

# CASSOPOLIS HIGH SCHOOL



## STUDENT - PARENT HANDBOOK

2016 - 2017

Approved by the Board of Education - August 22, 2016

## Message from the Principal

Dear Parents and Students:

On behalf of the faculty and staff, we are pleased to welcome you. Cassopolis High School's primary focus is to provide an effective learning experience for all students who attend our school. It is important for us in this quest to pursue a quality education experience for each of our students. From the core academics to the innovative electives and extracurricular programs, CHS offers challenges and opportunities for each student.

A collaboration of caring by parents, teachers, staff, families, and community is vital for the success that we wish to attain for each student. The information in this handbook is designed to familiarize students and parents with key school policies and procedures. We encourage you to read through the handbook carefully now and refer to it as needed throughout the year. **Please sign the last page and return it with all other required paper work to your first period teacher no later than Friday, September 16, 2016.**

Whether you are returning this fall or joining us as a new student, it is my hope that your 2016-2017 school year begins a great learning experience and enthusiasm for learning. We hope you will find Cassopolis as an ideal environment to advance your educational and personal development. A positive attitude creates positive results. When you believe in yourself, anything is possible.

**Remember take pride in being -- RESPONSIBLE – RESPECTFUL – RESILIENT RANGERS!**

Have a positive and rewarding school year!

~ Respectfully,

*David E. VanLue*

David E. VanLue  
High School Principal

## Message from the Superintendent

Dear Parents and Students:

Greetings and welcome to a new school year.

Student handbooks answer most of the day-to-day questions students and parents have regarding school operations. Occasionally, there are issues not covered in the handbook. If this is ever the case, you can refer to our School Board Policy and/or administrative guidelines. We encourage parents and students to refer to these whenever questions arise that the handbook does not cover. You can access Board Policy guidelines and forms as follows:

1. Log onto <http://cassopolis.k12.mi.us/>
2. Click on the *district* link.
3. Click on the *Board of Education* link.
4. Click on the *NEOLA Board Policies* link.

School Board members, administrators, all employees, and students are expected to follow Board policy. Should you have any questions regarding Board policy, accessing the website, or any other questions related to Cassopolis Public Schools, please email me ([thertsel@cassopolis.org](mailto:thertsel@cassopolis.org)). We also encourage you to visit our website regularly for district news and calendar events. Several teachers and academic departments will be adding their own web-pages and you will be able to register for automatic updates.

We have added some great new staff this year and new course offerings at the Jr./Sr. High School. This summer, the district has made many improvements around the district thanks to the community for passing a bond for the improvements. Ross Beatty Jr./Sr. High School has new doors, windows, roofs, masonry improvements, interior finishes, and technology all nearing completion. Sam Adams Elementary had some roofs replaced that were not part of the original construction and some masonry improvements. The running track and football field will be under construction later this fall and completed in the spring of next year.

Have a great school year!

~ Sincerely,

*Tracy D. Hertsel*

Tracy D. Hertsel  
Superintendent

## CASSOPOLIS HIGH SCHOOL STAFF

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### SUPERINTENDENT

Mr. Tracy D. Hertsel

### BOARD OF EDUCATION

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Vice President	Lisa Cutting
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## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## DISTRICT VISION

*The staff of Cassopolis Ross Beatty Junior/Senior High School believes that the school exists to produce responsible citizens who can successfully function in an ever-changing society. We are committed to upholding positive academic and behavior standards within a safe learning environment, which will encourage our students to develop self-respect and to reach for their highest potential.*

## MISSION OF THE SCHOOL

*All students will demonstrate the academic, technological, and cultural competencies necessary to compete in a global society.*

To promote learning and personal success for all students.

**Philosophy:** We believe that each student can learn and achieve personal success through opportunities, which are appropriate to his/her ability level and his/her future plans. We recognize the need to educate the total child so each student has the opportunity to achieve his/her maximum potential.

We understand that students use high school as a stepping-stone to their future. We must meet the needs of all students to prepare them for higher education, immediate employment, or to pursue a specific trade or vocation. Our curriculum will have a course of study to meet these needs.

The teaching staff implementing the curriculum is the cornerstone of a successful school experience. However, a quality educational program requires an active partnership between the school, parents, and community. We believe that parental involvement in the child's education is essential.

**Objectives:** In applying our Mission Statement and Philosophy, our action and interaction with the people in and outside of Cassopolis is as follows:

### ***Toward students:***

1. Free appropriate public education (FAPE) will be available to all youth of our community, regardless of family background, socioeconomic status, race or gender.
2. Diversified school programs will be offered to:
  - a. Prepare a student to go on to higher education,
  - b. Prepare a student for employment after high school graduation,

- c. Prepare a student to pursue a specific trade by attending a specialized school after high school graduation.
3. Quality career guidance programs will be offered to all students.
4. Opportunities will be offered for students to equip themselves with a sense of responsibility for their behavior and activities.
5. Exit objectives will be communicated to students for each class.
6. High academic standards will be maintained. Successful performance will be rewarded through support and recognition.
7. Opportunities will be provided for students to develop employability skills such as teamwork, critical thinking, and reliability.

***Toward staff:***

1. With a curriculum designed to fulfill our mission, staff members will stress decision-making and critical thinking skills.
2. Staff members will help develop a child's healthy self-concept, which includes:
  - a. The ability to take responsibility for actions.
  - b. Improving communication with others.
  - c. Working cooperatively with others.
3. Communication with and among staff should be open, free flowing, meaningful, and timely. Networking opportunities will be provided. The staff will have opportunities for shared decision-making throughout the school organization.
4. Continuing professional development will be encouraged.

***Toward parents:***

1. Parents will be welcome in the building by all staff.
2. Parents will be given honest answers to questions regarding their child's progress or behavior.
3. Parents will be informed as to exit objectives for each class in which their child is enrolled.
4. Regular opportunities for parents to meet with each teacher to discuss progress and behavior will be provided.
5. The school will provide opportunities for parental involvement in school programs.
6. Parents will be given access to both scheduling guidance and career guidance being given to their children.
7. Information will be provided to parents about school events and programs.
8. Parents will be informed of any significant change in their child's academic or social performance or behavior.
9. In cases of suspected substance abuse, parents will be informed and supported in the treatment process.
10. Parental involvement in the child's education will become a high priority.

***Toward community:***

1. The community should have knowledge about Cassopolis High School through its activities, accomplishments of students and faculty.
2. The school will show cooperation with the community realizing that there may be valuable resources that can be shared with the school.

3. The school organizations will support and participate in community activities such as parades, festivals, etc. whenever possible.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's Compliance Officer listed below:

Mr. Tracy D. Hertsel  
Superintendent  
(269) 445-0503

The complaint will be investigated and a response, in writing, will be given to the concerned person within five (5) days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Cross-Reference: NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity
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2016-2017

Regular Class Schedule

Jr. High

Monday – Wednesday

1 <sup>st</sup> hr	<b>7:45 - 8:28</b>	(43-min.)
2 <sup>nd</sup> hr	<b>8:32 - 9:14</b>	(42-min.)
3 <sup>rd</sup> hr	<b>9:18 - 10:00</b>	(42-min.)
4 <sup>th</sup> hr	<b>10:04 - 10:46</b>	(42-min.)
<b>Lunch</b>	<b>10:50 - 11:20</b>	<b>(30-min.)</b>
5 <sup>th</sup> hr	<b>11:24 - 12:06</b>	(42-min.)
6 <sup>th</sup> hr	<b>12:10 - 12:52</b>	(42-min.)
6H Electives	<b>12:56 – 1:47</b>	(51-min.)
7 <sup>th</sup> hr	<b>1:51 - 2:42</b>	(51-min.)

Thursday – Friday

1 <sup>st</sup> hr	<b>7:45 - 8:29</b>	(44-min.)
2 <sup>nd</sup> hr	<b>8:33 - 9:16</b>	(43-min.)
3 <sup>rd</sup> hr	<b>9:20 – 10:03</b>	(43-min.)
4 <sup>th</sup> hr	<b>10:07 – 10:50</b>	(43-min.)
<b>Lunch</b>	<b>10:54 – 11:24</b>	<b>(30-min.)</b>
5 <sup>th</sup> hr	<b>11:28 – 12:12</b>	(44-min.)
6 <sup>th</sup> hr	<b>12:16 – 1:00</b>	(44-min.)
6H Electives	<b>1:04 – 1:50</b>	(46-min.)
<b>Advisory</b>	<b>1:54 – 2:42</b>	<b>(48-min.)</b>

High School

Monday – Wednesday

1 <sup>st</sup> hr	<b>7:45 - 8:37</b>	(52-min.)
2 <sup>nd</sup> hr	<b>8:41 - 9:32</b>	(51-min.)
3 <sup>rd</sup> hr	<b>9:36 - 10:27</b>	(51-min.)
4 <sup>th</sup> hr	<b>10:31 - 11:22</b>	(51-min.)
<b>Lunch</b>	<b>11:26 - 11:56</b>	<b>(30-min.)</b>
5 <sup>th</sup> hr	<b>12:00 - 12:52</b>	(52-min.)
6 <sup>th</sup> hr	<b>12:56 - 1:47</b>	(51-min.)
7 <sup>th</sup> hr	<b>1:51 – 2:42</b>	(51-min.)

