIDELINES

- A. F.I.T. choices are student based.
- B. No admittance will be allowed once the doors are closed at 9:56 and 12:54 respectively.
- C. Students not in a classroom will be escorted by a Sweeper to the cafeteria and remain there for the remainder of F.I.T.
- D. Progressive consequences will be attached to students who end up in the cafeteria during F.I.T.
- E. F.I.T. time should be used for school related tasks.
- F. Attendance will be taken in all F.I.T. rooms.
- G. F.I.T. rooms are open to any student (teacher approval may be necessary if the teacher does not currently have the student in one of their classes).
- H. F.I.T. class sizes are limited to the teachers normal class size.

WEDNESDAYS

The building will be open and accessible to students at the normal time. Those students wishing, or choosing to be in the building will be expected to be in one of the designated areas. Responsible conduct/behavior is expected at all times.

Class, club and activity advisors will make every effort to conduct all student related meetings during F.I.T. on Wednesdays. First hour begins promptly at 8:50 a.m. All students will have a common lunch period from 11:20 a.m. to 11:57 p.m.

COUNSELING AND GUIDANCE

A counselor is available for each student. Students are encouraged to talk to their counselor about their educational, vocational, or personal concerns. Information on financial assistance to colleges and universities is also available from the counselors.

Students will not be excused from classes to go to the Counseling Office unless they have a pass. Counselors are assigned by grade. The counselor's names are on student schedules. Services and information available in the Counseling Office include:

Scheduling/Planning
 Scholarship information Financial Aid info.
 Crisis intervention Group counseling
 Military information College information
 College View St. Clair TEC information
 Schedule adjustments College testing: PSAT, SAT,
 Achievement tests: MEAP, ACT, PLAN, EXPLORE
 Woodland Aides Dual Enrollment

ADMINISTRATION OF MEDICATIONS

- A Request to Administer Medication form filled out and signed by the doctor prescribing the medication (prescription or over the counter), the principal, and the parent/guardian, annually.
- A new form is needed for any new medications or changes in dose or frequency of a medication.
- The form must contain: drug name, drug dosage, frequency, time to be given, duration, and any special administration instructions, as well as the student's name and date.
- Medication must be brought to the school in the original pharmacy container by a parent or guardian. Students should not bring in any medication to school. It should have a current

date, the student's name, drug name, drug dosage, and times to give the drug and the prescribing doctor's name.

- It is the parent's responsibility to provide the school with the student's medication.
- Medication administration for prescription and non-prescription will be conducted only under a doctor's instruction.
- If a student does not come for their medication and is more than one (1)hour later than prescribed, the parent shall be notified. If unable to make parent contact, medication will **NOT** be given.
- Missed medication must be dispensed by the parent (i.e. early morning dose normally taken at home or late or missed dosage during the school day),unless other arrangements have been made.
- Medications that are no longer being given or are expired need to be picked up by the parent. Medication cannot be sent home with children. Medication that is not picked-up will be disposed of in the presence of another adult.
- Parents are requested to split their own pills, if needed.
- A parent's written authorization to discontinue the distribution of medication is required.
- Medication will only be administered according to the "Medication Permission" form on file.

Self-Possession/Self-Administration of Medication (Intermediate /High School)

- Parents requesting that their child self-possess or self-administer their own medication must fill out a Request to Administer Medication form (Self-Possession/Self-Administration section on page XX). **The District does not monitor or keep logs on the self-administration of student medication.**
- Parents shall meet with the school principal or designee to provide and review the instructions of the student's physician and to develop a plan for administration of the medication.
- Students authorized to self-possess/self-administer medication in the school setting shall have possession and control over the medication at all times. The student shall not convey, transfer or otherwise distribute the medication to other students.
- The school principal may revoke the approval to self-possess or self-administer medication at any time, upon providing advance notification to the student's parent/guardian. Any such revocation for a student who has a Section 504 Plan or an IEP shall be done in compliance with Section 504 of the Rehabilitation Act and the Individual with Disabilities Education Act (IDEA)

REQUEST TO ADMINISTER MEDICATON

This form must be completed by parent/guardian and kept in the office. All medication must be brought to the school by parent/guardian.

Student:_____ Birth Date:_____ LAST FIRST MI
School:_____ Grade:_____

Medication Information

Name of Medication:_____
Dosage:_____ Frequency:_____
Time given:_____ Duration:_____

Prescription:_____ Non-prescription:_____

Instructions:_____

Self-administer and/or self-possess (Only if permitted by school policy). By checking the above box, I represent that the student is capable and responsible to self-possess and/or self-administer this medication.

Physician Information

Attending Physician:_____ Phone:_____
Address:_____ City/Zip:_____

PHYSICIAN SIGNATURE:_____

Additional Instructions:_____

I hereby request that my child receive his/her medication at school. I understand that the medication will be administered in accordance with the above instructions. I have read and agree to the *Conditions of Approval* as stated below.

_____ Date:_____

Parent/Guardian Signature (Student signature if 18 years of age or older)

_____ Date: _____
Principal Signature

CONDITIONS OF APPROVAL

Parents have the overall responsibility to ensure that student medication is properly delivered and administered. Parents/Guardians are expected to:

1. Complete, verify accuracy and return to the office the *Request to Administer Medication* form before any medication is brought to school and at least _____ annually.
2. Ensure adequate medication is available and current. This includes monitoring expiration dates; obtaining medication renewals and refills; and splitting any pills so the prescribed dosage is available for administration.
3. Inform the office in writing of any change in the student's health affecting the administration of medication, and/or any changes in medication or the administration thereof, including the termination or discontinuance of the medication.
4. Provide the district in writing with all relevant physician and/or administration instructions.
5. Monitor that the student complies with the appropriate administration requirements, including the manner and time for dispensation of the medication.
6. Unless authorization for self-possession/self-administration or other arrangements have been pre-approved by the Principal, deliver student medication to the office and pick up any expired medication or medication unused at the end of the school year. (The student may personally deliver the medication only if 18 years of age or older; provides advance notification to the office that the student will be bringing medication to school; and delivers the medication to the office immediately upon arrival to school with the medication.)
7. Assist in the development of a self-possession/self-administration plan with the principal, as appropriate.

Special conditions for self-possession/self-administration:

1. The student is responsible for the physical possession of the medication. Except during proper administration, the medication must be maintained in a container appropriately prepared and labeled by the prescribing physician, pharmacy or pharmaceutical company from which the medication was procured.
2. The school does not monitor or maintain administration records for the self-possession/self-administration of medication. The parent/guardian/student is expected to follow and monitor appropriate administration requirements.
3. The school principal may revoke approval to self-possess/self-administer medication at any time, upon providing notification to the student's parent/guardian or to the student if 18 years of age or older.

Disciplinary Actions:

Possessing or taking medication in school without approval; sharing medication with or distributing medication to another student; or failure to follow these rules and procedures will result in disciplinary action, up to and including expulsion from school.

Parent/Guardian Initials: _____ Student Initials: _____

*Students who are 18 years of age or older or an emancipated minor have the responsibility of the parent/guardian under these *Conditions of Approval*.

IMMUNIZATIONS

In accordance with Michigan law, the Marysville School District requires immunization records for all students. New students, upon enrolling, must verify up-to-date immunizations. A student's failure to comply with the State Law will result in the recommendation the student be excluded from attending school, until compliance is met.

RESIDENCY/ENROLLMENT

A student must be living with a parent or guardian within the border of the Marysville School system in order to attend our schools. Proof of residency is required as per State guidelines.

Immediate contact with the assistant high school principal must be made if a student changes his/her address either within our district or outside the district.

If a student moves outside our district and fails to contact the assistant high school principal prior to the move or immediately after such a move the student, upon being discovered as a nonresident, may be removed *immediately*, from enrollment in the high school.

SCHOOL OF CHOICE

The Marysville School District participates in the School of Choice Program. Please contact the High School Office at 364-7161 or the St. Clair RESA at 364-8990.

FOREIGN EXCHANGE PROGRAM

M.H.S. welcomes foreign exchange students, with the understanding, those students will abide by all rules, regulations and expectations as all other students.

The District approves M.H.S. students to participate in recognized and accredited exchange programs. Those individuals interested in becoming involved in studying abroad must: 1) submit a written request, with parental permission 2) meet with his/her counselor to discuss and develop a plan relative to: graduation requirements, courses, credit transfers, timelines, etc. 3) meet with the principal, along with a parent and counselor, to determine if the placement is in the best interest of the student.