Thursday – Friday

1 <sup>st</sup> hr	<b>7:45 - 8:32</b>	(47-min.)
2 <sup>nd</sup> hr	<b>8:36 - 9:22</b>	(46-min.)
3 <sup>rd</sup> hr	<b>9:26 – 10:12</b>	(46-min.)
4 <sup>th</sup> hr	<b>10:16 – 11:02</b>	(46-min.)
<b>Advisory</b>	<b>11:06 - 11:36</b>	<b>(30-min.)</b>
<b>Lunch</b>	<b>11:40 – 12:10</b>	<b>(30-min.)</b>
5 <sup>th</sup> hr	<b>12:14 – 1:00</b>	(46-min.)
6 <sup>th</sup> hr	<b>1:04 – 1:50</b>	(46-min.)
7 <sup>th</sup> hr	<b>1:54 – 2:42</b>	(48-min.)

# *Half Day Schedule*

*Ross Beatty Jr./Sr. High School*

**2016-2017**

## *A.M. Schedule*

1<sup>st</sup> hour: 7:45-8:28  
2<sup>nd</sup> hour: 8:32-9:15  
3<sup>rd</sup> hour: 9:19-10:02  
4<sup>th</sup> hour: 10:06-10:51

## *Jr. High - P.M. Schedule*

5<sup>th</sup> hour: 7:45-8:28  
6<sup>th</sup> hour: 8:32-9:15  
6H electives: 9:19-10:02  
7<sup>th</sup> hour: 10:06-10:51

## *HS – P.M. Schedule*

Advisory: 7:45-8:28  
5<sup>th</sup> hour: 8:32-9:15  
6<sup>th</sup> hour: 9:19-10:02  
7<sup>th</sup> hour: 10:06-10:51

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# **2-hour Delay Schedule**

**Ross Beatty Jr./Sr. High School**

**2016-2017**

## **Jr. High**

1<sup>st</sup> hour: 9:45-10:13  
2<sup>nd</sup> hour: 10:17-10:45  
**Lunch: 10:49-11:19**  
3<sup>rd</sup> hour: 11:23-11:51  
4<sup>th</sup> hour: 11:55-12:23  
5<sup>th</sup> hour: 12:27-12:55  
6<sup>th</sup> Core: 12:59-1:30  
6<sup>th</sup> HS: 1:34-2:09  
7<sup>th</sup> hour: 2:13-2:42

## **High School**

1<sup>st</sup> hour: 9:45-10:20  
2<sup>nd</sup> hour: 10:24-10:59  
3<sup>rd</sup> hour: 11:03-11:38  
**Lunch: 11:42-12:12**  
4<sup>th</sup> hour: 12:16-12:51  
5<sup>th</sup> hour: 12:55-1:30  
6<sup>th</sup> hour: 1:34-2:09  
7<sup>th</sup> hour: 2:13-2:42

# FINAL EXAM SCHEDULE

2016-2017

Here is an option for final exam schedule for the High School. This makes all the preps the same every day - Jr. High would keep the same schedule so we had to align 6<sup>th</sup> and 7<sup>th</sup> hour to coordinate with 6<sup>th</sup> and 7<sup>th</sup> hour for Jr. High.

## *Wednesday*

1st- Final 7:45-9:00

2nd- Final 9:05-10:20

3rd - Final 10:25-11:45

**Lunch- 11:50-12:20**

4th hour- 12:24-12:36

5th Hour- 12:40-12:52

6th Hour- 12:56-1:47

7th Hour- 1:51-2:42

## *Thursday*

4th- Final 7:45-9:00

5th- Final 9:05-10:20

1st Hour- 10:25-10:58

2nd Hour- 11:03- 11:36

**Lunch- 11:41-12:11**

3rd Hour- 12:15-12:52

6th Hour- 12:56-1:47

7th Hour- 1:51- 2:42

## *Friday- half day*

6th Final- 7:45-9:00

7th Final- 9:05- 10:20

Advisory- 10:25-10:51 (**Locker Clean-Out**)

## **ADVISORY PERIOD EXPECTATIONS**

Advisory period is an extra **30-minutes** for all high school students and is offered two-days per week (Thursday and Friday). During this time, teachers are to check all students' current grades and missing assignments. Teachers are to build positive relationships with all Advisory students and provide help for students whom have not mastered the concepts delivered during normal class time.

### ***Expectations:***

1. One-on-one "grade talks" so students are aware of their current grades/missing assignments.
2. Students to complete homework/missing assignments from any/all classes.
3. If all homework is completed, then students may read for pleasure.
4. A time for teachers to establish relationships with their students.
5. Attendance is required and recorded.
6. A grade of Credit or No Credit is given in Advisory class.
7. The students will remain in your room. Please do not send students to other teachers.

### ***Advisory period is NOT:***

1. A time to deliver new subject matter.
2. A time to play cards or any other game; it is an Academic period.
3. A time for students to wander the hallways.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building principal.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program. An 18-year old student is treated like any other student and may NOT leave the school building without parental permission at any time.

## STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the principal's office. This is located on the Student Registration Form (Blue Sheet) in the main office. **A student may be excluded from school until this requirement has been fulfilled.**

## INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Students must call from the High School Office.

## RANGER WELLNESS CENTER



### **\*Attention Students\***

Please make sure to show the enclosed Ranger Wellness Brochure to your parent/guardian. Have your parent/guardian sign parent consent form (in appendix of the handbook). This will allow you to access care when needed during the school day.

At the Ranger Wellness Center we function just like a doctor's office. Your parent/guardian will need to have consent form signed BEFORE you are able to be seen for an appointment UNLESS you are:

The **age of 14 and older** and are needing to be seen for one of the following issues:

- Family Planning
- Prenatal/Pregnancy related counseling and/or care
- Reproductive healthcare
- Outpatient mental health services (ages 14+) - does not include prescribing medications
- Sexually transmitted infection (STI) treatment
- HIV treatment
- Drug and alcohol treatment



**\*\*\* See enclosed minor consent form in appendix of the handbook \*\*\***

If you have any questions or concerns you may stop down at the Ranger Wellness Center during advisory or lunch time. Limited passes will be issued so please make sure not to miss out on class time unless urgent. You or your parent/guardian may also contact Ranger Wellness by calling 269-445-9355 with any concerns or questions.

***Hours of operation are Monday through Friday 7:30 am - 4:00 pm.***

Please be aware adults are sometimes seen in the clinic after 3:00 pm.

## **SECTION I – GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students that are new to the Cassopolis Public Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. A birth certificate or similar document.
2. Custody papers from a court (if appropriate).
3. Proof of residency (lease/rental agreement, phone bill, utility bill, tax bill, driver's license).
4. Proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Student schedules are developed by the Guidance Department to:

- 1 Meet requirements of the Michigan Merit Curriculum (MMC).
- 2 Meet the requirements of the Cassopolis School Board for graduation.
- 3 To best prepare CHS students for post-secondary studies.
- 4 Match the classes to a student's interest.

Students will sometimes discover they do not enjoy an elective class as much as they initially thought they might. In this case, the schedule may be changed to accommodate the student request, up to the 5<sup>th</sup> school day from the start of the class. After this time has expired, the student must remain enrolled in the class. No

students may have less than a full schedule unless the Principal, based on sound educational practices, grants an exception.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Cassopolis Public Schools, the parent must notify the Guidance Office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Guidance Office for specific details.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parent or guardian.

### **IMMUNIZATIONS**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
- B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Cross Reference: NEOLA 5320 Immunization
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### **Immunization Requirements**

**Hepatitis B**                      A series of three doses of Hepatitis B vaccine is required before a new student may enter school. They must show one of the following:

- a) Dates when the immunizations for hepatitis were given.
- b) A physician signed statement indicating the child is in the process of completing the three vaccination series for Hepatitis B.
- c) A signed waiver statement that for religious or other objections, the parent does not choose to have their child/children immunized against Hepatitis B.

Unless given a waiver, students must meet the following requirements:

**Diphtheria**                      Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

**Tetanus**                              Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after

the fourth birthday, a booster is required prior to school entry.

Pertussis	Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Polio	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Measles	Two (2) doses of live measles virus vaccine after 1 <sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Rubella	Two (2) doses of live rubella virus vaccine after 1 <sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Mumps	Two (2) doses of live mumps virus vaccine after 1 <sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Meningococcal	One (1) dose (MCV4 or MPSV4) Meningococcal Vaccine

### COMMUNICABLE DISEASES

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-references: NEOLA 8450 Control of Casual-Contact Communicable Diseases NEOLA 8453 Direct Contact Communicable Diseases
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### HEAD LICE (Pediculosis)

**Mode of Spread:** Head-to-head contact with an infected person and/or their personal items such as clothing or bedding.

**Symptoms:** Itching, especially nape of neck and behind ears; scalp can become pink and dry; patches may be rough and flake off.

**Incubation Period:** 1-2 weeks

**Contagious Period:** Until lice and viable eggs are destroyed, which generally requires 1-2 shampoo treatments and nit combing.

**Contacts:** Avoid head-to-head contact during play; do not share personal items, such as hats, combs; inspect close contacts frequently.

**Exclusions (subject to LHD approval):** Students parent will be notified immediately and encouraged to pick up their child; however, students with live lice may stay in school until the end of the day; immediate treatment at home is advised; see Treatment of Head Lice Policy on our website. Treatment forms are available in the main office.

Cross-references: NEOLA 8451 Treatment of Head Lice
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### **EMERGENCY MEDICAL AUTHORIZATION**

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. Parents are asked to please keep emergency medical forms up to date.

Cross-reference: NEOLA 5341 Emergency Medical Authorization
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### **EDUCATION OF STUDENTS WITH DISABILITIES**

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (“IDEA”) or Section 504 of the Rehabilitation Act of 1973 (“Section 504”) are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term “student with a disability” means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a “student with a disability” and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a “student with a disability” is a person who:

- (1) Has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
- (2) Has a record of such an impairment; or,
- (3) Is regarded as having such an impairment.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Cross References:

NEOLA 2460 Special Education

NEOLA 2460.02 Least Restrictive Environment Position Statement

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 student will be expelled if the student’s misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

Cross References:

NEOLA 5605 Suspension/Expulsion of Students with Disabilities

### **ACCOMMODATIONS OF PERSONS WITH DISABILITIES**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the Superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the “Family Educational Rights and Privacy Act” (“FERPA”) gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

***RIGHT TO INSPECT:*** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

***RIGHT TO REQUEST AMENDMENT:*** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

**RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
600 Independence Ave, SW  
Washington, DC 20202-4605

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Superintendent.

**RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:" student's name; address, telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; and, bus surveillance video tape for disciplinary use only.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

You have 20 days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to the building principal.

Cross-reference:

NEOLA 2416 Student Privacy and Parental Access to Information

NEOLA 5780 Student/Parent Rights

NEOLA 8330 Student Records

## **FEES, CHARGES, AND FINES**

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be

charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Failure to pay fines, fees or charges may result in the withholding of report card, diploma and/or participation in extra-curricular activities.

Cross-references:

NEOLA 5513 Care of District Property

NEOLA 6152 Student Fees, Fines, and Supplies

NEOLA 9160 Charges for Industrial/Technical Projects

### **STUDENT FUNDRAISING**

Fundraising activities by school organizations must follow Board of Education policies. A fundraising activity form is to be turned into and approved in advance by the principal and Superintendent. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Cross-reference:

NEOLA 5830 Student Fundraising

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **COMMUNICATING WITH TEACHERS**

E-mail and PowerSchool are available for every teacher. Parents are encouraged to E-Mail teachers with any concerns. The teachers' email addresses are listed on page four (4) of the handbook. We encourage parents to use PowerSchool to gain access to their child(s) current progress, attendance, and homework information as well as contacting teachers.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## STUDENT PRIVACY PROTECTION

### *Surveys by Third Parties*

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### *Instructional Material*

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

#### Cross-References:

NEOLA 2416 Student Privacy and Parental Access to Information  
MCL 380.1137

## SEX EDUCATION

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.



Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

**Cross-References:**

NEOLA 2414 Reproductive Health and Family Planning

MCL 380.1169

MCL 380.1170

MCL 380.1507

MCL 380.1507a

## **MEAL SERVICE**

Cassopolis Public Schools Food Service Department is dedicated to providing nutritious meals to all customers in a safe, friendly environment that promotes education, healthy lifestyles and character development. We will ensure financial self-sufficiency by managing resources effectively and with innovation.

Each student has the opportunity to eat a school breakfast each school day. All schools in the district are served breakfast and lunch through the National School Lunch Program. Students who bring a lunch from home can **purchase** milk or other beverages separately. Snacks are sold as a la carte items at the High School.

Free and Reduced price meals are available to families whose income meets federal guidelines. Family applications are now the only application we receive, which means we only need one application per family. At the beginning of each school year, families interested in receiving meal benefits must fill out a new application. New students to Cassopolis Public Schools must complete an application even if they were approved at their previous school. Applications do not transfer when a student enrolls in a new district. As a convenience, the USDA grants a continuance of last year's benefits for the first 30 days of the new school year to give parents time to fill out a new application and the Food Service Office to process. Free and reduced applications are processed in the order they are received. The earlier your application is submitted, the faster you will receive notice of your status. Free and reduced benefits can be applied for any time your household income changes or if you increase the number of household members.

You are responsible for the cost of school meals until you receive notice of approval for your student(s) meal benefits.

Upon enrollment, all students are assigned a student ID account in our computerized debit system. Parents may send in deposits daily, weekly or monthly. Online deposits are encouraged. No fees will be incurred for this service. Every time a child makes a purchase, the amount is automatically debited from the account. When the student's makes a purchase, our system recognizes whether a student is full price, reduced or free and charges the account accordingly. This system is completely confidential and provides total anonymity to free and reduced price students. *View your child's account online – contact the Food Service Director at 445-1645 to receive instructions.*

Breakfast and Lunch are served every school day.

*A student may purchase breakfast for \$1.80 at the 7-12 grades and \$1.55 at K-6 grades. Lunch prices are \$2.80 at 7-12 grades and \$2.55 at K-6 grades.*

Students may deposit monies in their account before school, during lunch or online, which can be accessed at <http://www.school.com/index.php?sid=2501131926139421>. The school cafeteria staff maintains all student accounts. You must know your student ID# to access your account. Free and Reduced Lunch Form applications will be available online or contact 228-5836 or 445-1645. You may also visit our school website and click on the Food Service tab.

Cross Reference: NEOLA 8531 Free and Reduced-Price Meals
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Cassopolis High School (7-12) – Students in grades 7-12 are granted a \$15.00 credit limit once their accounts go negative. Once a student’s account is negative \$15.00, only purchases with cash will be allowed until the account is paid in full. A la carte items may not be charged. Students are reminded when their accounts are running low and parents can check their child’s account online any time. No statements will be sent home. Accounts that are neglected will be sent to the school principal. Students will be notified when a negative balance occurs. Students will be reminded at each meal of their negative balance status.

The cafeteria/lunch policy is as follows:

1. All students are required by school rules to be in the cafeteria during their lunch period. Students are to report to the cafeteria immediately following dismissal for lunch and must be in the cafeteria by the end of passing time. Lavatories are to be used during passing time.
2. Students may not use other student’s accounts.
3. Table clean-up is expected of all. Students are responsible to dispose of their garbage when they have finished eating. Supervisors are expected to supervise—not to clean up student’s garbage. Supervisors will assist if there is a problem or accidental spills at any table.
4. Breakfast and Lunch must be eaten in the cafeteria only.
5. Breakfast will not be served after 7:40 am and must be eaten in the cafeteria. Students who are late to class because they were eating breakfast will be considered tardy. Late buses would be the exception to this policy.
6. No cell phones, electronic devices, earbuds, headphones, etc. will be allowed in the serving lines.

### **CLOSED CAMPUS LUNCH**

Students may not leave campus during lunch. During lunch, students must proceed directly to the cafeteria or designated lunch area. No lunches are allowed in the hallway or teachers’ classrooms. Students are to eat lunch in the cafeteria ONLY! Once a student has finished eating their lunch and they have an appropriate pass from a teacher, they may show a lunch supervisor the pass and go to the classroom. Each student would need an individual pass from that teacher. Multiple students are not allowed to use only one pass. Students who ate lunch in the cafeteria and stayed for the duration may not enter the main hallway until four (4) minutes before the start of their next class after lunch.

### **SAFETY DRILL PROCEDURE and CONDUCT**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe,

prompt, and orderly evacuation of the building.

Safety drills will occur at times established by the district administrators. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct **at least five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. At least three (3) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration.** Drills will not be preceded by a warning to the students.

Cross References:

NEOLA 8420 Emergency Evacuation of Schools  
MCL 29.19

### **EMERGENCY CLOSINGS and DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents via SchoolMessenger, and on the following television stations: WNDU (Channel 16), WSBT (Channel 22), and ABC (Channel 57). Parents and students are responsible for knowing about emergency closings and delays.

- *It is the responsibility of the parent/guardian to keep all contact information up to date. Please contact the building secretary if you need to update your information.*

### **INSTANT ALERT – SCHOOL MESSENGER**

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has decided to implement a new system called SchoolMessenger.

SchoolMessenger is an essential tool for communication and notification. This system can be used to notify you of a SCHOOL CLOSING due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes. When a need arises, school officials can use SchoolMessenger to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager, or PDA in any combination.

### **VIDEO AND AUDIO MONITORING SYSTEMS**

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. Since the tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Student visitors must be approved prior to visiting. You must have approval of the principal and each teacher one week prior to any student visitor. A student visitor must have the approval in writing of their principal and

parent. Student visitors that are not in session the day of the scheduled visit will not be approved. Students may not bring visitors to school without first obtaining written permission from the principal and parent. All school rules apply to the visitor and the host student will accept responsibility if the visitor fails to follow school rules.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference: NEOLA 9150 School Visitors
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## LOCKERS AND LOCKS

Students are assigned lockers as a place of security for outdoor clothing, books, and supplies. Money and other valuable items are not to be left in lockers. Always turn the lock after using to re-lock the locker. The security of stored items can only be possible if lockers are properly closed and locked and the lock combination is kept confidential. All student lockers are the property of Cassopolis Public Schools. They are loaned to students to use. Therefore, lockers are subject to search at any time. All students are to report any problems with their locker to office personnel. It is recommended that you leave any cash or valuables at home. If a student does have any of these items in their possession we recommend that you turn them into the office for safekeeping or leave items locked in your vehicle. ***Rigging your locker to prevent locker from being locked or setting locker is prohibited.*** If a student does not follow this protocol, then they will be given a warning, parent notification, and restitution if damages to the locker occurs.

Students may NOT have items taped to the exterior of the locker. If items are hung on the interior of the locker (the item must be school appropriate and must be hung using painter's tape or magnets only).

### Locker assignments by credits/grade level

For classification purposes and to keep students on track for graduation, a student must have earned the following **minimum** credits prior to the beginning of the 2016-2017 school year. Credit recovery was offered over the summer for those students needing to make up credits. This year lockers will be assigned to students based upon their current grade based on credits.