FIELD TRIPS

Any field trip taken inside or outside the borders of the school system can be arranged with the financial involvement of each student participating. In this case, each student attending the field trip experience will be assessed a dollar figure on the basis of the total cost of the trip divided by the number of students attending. Mr. Hurley, Transportation Director, will determine the cost of the trip based on contracted stipulations.

All school rules and expectations remain in effect on all field trips.

VIKING YEARBOOK AND COMPOSITE PICTURE

The school administration reserves the right to establish specifications for pictures and who we will do business with for the creation of the composite. Seniors will be responsible for pictures that will be placed on the composite. The High School office will be the designated place for seniors to take their pictures for the composite.

All seniors who wish to be on the composite (and the more seniors on the composite the better it is) must bring a copy of their senior picture, as specified below, to the office. There will not be a charge to be on the composite. There will be a \$15 charge if you want a 8.5 x 11 color copy of the composite. Payment must be made at the time you bring your picture in for the composite.

All pictures for the yearbook must be turned in to Mrs. Barney or her designated yearbook staff member. It is the responsibility of all seniors to get their pictures to the proper place for processing. DEADLINES MUST BE MET!

The following guidelines will be used for pictures:

YEARBOOK PICTURE	
Size	2x2
Color	Color
Finish	Glossy
Pose	Any vertical shot
Background	No visible names of company signatures
Deadline	October 17th
COMPOSITE	
Head size	2 1/8" x 3 1/8" 1 3/8 head to bottom of chin
Color	Color
Oval	1 3/8" x 2"
Pose	Head and shoulders only
Background	Medium/dark blue background
No visible names of company signatures	

CAFETERIA AND LUNCH PERIODS

The lunch period is divided into two sessions (*4th hour lunch 11:28 - 12:04 and 5th hour lunch 12:25 - 1:01 [except Wednesday when there is only one lunch 11:20 - 11:57]). *Classes will be in session during this time so it is important that students be considerate of others.

Students can help keep the cafeteria a pleasant place to eat by depositing all utensils and waste in the proper areas before leaving and keeping tables and floors clean of litter. All food must be eaten in the cafeteria, outside, or in the recreation room. The lunch periods are part of the school day, therefore, all school rules and expectations are in effect.

REGULATIONS FOR LUNCH PERIODS

1. Students are not allowed to go to their lockers without permission.

2. There is no loitering in the gym lobby or halls. Students must go to the cafeteria, outdoors, or to the recreation room during lunch period.
 3. At no time are students allowed in the gym during noon hour unless authorized.
 4. Students have the privilege of "open lunch" which means they may leave campus for lunch if time and transportation permits. Students who choose to leave campus for lunch are responsible for returning to class promptly.
 5. Students must not loiter in the parking lot.
 6. Places totally off limits during lunch hours:
 - A. 2nd floor
 - B. 1st floor south of Media Center main doors
 - C. Lower level other than the Recreation Room
 7. Travel between Recreation room and the Cafeteria should be via the 1st floor hall
 8. Entrance doors during lunch periods are the main, gym, and cafeteria doors.
 9. Students must not loiter in or around the businesses across the street.
- Student hall supervisors are employed to supervise the halls and cafeteria during lunch. Their responsibilities include reporting violations of the student behavior code to the Assistant Principal, check students for hallway passes, keep students out of the hallways during lunch and assist the teachers and visitors when needed. These hall supervisors are employees of the school district and must be treated with the same respect as other district employees.

TORNADO PLAN

If the time arises when a tornado threatens student safety, students are expected to give their undivided attention.

As quickly as school administrators become aware of a tornado watch (the potential for a tornado exists) they monitor the situation closely. If a watch is in effect, as school lets out, students will be allowed to leave at 2:50 and buses will run as scheduled.

If the area is under a tornado warning situation, regardless of the time of day, *no student will be allowed to leave and buses will not run.* If this occurs at the end of a day, students will be expected to remain in the building until the warning has expired. There can be no student movement from the building during a tornado warning (this is the law).

In the event the area is under a tornado warning, it means that a tornado has been sighted and we may be in its path. *All persons in the high school building shall report, in an orderly fashion as prescribed over the public address system, to the lower level and remain there until the warning has passed.*

Parents wishing to take their students from the building may do so by contacting, in person (not via the telephone), the administrator in charge of the high school during the warning.

Due to the highly destructive and deadly nature of tornadoes it becomes necessary to expect the utmost cooperation from all present in the building during such events.