Sophomores - 6 credits

Juniors - 13 credits

Seniors - 20 credits

**Gym Lockers:** The PE teacher will hand out padlocks to each student who is enrolled in gym class. It is the student's responsibility to lock all items during class. School personnel will NOT be responsible for lost or stolen items.

## **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal/dean of students to use any other school equipment or facility. A building use form **MUST** be completed and approved by the principal and director of operations. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **LOST AND FOUND**

The lost and found area is in the school guidance office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building principal/dean of students. Violation of this may lead to disciplinary action.

### **MEDICATION POLICY**

Medications are prescription, non-prescription and/or homeopathic drugs/remedies. Medications will be given only with a written order from the physician/licensed prescriber and written permission from a parent/guardian. A "Medication Administration" form can be picked up from the office and must be completed prior to bringing the medication to the school.

The physician/licensed prescriber's order should include:

- Name of student
- Name of medication
- Specific dosage
- Route of medication
- Time(s) medication is to be given
- Date of authorization and termination of administration
- Possible side effects of the medication
- Special instructions pertinent to the child or medication
- Name, address, phone number and signature of physician

New authorization is needed at the beginning of each school year. Any change in medication, dosage or time(s) will require a new authorization from the parent/guardian and new instructions from the physician/licensed prescriber.

All medications will be counted together by the parent and staff, and recorded in the student medication record when received. No more than a 26 school day supply will be kept at the school.

Students may be authorized to carry their medication with them and self-administer it (Inhalers, Epi-Pens, and Diabetic Supplies) if the following are met:

- Both the parent/guardian and the physician/licensed prescriber have completed the "Medical Authorization form for self-administration.

- The parent/guardian, physician/licensed prescriber and the building administration have determined that the student is capable and responsible to self-administer his/her medication(s) and have provided instructions for this.
- It is understood that the school staff will not supervise, monitor, or maintain records of self-administered medication.
- Any misuses of medication that violates district policies, such as the selling or giving away of medication, will result in the revocation of self-administration privileges and may result in referral to law enforcement officials.
- Building administration may disallow self-administration if they deem it necessary for the safety of the student population.

All medication will be administered only from containers properly labeled by a pharmacist or other licensed dispenser of medicine (most pharmacists will provide an extra labeled bottle on request). Unused medication will be picked up by the parent/guardian. Empty containers shall be promptly returned to the parent via the student. No medication will remain in the building over the summer. Unused medication not picked up by the parent/guardian or contaminated medication will be disposed of properly.

Cross-References:  
 NEOLA 5330 Use of Medications  
 MCL 380.1178  
 MCL 380.1179

### **USE OF TELEPHONES**

**Office telephones are NOT to be used for personal calls.** Students will be called to the office to receive a telephone call if it is a parent/guardian.

Classroom telephones will be available for student use **with teacher permission only**. Office personnel will initiate all calls on behalf of a student seeking permission to leave school for any reason.

If it is during passing time or non-classroom time, then students must use the designated phone located in the guidance office area. Permission must be granted by school personnel to use school phones and monitored by a staff at all times. Students are not allowed to use school phones without staff permission.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **SCHOOL VOLUNTEERS/CHAPERONES**

All school volunteers must complete the “Volunteer/Chaperone Information Form” (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer/chaperone opportunities, please contact the building principal.

Volunteers/chaperones are required to check in and out at the main office and receive a visitor badge before going to their destination.

According to Michigan State Law, volunteers and/or chaperones are required to be fingerprinted prior to beginning volunteer duties. Please contact Central Office at 445-0500 for information on this process.

Cross-Reference:  
NEOLA 3120.09 Volunteers

### **NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross References:  
NEOLA 2531 Copyrighted Works  
NEOLA 7540.01 Technology Privacy  
NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety  
NEOLA 7540.05, 7550 Electronic Mail

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located outside the principal's office, which may be used for posting notices after receiving permission from the principal.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least five (5) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:  
NEOLA 5223 Absences for Religious Instruction

### **HOMEBOUND AND HOSPITAL INSTRUCTION**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

For information on homebound or hospital instruction, contact the building principal.

Cross Reference:  
NEOLA 2412 Homebound Instruction Program

### **EMERGENCY MEDICAL AUTHORIZATION**

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. Parents are asked to please keep emergency medical forms up to date.

Cross-reference:  
NEOLA 5341 Emergency Medical Authorization

### **TEACHER QUALIFICATIONS**

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

**\*\*\* *If you would like to receive any of this information, please contact the school office.***



## **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation in developing and implementing solutions to problems that may be encouraged, and continuing communication regarding the process in accomplishing the goal(s). Parents should be meaningfully involved in:

1. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
2. Providing a mutually supportive school and home environment which encourages learning.
3. Establishing meaningful learning outcomes which support the development of responsible members of society.
4. Supporting a consistent and shared approach to child guidance and discipline.
5. Providing proper health, safety, and well-being for their child.

The Board is committed to communicating with parents at a level and in a language they can understand, where practicable. The Board, through this policy, directs the establishment of a parent involvement plan, which can be communicated to the parent of each child in the District. The plan must encompass parent participating, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student/Parent Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District, which may include, among others, the following strategies:

1. Provide parents with their child's individual assessment results, reading results, progress reports, report cards, and parent conferences.
2. Provide a description and explanation of the curriculum being used in the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet.
3. Provide parents with each school's Code of Conduct.
4. Arrange flexibly scheduled parent/teacher conferences and parent requested conferences.
5. Post general parent/teacher meetings and special parent involvement planning meetings on the District website and/or via-email.
6. Published in the District's school newsletter(s) information regarding the parent involvement plan and parent involvement opportunities.
7. Schedule meetings and brainstorming sessions periodically to provide parents the opportunity to share concerns and desires, and to improve the school environment and student achievement.
8. Maintain a consistent district-wide effort to communicate regularly with parents.
9. Schedule parent/teacher conferences to inform parents of student's progress.
10. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught.
11. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
12. Encourage parental involvement in ongoing reading tutorial programs throughout the school year.
13. Encourage the development of after school academic clubs or activities to provide students additional opportunities to develop skills.
14. Have older students provide tutoring services to younger students.
15. Encourage active faculty participating in PTO or similar school parent groups.

16. Have students perform for parents and community.
17. Encourage parents to serve as chaperones for class field trips and other school activities.
18. Recognize parents and volunteers who have helped throughout the year.
19. Have school administration and staff provide test data and interpretation meetings allowing parents to ask questions.
20. Provide opportunities for discussions between parents, administrators, and staff to address problems and find solutions for students having difficulties, either academically or socially.
21. Place current and accurate announcements on the school's marquis.
22. Form an advisory council which consists of District staff, parents, and students to assure they are involved in an organized, ongoing and timely way, in the planning, review and improvement of the schools Parental Involvement Plan.

## **RELATIONS WITH PARENTS**

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

1. Participating in school functions, organizations, and committees;
2. Supporting the teachers and the school in maintaining discipline and provide a safe and orderly learning environment;
3. Requiring their child to observe all school rules and regulations;
4. Supporting or enforcing consequences for their child's willful misbehavior in school;
5. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
6. Maintaining an active interest in their child's daily work, monitoring, and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions to study;
7. Reading all communications from the school, signing, and returning them promptly when required;
8. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

## **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact Dave VanLue at (269) 445-0506 or Dee Voss at (269) 445-0515.

Cross Reference:  
NEOLA 225 Students with Limited English Proficiency (LEP)

## PESTICIDE APPLICATION NOTICE

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Mr. John Bright  
Director of Operations  
(269) 445-0550

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. The following are letters of information for Ross Beatty Jr/Sr High School, Sam Adams Elementary School, and Squires Education Center. The Request for Pesticide Application Form is located at the end of the handbook with the other forms.

### ADVISORY TO ALL PARENTS/GUARDIANS

Dear Parent/Guardian:

State of Michigan law requires schools and day care centers that may apply pesticides on school or day care property to provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that the *Ross Beatty Jr/Sr High School* utilizes an Integrated Pest Management (IMP) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, *other than a bait or gel formulation*, will be given by at least two methods. The first method will be by posting at the main entrance to the school / day care center, which is located at 22721 Diamond Cove Street, Cassopolis, MI. The second method will be by the method(s) checked below:

- Posting in a public, common area of the school or day care center, other than an entrance. We will post in the main office area.
- E-mail.
- A telephone call by which direct contact is made with a parent or guardian of a student of the school/ day care center or a message is recorded on an answering machine.
- Providing the students of the school or children of the day care center with a written notice to be delivered to their parents or guardians.
- Posting on the school or day care center's web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

### **ADVISORY TO ALL PARENTS/GUARDIANS**

Dear Parent/Guardian:

State of Michigan law requires schools and day care centers that may apply pesticides on school or day care property to provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that the *Sam Adams Elementary School* utilizes an Integrated Pest Management (IMP) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance to the school / day care center, which is located at 114 S. Depot Street, Cassopolis, MI. The second method will be by the method(s) checked below:

- Posting in a public, common area of the school or day care center, other than an entrance. We will post in the main office.
- E-mail.
- A telephone call by which direct contact is made with a parent or guardian of a student of the school/ day care center or a message is recorded on an answering machine.
- Providing the students of the school or children of the day care center with a written notice to be delivered to their parents or guardians.
- Posting on the school or day care center's web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

## ADVISORY TO ALL PARENTS/GUARDIANS

Dear Parent/Guardian:

State of Michigan law requires schools and day care centers that may apply pesticides on school or day care property to provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that the *Squires Education Center* utilizes an Integrated Pest Management (IMP) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance to the school / day care center, which is located at 725 Center Street, Cassopolis, MI. The second method will be by the method(s) checked below:

- Posting in a public, common area of the school or day care center, other than an entrance. We will post in the main office area.
- E-mail.
- A telephone call by which direct contact is made with a parent or guardian of a student of the school/ day care center or a message is recorded on an answering machine.
- Providing the students of the school or children of the day care center with a written notice to be delivered to their parents or guardians.
- Posting on the school or day care center's web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

### Cross-References:

NEOLA 8405 Environmental Health and Safety Issues  
MCL 324.8316

## MANDATED REPORTERS

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Cross References: NEOLA 8462 Student Abuse and Neglect MCL 722.621 et seq.
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## PARKING

Students may park their vehicles in the lot designated and located on the west side of the building. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots, including the painted handicap spots, may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

All other lots are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## PARKING PERMITS

Students need to register for a parking permit. S.T.O.P.P.E.D. stickers will be used so students should request more than one sticker if they will be driving more than one vehicle on school property, as long as the vehicles are registered.