SCHOOL CLOSING

School closing or delay - When weather conditions result in school being delayed or closed the information will be broadcast on:

WPHM	1380
WHLS	1450
WNFA	88.3
Channel 6	T.V.
Channel 7	T.V.
Channel 2	T.V.

Whenever school is closed, extra curricular activities for that date shall be postponed or carried on at the discretion of the administration.

INSTRUMENTS

Instruments that are property of the Marysville School System are assigned by the band director to members of our High School Band. A completed *Instrumental Loan Agreement* must be completed before an instrument is issued. As per the *agreement*.

1. A fully-functioning instrument will be loaned to the student upon the payment of a \$20 user fee. This instrument will be sanitized and in workable condition prior to being issued.
2. Each student will keep the instrument clean, polished and free from dents, cracks, and/or scratches.
3. I (the user) will pay all repair costs while the instrument is on loan.
4. Upon completion of the school year, I (the user) will return the instrument promptly to the director in the same working order that it was received.

5. I (the user) will not loan the school-owned instrument to anyone and will not allow anyone to handle the instrument.
6. I (the user) understand that the school authorities and/or the director of bands can request that the equipment be returned any time during the school year if the loan agreement is not being adhered to.
7. If the instrument is not returned at the completion of the school year, I (the user) understand that all replacement costs incurred will become the student's sole responsibility.

TELEPHONE CALLS

Students will not be allowed to use the telephone during class time except for an emergency. Students may only receive emergency calls as determined by the high school staff.

The phones in the school offices are not to be used for calls without permission.

SNOW DAY/FINAL EXAM POLICY

If school is cancelled on a day of a final exam(s), the first day of school, following the cancellation, students will take the final exam(s) that were originally scheduled on their first snow day.

LOCKS AND LOCKERS

Lockers in the school, or on school property belong to the school. At no time do they become property of the student. Students should not expect privacy in these areas because the school district retains the right to search them at the discretion of the school administration, and to seize any illegal, unauthorized, or contraband materials discovered in the search.

Periodic searches of these areas may be conducted by school officials, with or without the assistance of law enforcement officers, at any time, with or without notice to the students. No consent or search warrant is required for inspection of these areas. For the purposes of this policy "search" includes, but is not limited to visual inspection, physical inventory of contents, sniff by contraband detecting dog or other animal or by electronic device, photography of all sorts, electro-magnetic photography of all sorts, and inspection by electro-magnetic sensors of all sorts.

Every reasonable attempt shall be made to afford the student the right to be present during the search. However, when safety concerns are the issue, the school reserves the right to make a search without the student being present or with a police officer if the student is present.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such finds shall be turned over to proper legal authorities for ultimate disposition.

Each student is responsible for and is expected to occupy the locker to which he or she is assigned. Locks can be obtained from Student Services. Gym locks and lockers may be obtained through the Athletic Office. A \$5.00 charge is collected for any lock not returned. It is also recommended that the students leave large sums of money and expensive personal property at home.

Each student has been assigned one locker. If you move in with another student, please report your move to Student Services. No more than two students to one locker.

No tape of any kind is to be put on the lockers. Locker signs can be put above lockers on the tile.

Damage resulting from too many articles in the locker or abuse to that locker, is the responsibility of the student assigned. Payment for damage will be expected before credits for the year are granted.

LUGGAGE CHECK

The safety, well-being and enjoyment of students, as they relate to all trips, are the focus of this policy/procedure. When students participate in school related activities and luggage is required, the luggage may be subject to be searched/checked. As per below:

A student's person and/or personal effects (e.g. purse, book bag, athletic bag, luggage) may be searched/checked whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized.

In addition, the administration and/or respective teacher, advisor, or coach may determine if and when any search would take place. Factors of consideration, which may be included with regard to, planned checks:

- Length of trip (days)
- Length of trip (miles)
- Number of students attending
- Number of chaperones
- Detail of accommodations (student/chaperone room locations)
- Prior knowledge of potential problems

Guidelines for all searches/checks:

- Searches/checks to be overseen by the respective teacher, advisor, or coach
- Females luggage will be checked by female adults
- Males luggage will be checked by male adults
- The student is present
- The student will open his/her own luggage
- The student will maneuver his/her own belongings
- Planned searches be fully communicated to students and parents
- A timeline for the completion of the search be established

If, for any reason, luggage is found to contain articles/items that are illegal by rules as outlined in the Student Handbook, Marysville School District Policies, or by the law, the student will not be allowed to take the trip and will be referred to the school administration.

CLUBS AND ORGANIZATIONS

It's a privilege to participate in extra curricular activities. Appropriate conduct/behavior should not be the domain of strictly the athlete and should encompass and embrace *all activities* affecting students.

DRIVER EDUCATION

Marysville Driver Education Program:

Driver Education classes will be held primarily during the summer months. A tuition fee will be established each year by the Board of Education. Eligible students must pay a portion of the tuition fee (\$20.00) on or before May 1 in order to take Driver Education. The balance will be due on or before the first day of class.

- A student who fails the class or who voluntarily quits will be allowed to take the next available course at 50% of the charge.
- A student who leaves the program before the completion, due to circumstances beyond their control, may be eligible for reimbursement.
- Students unable to pay the tuition costs due to financial hardship need to contact the High School at 364-7161.

Students will be assigned to one of two (2) summer sessions on the basis of their age, oldest to youngest. If an older student wishes to have 2nd session he/she may request so and that spot will be assured.

Every effort will be made to get everyone into sessions that will not conflict with summer family vacation plans or other activities. No guarantee can be made on this matter.

No student will be assigned to Driver Education unless he/she has recently passed an eye examination. Eye exams will be given in school during early March. Students who fail these exams or miss them are responsible to get them accomplished before allowed to take Driver Education in the summer.

Students **MUST** attend all fifteen (15) two (2) hour class sessions and the required six (6) hours of behind the wheel training. No exceptions can be made in either of these requirements.

Attitude is a very important ingredient to sound and safe driving. Instructors will not tolerate a poor attitude. Evidence of having a bad attitude will result in removal from the program. Such evidence includes, but is not restricted to, the following: tardiness, absenteeism, not completing assignments, not following directions, failure to pay attention in class, lying, cheating.

Lost Driver Education certificates can be replaced by the High School Office staff.

Driver Education Eligibility:

Driver Education eligibility requirements are the same expectations used to determine eligibility for athletics and extra curricular activities.

The following rules will be followed to be eligible for the summer session of Marysville High School Driver Education:

1. Registration will take place during the first two (2) weeks of February. You must have passed at least four (4) classes during the first semester to register.
2. Fourth marking period grades will determine eligibility for being placed on the schedule for the summer. A student must be passing all classes currently enrolled in to be scheduled.
3. Students who are not passing all classes, at the end of the fourth marking period, are not eligible for immediate scheduling. However if, by the end of the 2nd semester, you are passing all classes, you will be utilized as a substitute for the summer.
4. The substitute list shall contain names of students in order of oldest to youngest.
5. All students must pass an eye examination before becoming eligible for Driver Education.

The oldest eligible students (not including the substitute list) will fill the designated slots for the summer session.

LIBRARY

The use of the library is under the direction of the Media Specialist. Books, newspapers, current magazines, pictures, pamphlets, records, filmstrips, Internet access, and microfiche readers are all available for student use.

Articles may be checked out, but must be returned before the \$10.00 book deposit will be returned at the end of the school year. While in the library, all students should respect the rights of others to study or read in a quiet atmosphere.

MILITARY RECRUITERS/HIGHER EDUCATION INSTITUTIONS

Upon requests from military recruiters and/or higher education institutions, schools must provide junior and senior names, addresses, and telephone numbers as per federal law, unless parent objects to such release. Please contact Marysville High School at 364-7161 if you would like to have your son/daughter's name and information taken off the list.

RIGHT TO REVIEW RECORDS

Students and parents/guardians have the right to review and examine official records held by the school concerning that student. A one (1) day notice may be required for such an examination.