Enforcement action for failing to obtain a parking permit, reckless/careless driving, or inappropriate parking:

1<sup>st</sup> violation – verbal warning

2<sup>nd</sup> violation – parent contact

3<sup>rd</sup> violation – Loss of school parking privileges and possible vehicle tow

Cross Reference

NEOLA 5514.01 Student Use of Motor Vehicles

NEOLA 5771 Search and Seizure

### **SCHOOL VISITOR PARKING**

The school has specific locations available for school visitor parking.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

### **GUIDANCE AND COUNSELING**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions, and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

### **EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS**

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

1. The activity has been initiated by students;
2. Attendance at the meeting is voluntary;
3. No agent or employee of the District will promote, lead, or participate in the meeting;
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school;
5. Non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

Cross-reference:

NEOLA 5730 Equal Access for Non district-Sponsored Student Clubs and Activities

MCL 380.1299 20 USC 4701 et seq.

## AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. Provide reason(s) for their absences and tardiness, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Cross-reference:  
MCL 722.52

## REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-reference:  
MCL 380.1139

## ELECTRONIC COMMUNICATIONS DEVICES -- STUDENTS

*Cassopolis Jr/Sr High School is not responsible for the loss, damage, or theft of personal electronic devices at school or school events. School personnel will not be responsible for finding missing phones.*

The purpose of this electronic communication device policy is:

1. Protect the individual student from distractions during normal class hours.
2. Protect the classroom from the disruption of electronic devices alarming during class.
3. Provide protection of students while in locker rooms.

## ELECTRONIC DEVICES

Any electronics communication device including but not limited to: radios, tape players, walkmans, televisions, MP-3 players, iPads, CD players, Earbuds, Headphones or any listening device, Video Imaging Equipment (including cameras and VCR's) pocket pagers, and laser lights will not be permitted in school except for special occasions or for classroom assignments. While students are discouraged from bringing valuables to school, electronic devices are to be kept in their lockers and not transported from class to class. These devices are not to be used in common areas including, but not limited to, the cafeteria serving lines, hallways, media center,



restrooms, locker rooms, offices, etc. without administrative approval. In accordance with Section 1 Act No. 451 of the Public Acts of 1976, Section 1303 states: The board of a school district shall not permit any pupil to carry a pocket/electronic pager or electronic communication device in school except for health or other unusual reasons approved by the board, and may develop penalties that it considers appropriate for a pupil who violates this prohibition. Any captured imagery or audio obtained without the written permission from administration may be subject to disciplinary action at the administration's discretion.

### **CELL PHONE POSSESSION/USE (Update to Public Act 451)**

This is a revision to the restriction of cell phone possession by students while on school property. It is established by Board approval under the category of unusual reasons and pertains only to cell phones.

The rationale for a change from absolutely no possession to possession with limited use is brought about by the fact that many students have schedules that require communication (especially with parents) during certain times of the day. Release programs and complicated athletic and work schedules necessitate improved communications.

***Students are allowed to have possession of a cell phone with the following restrictions:***

- A. Cell phones shall not be visible while a student is in possession and on school property during the regular school day. The regular school day is defined as the time from **7:45 am thru 2:42 pm**.
- B. Cell phones are prohibited from being "ON" during the regular school day. Possession of a cell phone shall not cause any type of classroom or building disturbance.
- C. Cell phones are prohibited from being used during the regular school day without authorization from an administrator. ***Students may use cell phones before school (until 1<sup>st</sup> hour begins at 7:45 am), after school (2:42 pm), or during lunch in the cafeteria provided they are used solely for communicative purposes.*** Students are not allowed to use recording devices without written permission from administration. This includes in the gymnasium, locker rooms, showers facilities, restrooms, etc.
- D. Cell phones are prohibited from being on or used during school or after school activities that require quiet times and/or audience listening (speaker events, concerts, etc.)

***Cell Phones/Electronic Devices will ONLY be permitted:***

- 1. Before school until 7:45 am
- 2. During designated 30-minute lunch period in the cafeteria only
- 3. After school is dismissed at 2:42 pm

***Cell Phones/Electronic Devices may NOT be used during class time.***

***Cell Phones/Electronic Devices, Headphones, Earbuds, any Listening device should not be visible or in use during class time, in the hallways, or lunch serving lines.***

***Cell Phones/Electronic Devices and/or any listening devices such as earbuds, headphones, etc. will NOT be allowed in the cafeteria serving lines. Students MAY get out their electronic/listening device once they are seated in the cafeteria. NO EXCEPTIONS!***

## **CELL PHONE DISCIPLINE POLICY**

### **1<sup>st</sup> Infraction**

1. Warning
2. Meeting with Principal and/or Dean of Students
3. Parent Notification

### **2<sup>nd</sup> Infraction**

1. Meeting with Principal and/or Dean of Students
2. Confiscation of phone
3. Serve one class period in ISR
4. Phone returned to student upon completion of detention
5. Parent Notification

### **3<sup>rd</sup> Infraction**

1. Meeting with Principal and/or Dean of Students
2. Confiscation of phone
3. Serve remainder of school day in ISR
4. Phone returned to student at end of school day
5. Parent Notification

### **4<sup>th</sup> Infraction**

1. Meeting with Principal and/or Dean of Students
2. Confiscation of phone
3. Phone returned to student at end of school day
4. One (1) day of O.S.S.
5. Five (5) days of Social Probation
6. Cell phone will not be allowed on school property for remainder of school year

### **Subsequent Offenses**

1. 5-10 days OSS or possible expulsion
2. Law enforcement notification

## **SECTION II – ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. All students who wish to attend a field trip must have a "Field Trip" form signed by parent or guardian. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

We have limited space for field trip chaperones. Chaperones may not bring younger siblings or friends on field trips. As a chaperone, your help is needed in supervising students. Chaperones may not use tobacco products, alcohol, or display any act of physical affection at any time during a field trip – even out-of-sight of students is prohibited. Your cooperation is greatly appreciated.

### **GRADING AND PROMOTION**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing.

A = 4.00	C+ = 2.3
A- = 3.7	C = 2.00
B+ = 3.3	C- = 1.7
B = 3.00	D+ = 1.3
B- = 2.7	D = 1.00
D- = 0.7	

93-100 = A	83-87 = B	73-77 = C	63-67 = D
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-
88-89 = B+	78-79 = C+	68-69 = D+	59 or less = F
Highly Proficient	Proficient	Emerging	Unsatisfactory

### **SENIOR SCHOLARS**

At the end of the second semester of their senior year, students will have their cumulative GPA, course selection and SAT scores calculated to create a top 10 list. Scholars will be chosen based on honor points, which is clearly defined below. As in all other GPA calculations, there will be no rounding of GPA or points. These students will be individually honored at the graduation ceremony and articles of their accomplishments will be submitted to the local media.

### **HONOR ROLL**

Honor roll is determined after each term. A student must earn a straight “B”, 3.00, average in order to achieve recognition on the honor roll. No “D” or “F” grades may be received in that card marking for this recognition. Students earning all “A’s” will be given special recognition.

### **HONOR POINT CLASSES**

Honor points are awarded to certain academically challenging classes as determined by the teachers. Different classes earn students a different number of points as listed below. These points are used to determine “class choice” as described in the “Senior Scholars” section above. Unless otherwise noted, a full credit must be earned in the class to receive an honor point.