FERPA Notice: Your Rights and Your Child's Records

The Family Educational Rights and Privacy Act (FERPA) afford to parents guardians of students, and to students themselves who are over 18 years of age certain rights with respect to the student's education records maintained by the Marysville School District. These rights are outlined below:

1. The right to review and inspect the student's education records within 45 days of the day the district receives a written request for access. Parents or eligible students should submit to the school principal a written request that identified the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record they believe is inaccurate or misleading. They should write the Superintendent of Schools clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right, to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is to school officials with legitimate educational interests. A school official includes a person employed by the district as an administrator, supervisor, instructor, counselor, support staff member (including health or medical staff and law enforcement personnel) a person serving on the district's school board, a person or company with whom the district has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist, or a parent, student or other person serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibilities for the district. Upon request, the district also discloses education records without consent to officials of a school district in which a student seeks or intends to enroll. If you do not want the school district to disclose directory information without your prior written consent you must notify the district prior to September 15t, The district has designated the following as directory information:

- .Student's name
- .Participation in officially recognized activities and sports
- .Address
- .Telephone listing
- Weight and height of members of athletic teams
- Photograph

- Degrees, honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- Program of study

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirement of FERPA. The name and address of the office that administers FERPA is the Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 2002-4605.

Student Privacy Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 USC § 1232h, requires the Marysville Public Schools District to obtain consent or allow you to opt your child out of participating in certain school activities, including a student survey, analysis, or evaluation in an applicable program that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/guardian; or
8. Income, other than as required by law to determine program eligibility or financial assistance.

This opt-out right also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and to certain physical exams and screenings.

At this time, there are no activities requiring parent/guardian notice and consent or opt-out for the upcoming school year scheduled. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under Michigan Law). If any activities are scheduled you will be notified and have the opportunity to opt your son/daughter out of participating.

FIRE ALARMS

When the fire alarm sounds, everyone should exit the building immediately.

Students should not risk lives by assuming the alarm is false or only a practice. Accidents do happen. If by chance an alarm is accidentally set off, go to the office immediately and convey the information so that the alarm can be stopped and people returned to the building. Pulling an alarm, unnecessarily, is dangerous and will result in punishment to those involved. A police report will be filed and prosecution considered.

AMBULANCE SERVICE

Fees charged are for services rendered and all patients receiving emergency medical care and transportation are billed for these services. The term "all" refers to any patient, either inside or outside the City of Marysville.

Every effort will be made to contact parents prior to emergency transportation. However, the safety of the child will remain the top priority resulting in the use of the city's emergency units in any case where the health and welfare of a child is in peril.

SCHOOL BUS

Student conduct on school buses will be in conformity with the rules and regulations established by the Marysville Public Schools and the bus contractor. Bus drivers have the delegated authority to control students on buses.

Students riding on buses to school sponsored activities must return by the same bus. The privilege of riding a bus may be revoked for misconduct or refusal to comply with established rules and regulations. The school bus will be considered an extension of the school for disciplinary purposes.

BUS PICK UP/DROP OFF

The front bus loop is for the bus pick up/drop off of students. All other vehicles are prohibited from the bus

loop from 7:00 a.m. - 3:30 p.m. The north end of the front lot can be used by parents to pick up/drop off their students along with the back lot.

FINANCIAL TRANSACTIONS

Before school, during their lunch hours, and after school are times that students can complete financial transactions.

If you have a debt to pay, a ticket to buy, money to turn in for a project, etc. you should do this at the above stated times.

WORKING PAPERS

Working papers are necessary for all students under the age of 18. The Work Permit and Age Certificate will be issued to any minor 15-17 years of age. These papers are available in the main office.

VISITORS

All visitors must report to the office. Students wishing to escort visitors through the school must request permission to do so (24 hours in advance) through Student Services, prior to the visit. Permission will be granted, in writing, on an individual basis.

ELEVATOR USE

The elevator is for use by handicapped students, moving equipment and emergency use. Keys are available in Student Services on a need basis. Students obtaining a key will be responsible for the key. A fee will be charged if the key is not returned.

AS A STUDENT AT MARYSVILLE HIGH SCHOOL, IT IS IMPORTANT THAT YOU BECOME FAMILIAR WITH ALL OF THE PROCEDURES AND EXPECTATIONS AS OUTLINED IN THE STUDENT HANDBOOK.

MARYSVILLE SCHOOL DISTRICT ADMINISTRATION

Central Office

Superintendent

John Silveri

Executive Director

Kathy Pecora

Executive Director

Patricia Speilburg

Director of Special Education

Cindy Raymo

Director of Curriculum

Sue Jacobs

Buildings and Grounds Manager

Rick DeNardin

Lunch Supervisor

Tina Tallman

Marysville School Bus Service

John Hurley

Board of Education

Nancy Archer

Janet Clayton

Larry Eagen

Mark Hondzinski

Tom Malone

Kevin Palmateer

Dennis Socha