1. World Literature	1
2. College English	1
3. Pre-Calculus	1
4. Calculus	1
5. Chemistry B and Physics B (Combination)	1
6. Animal Science	1
7. Zoology	1
8. Accounting	1
9. Small Business Management	1
10. Band	3 for 4 years
11. Dual Enrollment/Academy/Math Science Center	1 per course
12. Any Honors or AP Courses	1 per course

### GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to pass all proficiency tests, meet the school requirements for basic course work, and earn the total number of minimum credits. Specific course requirements are the following:

#### *Requirements for RBHS Graduation Class of 2010 and Beyond*

Required classes	Credits Needed	Traditional Diploma
English	1	English 1
	1	English 2
	1	English 3, World Lit, College Eng.
	1	English 4, AP English, College English
	<b>4 total</b>	
Math	1	Algebra
	1	Geometry
	1	Algebra II
	1	Additional Math/Related
	<b>4 total</b>	
Science	1	Biology
	1	Chemistry A/B or Physics A/B
	1	Additional Science credit
	<b>3 total</b>	
Social Science	1	World History and Geography
	1	American History and Geography
	1	Economics and Civics
	<b>3 total</b>	
Foreign Language	1	World Language I
	1	World Language II

	<b>2 total</b>	
Fine Arts/Performing Arts	1	Art, Graphic Arts, Band
	<b>1 total</b>	
Health Education	<b>1</b>	PE and Health (1/2 credit each)
Advisory	<b>1</b>	
Electives/Career Pathway Choices	<b>11</b> (this will vary by each grade level right now)	Many choices within the school as well as SMC Career Academies, and dual enrollment
Community Service	<b>30 hrs.</b>	
Completion of EDP		
Total Available	<b>30</b>	
Needed for Graduation	<b>28</b>	

### **Education Development Plans (EDP)**

The Revised School Code (380.1278b(11)) from the State of Michigan states that “An educational development plan shall be designed to assist pupils to identify career development goals as they relate to academic requirements”.

Educational Development Plans (EDP) through Career Cruising offers students opportunities to create educational and career goals as well as to make a plan for reaching those goals. Students can explore careers, match careers to their skills and abilities, and search for colleges based on their interests. Parent involvement is encouraged; parent passwords can be made available in the Guidance Office.

### **PROMOTION, PLACEMENT, AND RETENTION**

Completing required coursework, earning the necessary credits and completing Statewide testing to determine a student’s progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and a counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

- Freshman      0 to 5.5 credits
- Sophomore    6 to 12.5 credits
- Junior         13 to 19.5 credits
- Senior         20 or more credits

### **RECEIVING A FAILING GRADE**

Any student failing to receive credit in a class will have to repeat that class as soon as the schedule permits, most often the next semester.

### **“MAKE-UP” COURSES**

There is a deadline of May 1<sup>st</sup> of the student’s senior year for the completion of all

make-up credit. Conditions for earning “make-up” credit toward satisfying graduation requirements:

1. During a student’s high school career, he/she may enroll in courses outside CHS to earn credit toward graduation (i.e., E2020/Odysseyware or adult education).
2. Such a course must be “make-up” – to repeat a course previously attempted and failed, and one in which he/she is not currently enrolled.

Cross Reference: NEOLA 5410 Promotion, Placement, and Retention NEOLA 5421 Grading NEOLA 5420 Reporting Student Progress
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## HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability, and grade level.

All homework assigned will be directly related to the curriculum of the class it was assigned from and will be included in the assessments and final grades of that class. Individual class policies are described in the syllabi of that class and/or in a separate document given to the students at the beginning of each course. All other aspects of administrative guideline and board policy 2330 will be followed.

The purpose of homework is:

- To improve the learning process;
- To aid in the mastery of skills;
- To create and stimulate interest on the part of the student; and
- To develop self-discipline

Cross Reference: NEOLA 2330
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## HOMEWORK/PRACTICE

As the goal at CHS is to prepare our students for the adult world, whether that is higher education or the working world, we feel it is best practice to NOT accept late work. Deadlines are a life skill and promote accountability and responsibility. ***ABSOLUTELY NO LATE WORK WILL BE ACCEPTED!***

- a) Homework is due on the day/time assigned by the teacher.
- b) 1 day will be allowed to make up work per 1 day absent.
- c) If absent multiple consecutive days, students will have the same number of consecutive school days to turn in work.

### ***PowerSchool Homework Procedure***

- a) Teacher will enter a “0” in the grade book indicating the assignment cannot be made up.
- b) Teacher will enter an “M” in the grade book indicating the assignment can still be made up (assignment is marked “missing”).

- c) Students are encouraged to speak to their teachers on an individual basis if extenuating circumstances arise.
- d) All students with an IEP or 504 accommodations giving extended time will be accommodated by all teachers.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and district policy. Cassopolis Public School's goal is for all high school students to achieve a **composite SAT score of 870**. Students are encouraged to retake the SAT until they reach this goal.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Cassopolis High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

All students will be expected to take student surveys unless their parent excuses them in writing. Students are not identified individually on these surveys. College entrance testing information can be obtained from the guidance office.

## **CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS**

### ***Correspondence Courses***

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

### **Distance Learning Courses, Including Virtual or Online Courses**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and

4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### ***Exchange Programs***

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

### ***Summer School and Independent Study***

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

### ***Dual Enrollment Courses***

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.

### ***Foreign Language***

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the Board. The amount of credit will be based on foreign language proficiency achieved.

Cross Reference:  
NEOLA 2440 Summer School  
NEOLA 5114 Foreign Exchange Students

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
  - a) At least 4 credits in English Language Arts that are aligned with State subject area content expectations.



b) At least 3 credits in Science that are aligned with State subject area content expectations, including completion of at least Biology and either Chemistry or Physics.

c) At least 4 credits in Mathematics that are aligned with State subject area content expectations, including completion of at least Algebra I, Geometry, and Algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional Mathematics credit, such as Trigonometry, Statistics, Pre-Calculus, Calculus, Applied Math, Accounting, Business Math, a course in Financial Literacy as described in section 1165.

(i) A student also may partially or fully fulfill the Algebra II requirement by completing a department-approved formal career and technical education program or curriculum that has appropriate embedded Mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.

(ii) Each student must successfully complete at least one (1) Mathematics course during his or her final year of high school enrollment.

(d) At least 3 credits in Social Science that are aligned with State subject area content expectations, including completion of at least 1 credit in United States History and Geography, 1 credit in World History and Geography, 1/2 credit in Economics, and a 1/2 credit in Civics.

(e) At least 1 credit in subject matter that includes both Health and Physical Education aligned with State guidelines.

(f) At least 1 credit in Visual Arts, Performing Arts, or Applied Arts aligned with State guidelines.

(g) At least 2 credits in a language other than English, based on State guidelines.

3. A personal curriculum may be requested for the student that modifies certain parts of the Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

a) The personal curriculum shall be developed by a group that includes at least the student, at least one of the student's parents/legal guardian, a teacher, and the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist should also be included in this group. The teacher included in the group developing the personal curriculum shall be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in a subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group.

b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school and shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the Superintendent or his/her designee.

- d) The student's parent/legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
- e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
- f) The English Language Arts credit requirements and the Science credit requirements are not subject to modification as part of a personal curriculum under this subsection.
- g) The Mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, without necessarily having attained a passing grade in, at least 1-1/2 credits of the Mathematics credits required and only if the student successfully completes at least 3-1/2 total credits of the Mathematics credits before completing high school. The requirement that a student must successfully complete at least 1 Mathematics course during his/her final year of high school enrollment is not subject to modification as part of a personal curriculum. The Algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:
- (i) Has successfully completed the same content as 1 semester of Algebra II.
  - (ii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as 1 semester of Algebra II.
- h) The Social Science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
- (i) The student has successfully completed 2 credits of the Social Science credits, including the Civics course.
  - (ii) The modification requires the student to complete 1 additional credit in English Language Arts, Mathematics, or Science or 1 additional credit in a language other than English.
- (i) The Health and Physical Education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English Language Arts, Mathematics, or Science or 1 additional credit in a language other than English.
- (j) The Visual Arts, Performing Arts, or Applied Arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English Language Arts, Mathematics, or Science or 1 additional credit in a language other than English.
- (k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

**Credits needed to graduate (for each class grade) and MMC:**

**Freshman - 30**

**Sophomore - 30**

**Junior - 29**

**Senior – 28**

Cross Reference:

NEOLA 2221 Mandatory Courses

NEOLA 5460 Graduation Requirements

MCL 380.1278a

MCL 380.1278b

**TESTING OUT**

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C- or 70% in the final examination in the course.
  - a) A final examination is a comprehensive examination, which addresses all components of the course curriculum.
  - b) A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
  - c) No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
  - d) A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
2. The final exam may include the need to exhibit mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
  - a) The course teacher, department chairperson and/or building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
  - b) A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject

area course.

6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Students will have the opportunity to test out of classes offered at Cassopolis High School by taking the final exam for the class the week prior to the beginning of school, and one week after the start of school.

Cross-reference: MCL 380.1279b
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### **SENIORS LAST DAY OF SCHOOL**

The last day of school designated for Seniors (12<sup>th</sup> grade) is the last day these students may turn in any work, take any tests, or complete any online courses. No exceptions! Students are not allowed to complete any work after the last day for Seniors toward graduation.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross References: NEOLA 2623 Student Assessment
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### **ONLINE COURSES**

[https://micourses.org/resources/pdf/toolkit/detailed\\_21f\\_implementation\\_guidelines.pdf](https://micourses.org/resources/pdf/toolkit/detailed_21f_implementation_guidelines.pdf)

In 2013, the Michigan Legislature took action to expand student access to digital learning options through Section 21f.2 As a result, students in grades 6-12 enrolled in a public school academy or public local district (including students enrolled through a district on a part-time basis, such as those participating in a shared time program) are eligible to enroll in up to two online courses during an academic term. A student may be enrolled in more than two online courses if the student has demonstrated previous success with online courses, and the

school leadership and the student's parent or legal guardian determine that it is in the student's best interest.

### ***Paying for Online Courses***

Under Section 21f, school districts are required to use their foundation allowance or per pupil funds to “pay for expenses associated with the online course or courses” and to cover the “cost of the online course.” The cost of an online course is tied to the direct expenses associated with paying for it through enrollment/tuition fees and includes required course materials such as learning kits, calculators or textbooks that are in addition to the enrollment/tuition fees. Section 21f identifies the maximum amount districts are required to pay for the enrollment/completion of online courses available in the statewide catalog.

### ***Course Payment Ceiling***

A district is not required to pay toward the cost of an online course an amount that exceeds 6.67% of the state's minimum foundation allowance or per pupil funds calculated in the State School Aid Act for the current fiscal year.

Some school districts may operate under a traditional six-hour schedule and others may employ a modified block schedule. Regardless of the district's schedule, it may not establish a payment ceiling for online courses that is different from the 6.67% payment rule outlined in Section 21f.

For the first two years of 21f legislation, payment was predicated on completion of the courses — or the 80/20 Rule. The 2015 act eliminated this process, and districts are required to make payment regardless of performance.

## **DUAL ENROLLMENT**

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from guidance. Approval will be based upon the following factors:
  - a) Credit earned under this policy section shall be based on a "pass" grade.
  - b) Cassopolis High School transfers all passed college classes into 1 High School credit.
  - c) Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript.
  - d) The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
  - e) Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.
  - f) Students are responsible to pay all tuition fees if they fail a course at a postsecondary institution.

Public Act 160 created the Postsecondary Enrollment Options Act, which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, material fees and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution. If you believe you are eligible for dual enrollment that you qualify for tuition and fee support, and you wish to participate, contact either the guidance counselor or high school principal.

<p>Cross-reference: MCL 380.514</p>
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***Requirements***

- Any prospective Dual Enrollment student must have an SMC Admissions application on file.
- Student must have standardized testing on file in the form of SAT, ACT, PSAT, PLAN, Accuplacer, or Compass. SMC will offer Accuplacer testing starting this upcoming Fall of 2016.
- Students may not be permitted to Dual Enroll with SMC if they test in to any developmental or transitional courses including MATH 101. Essentially, they must prove that they are college ready.
- A school official to sign off on the Dual Enrollment form verifying that the school does approve the courses the SMC advisor and student chose.
- Students are responsible for the cost of any fees associated with the higher institution class that is failed.
- If a student earns any grade below a “C”, then the student will not be allowed to continue taking college level courses.

***Dual Enrollment***

Dual enrollment is an educational opportunity designed by law that provides an option for 11<sup>th</sup> and 12<sup>th</sup> grade students to expand their opportunities in high school by simultaneously enrolling in college. Students may take classes for college credit, high school credit, or both. A student may take either one or two semesters of courses at Southwestern Michigan College if they have Guidance department approval and meet readiness assessment scores on the ACT or Compass Test (taken at SMC).

Qualifying scores are as follows:

Test	Test Selection	Content Area	Scores
ACT	Reading	Reading	19
	English	English	18
	Math	Math	16
COMPASS	Reading	Reading	81
	English	English	
	Math	Math	
SAT	Reading	Reading	370
	Writing	Writing	370
	Math	Math	510

## VAN BUREN TECH CENTER

11th and 12th grade students have the option of going to VBTC to take Career and Technical courses. Students do not need to have a certain GPA, but students must be on track to graduate in order to attend. Students can put in a request for a program but it is not guaranteed that they get a spot. ***Van Buren Tech Center is a full-year course and students may NOT opt out at any point during the school year. No Exceptions!***

### ***Transportation to VBTC***

Students will NOT be allowed to drive to Van Buren Tech Center unless there are extenuating circumstances. A parent will need to sign a consent form with a valid reason why their student(s) need to drive and have consent from the high school principal. If a student leaves the building to drive to VBTC without parental or administrative permission, they will be disciplined according to the consequences in the handbook for Unauthorized Leaving of Building.

***Academic Integrity*** -- Cheating is the fraudulent acquisition of another's property. To deceive by trickery; swindle. (<http://dictionary.reference.com/browse/plagiarism>). Cheating in school includes, but is not limited to:

- a) Copying another's work, with or without permission from that person. (If with permission, then both are guilty).
- b) Viewing another's test, quiz or work for the purposes of taking their efforts as their own.
- c) A course length is limited to a Semester. Examples of a course include: Eng. 10A, Alg. IA, Biology B, etc.

***First Offense in a course:*** A grade of "F" (without recovery) on the assignment/test. The student and parents/guardians will receive a written notification of the offense and penalty, signed, dated, and filed by the office. The notification will advise the student of the consequences of a second offense.

***Second Offense in the same course:*** A grade of "F" (without recovery) for the 9-week marking period. The student and parents/guardians will receive a written notification of the offense and penalty, signed, dated, and filed by the office. The notification will advise the student of the consequences of a third offense.

***Third Offense for the remainder of the year:*** A grade of "F" (without recovery) for the semester. The student and parents/guardians will receive a written notification of the offense and penalty, signed, dated, and filed by the Counseling Department. This notification will explain the action taken.

***Cloning:*** Submitting another's work, word-for-word, as one's own.

***Copy/Paste:*** Contains significant portions of text from a single source without alterations, directly copied and pasted.

***Find/Replace:*** Changing key words and phrases but retaining the essential content of the source material without citing its source.

***Mix/Remix:*** Paraphrase from multiple sources, written so they are made to fit together, but there is little original student work.

***Recycle:*** Borrowing generously from the writer's previous work without citations.

***Reuse:*** Taking a previously graded assignment and turning it in for a grade in the same or another class.

**Hybrid:** Combines perfectly cited sources with copied passages without citations into student's work.

**Mashup:** Mixes copied and pasted or copied material from multiple sources into student's work.

**File not Found Error:** Includes citations to non-existent or inaccurate information about sources. Incomplete URL's and incomplete/erroneously referenced sources.

**Great paper, but it's not mine:** Includes proper citation to sources but the paper contains almost no original student work, or relies too closely to the text's original wording and/or structure. Many of these ideas, as well as more examples and in-depth discussion, can be found at this address: <http://plagiarism.org/plagiarism-101>.

## SECTION III – STUDENT ACTIVITIES

### SCHOOL-SPONSORED CLUBS and ACTIVITIES

The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include:

Extracurricular activities do not reflect the school curriculum with the exception of marching band and drama, but are made available to students to allow them to pursue additional worthwhile activities such as:

- a) National Honor Society
- b) SADD
- c) Student Council
- d) French Club
- e) Yearbook
- f) Spelling Bee
- g) Science Olympiad
- h) Robotics
- i) FFA

All students are permitted to participate in the activities of their choosing, as long as they meet the athletic eligibility requirements.

***The adult in charge of your extracurricular activity is responsible for checking student grades on a weekly basis and reporting them to the Dean of Students/Athletic Director or designee.***

### ATHLETICS RULES AND CODE OF CONDUCT

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

**Participation in athletics/extracurricular activities is a privilege.** Those who participate in athletics/extracurricular activities have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.



*Please refer to the Athletic/Extracurricular Handbook on our website: <http://cassopolis.k12.mi.us/>*

## **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the high school secretary and obtain a work permit.

Students by law may not work more than 18 hours per week while school is in session.

Work permits may be obtained in the High School Guidance office from 7:30am - 3:30pm, Monday thru Friday, August through June. Contact the principal at 269-445-0506 to obtain a work permit after school is out of session for the summer.

## **SECTION IV – STUDENT CONDUCT**

### **ABSENCE/ATTENDANCE POLICY**

#### ***Attendance Policy***

The Cassopolis Board of Education, faculty, and staff expect every student to be in attendance in every class on every school day.

Parents are asked to call in on the day of an absence, email, or send a note with their child upon their return (any late notification is an unexcused absence). The principal will determine whether or not class requirements may be fulfilled for long-term illnesses and/or family emergencies that necessitate extended absences. An absence due to hospitalization, where certified instruction is provided, is exempt.

A student may only leave school early with parental permission for valid reasons, as determined by administration or the designee. This includes trips to the car or home to retrieve forgotten items. Failure to follow this requirement will have consequences as outlined in: “Unauthorized Leaving the Building”

#### ***Key Points:***

- **All excused and non-excused absences count toward absence totals**, excluding exceptions stated below.
- 9 Absences in a Semester is the maximum allowed without any consequences.
- 10th Absence requires the student to score a minimum of 75% on the final exam to have their grade calculated, otherwise they receive no credit.
- 15 Absences in any one-hour period, then the student receives **NO CREDIT** for that class.

#### ***Excused absence:***

Here are some examples of excused absences, (All excused absences require verification/documentation):

- Funeral of an immediate family member.
- Doctor and/or Dentist Appointment.
- Illness – Parent Call needed for missed days 1 and 2. Upon 3<sup>rd</sup> day a doctor’s note is required to excuse the absence. (Chargeable absence).

- Vacation – If pre-approved by all teachers and administration, then excused (Still Counts as an Absence for each day missed).
- Court Issues (Pre-Approval and Post Appearance Documentation Required).
- Long Term Issues – Principal Conference Required.

All other absences are Unexcused and the Homework Policy will be followed. All absences count toward your total number of absences, excused or unexcused, except:

- School Imposed Suspensions.
- School Related Absences – Field Trips, Sporting Events, College Visits (Pre-Approval Required).
- Funeral of an immediate family member.
- Court Issues (Pre-Approval and Post Appearance Documentation Required).
- Long Term Issues as determined by the principal.

### *Procedures*

1. All absences are classified excused, or unexcused.
2. Parents must call in on the day of an absence, email, or send a note, with their student upon their return. Late calls are appreciated and are recorded as unexcused.
3. If a student is anticipated absent more than one day, the attendance office should be notified at the time of the first notification.
4. Students who fail to gain pre-approval for a school-related absence will receive an “F” for the day (or the equivalent) in classes missed and the student will be recorded as absent.
5. Students involved in course-related absences who are having academic difficulties should be identified to the teacher sponsoring the activity for possible removal from the trip roster.
6. Upon the 10th absence (excused or unexcused) the student will be required to achieve at least a 75% on the final exam to have his or her grade calculated for the Semester. If the student does not attain a 75%, the student will receive **NO CREDIT**.
7. If a student needs to leave the building for any reason, they must sign out at the office and upon their return, they must sign back in. Failure to comply results in the time missed being counted as an unexcused absence.
8. Parent Notification:
  - Upon the 7th Absence: Send a letter to the recorded student address indicating the days missed and the attendance policy.
  - Upon the 9th Absence: Send a Registered letter home to the recorded student address indicating the days missed and the attendance policy.
  - Upon the 12th Absence: Send a letter to the recorded student address indicating that **NO CREDIT** will be issued for this particular class.

Anyone that has less than a full schedule must have their schedule reviewed and approved by the principal. Students will lose credit (NO CREDIT) for any classes dropped due to attendance. If a student is removed from more than one class, he/she shall be dropped from the school rolls for the balance of the Semester.

Whenever an assembly is scheduled, students must first report to class for attendance.

Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage.

Unexcused absences will be considered as truancy and students not be allowed to make-up the missed work for the time they were truant. The school will contact the Truant Officer for those students who are not at least 16 years old.

### ***ATTENDANCE INCENTIVE — SPRING SEMESTER (SENIORS ONLY)***

Seniors with a grade of B- and four (4) or fewer absences for the spring semester will not be required to take the final exam. School-related absences and absences due to a death in the immediate family will not be counted in this total and are not calculated in this exam exemption. Medical absences and suspension days will be counted in the total when determining exam exemption. A senior who does not have to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade. The principal will make the determination on any student in question.

### ***Vacation***

1. Parents must schedule vacations around the scheduled school breaks during the year.
2. Parents must notify the school attendance office of their family vacation one week prior to leaving.
3. Students are to do the assigned work prior to leaving. If this is not possible, the student and teacher are to establish a date when the work is to be completed. These arrangements are to be made before the student leaves on vacation.

### ***Emergency Leave***

If a student is required to miss school due to a death or serious illness within the family, the parent is to notify the attendance office of the emergency. Upon return the student will get the assignments missed in each class and complete the work in an equal number of days as missed or arranged with the teacher. Failure to complete the work will result in charging the absences against the student days of attendance.

## **TARDY POLICY**

7:45 am to Beginning of 1st period

Administrators and teachers are in the hallways helping students to class. ***Teachers are expected to close their door when the bell finishes ringing.***

If a student is late for any period, there is no need to stop in the office for a pass.

Students will report directly to class regardless of time, unless the student feels they are justified to be issued a pass from the office. (Ex: Doctor/dentist appointment, police, flat tire, etc.) Teachers will honor another teacher's written pass explaining why the student is late.

### ***Procedure***

1. Any student who enters (not already in the classroom) after the bell stops ringing will be considered tardy if within the first 10-minutes of class.
2. Teachers will be expected to enter a **Tardy** in PowerSchool for said student and a documentation of **verbal warning** in PowerSchool for the first tardy instance.
3. Any student who enters after the 10-minute mark will be marked absent.

4. Teachers are expected to enter an **Absence** in PowerSchool for said student and **time of arrive** in the comments section of PowerSchool.
5. If a student comes to class with a pass REGARDLESS of how long into class (1 minute or 20-minutes) they are neither tardy nor absent. They are marked as **Present** in PowerSchool.

### *Consequences:*

**1<sup>st</sup> Tardy** -- Student will receive a Tardy and a verbal warning from Teacher. Both will be documented in PowerSchool.

**2<sup>nd</sup> Tardy** -- Student will receive a Tardy and another verbal warning from Teacher. Both will be documented in PowerSchool. **Teachers are expected to contact parent via email or phone to inform of tardy issue; document the parental contact.**

**3<sup>rd</sup> Tardy** – Student will be placed on a “**NO PASS**” list for the remainder of that semester. Teachers are expected to contact parent via email or phone to inform of tardy issue and consequence; document the contact.

**4<sup>th</sup> Tardy** – Student will receive one (1) day of In-School-Restriction (ISR). Teacher will issue said referral using PowerSchool - Submit Log Entry. Teachers are expected to contact parent via email or phone to inform of tardy issue and consequence; document the contact.

**5<sup>th</sup> Tardy** – One (1) day of Social Probation for Insubordination. Issued through PowerSchool - Submit Log Entry. Teachers are expected to contact parent via email or phone to inform of tardy issue and consequence, document contact.

Each Tardy after five (5) will be cumulative days of Social Probation (For example, 6 Tardies in the same class will result in 2-days Social Probation, 7 Tardies will result in 3-days Social Probation, etc.).

**The accumulation of Tardies is no longer changed to an absence. Absences and Tardies are separate issues except for the 10-minute late rule, which constitutes an absence.**

**Hallway sweeps will be administered randomly throughout the school year. If a student does not make it to class in time during a hallway sweep, the teacher shuts the door and the students go to ISR for that class period.**

### *Test Policy*

Students will only be allowed to retake a test if the classroom teacher believes the student has made significant effort and has attended remediation or review sessions before a retest will be given.

### *College Campus Visits*

The following procedures are in effect for Juniors and Seniors if you plan to go to a college campus for a visit/tour:

1. Contact the Guidance Office **THREE DAYS PRIOR** to the planned visit to obtain a form letter.
2. Present to Admissions Office for completion of form.
3. Return completed form to Attendance Office after visit.

4. Parent must notify the Attendance Office the day of the absence. Scholarship interviews and/or college visits with parents or other responsible adults will be non-chargeable up to a total of **two** to be used in the junior and senior year. Must have the qualifications to be accepted by that college/university.
5. Additional visits may be approved by the high school principal.

*A major component of the educational program at Cassopolis High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.*

### ***Truancy***

Cass County has identified truancy as a serious concern within the county. Truancy is a stepping stone to delinquent and criminal activity.

### ***Cass County Public Schools Truancy Protocol***

The law required that children from the ages of 6 – 16 are to be enrolled in a structured educational program.

In the absence of attendance standards, acceptable and unacceptable absenteeism is a matter left to local school boards.

Regular attendance is necessary for academic progress, and poor attendance interferes with academic learning and continued student achievement.

***Therefore, the following protocols will be used in addressing truancy matters among the public schools of Cass County:***

- Up to 5 excused/unexcused absences: The student is allowed up to 5 excused/unexcused absences.
- Up to 7 excused/unexcused absences: The student with 7 excused/unexcused absences will have parent/guardian contacted by phone or letter.
- Up to 9 excused/unexcused absences: The student that has reached 9 excused/unexcused absences will be scheduled to have a meeting with parent, student, school staff, truancy officer, or building principal.
- 12 or more excused/unexcused absences: Students who are absent **for more than 12 days in a school year, regardless of the reason**, will be considered “frequently absent” and local truancy officers will be informed of the situation. At that time, parents will be expected to provide verified documentation, explaining the reasons for the absences.

***\*\*\* At this point, each student will be handled on a case-by-case basis regarding previously recorded verification of absences, grades, discipline problems and other school related issues.***

Upon review, the County Truancy Officer may refer the matter to Family Court for further review by the Court and/or petition the matter for Court jurisdiction. The school district, however, may refer the matter earlier than nine unexcused absences if, in the opinion of the Truancy Officer, prevention services are needed based upon prior records and patterns of behavior. Each School District maintains autonomy and full authority to establish criteria for excused and unexcused absences, and prior absences in other years may dictate that a matter be referred before nine unexcused absences.

Local school districts also have ability to make accommodations for extenuating circumstances. Students moving from one Cass County School to another shall take their documented attendance with them to maintain continuity in addressing truancy issues within the County. In the event that a truancy matter petitioned into court, a representative from the local school district shall attend the proceedings.

Cross-reference: NEOLA 5200 Attendance NEOLA 5223 Absences for Religious Instruction NEOLA 5230 Late Arrival/Early Dismissal MCL 380.1561 MCL 380.1599
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## CODE OF CONDUCT

### *Expected Behaviors*

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and the school.

### *Explanation of Terms Applying To the Student Discipline Code* (Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. ***Use of Drugs:*** Any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
2. ***Use of Breath Test Instruments:*** The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, she/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. ***Use of Tobacco:*** Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.
4. ***Student Disorder/Demonstration:*** Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
5. ***Possession of a Weapon:*** A weapon includes, but is not limited to, firearms, guns of any type including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, brass knuckles, martial arts weapons, and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if he/she brings onto or has in his/her possession on school property or at a school related activity any of the following:

1. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
  2. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
  3. Any similar objects that are intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.).
6. ***Use of an Object as a Weapon:*** Any object that is used to threaten, harm, or harass another person may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.
  7. ***Knowledge of Dangerous Weapons or Threats of Violence:*** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
  8. ***Purposely Setting a Fire:*** Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

9. **Physically Assaulting a Staff Member/Student/Person Associated with the District:** Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and may subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”.
10. **Verbally Threatening a Staff Member/Student/Person Associated with the District:** Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
11. **Extortion:** Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
12. **Gambling:** Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
13. **Falsification of School Work, Identification, and Forgery:** Forgery of hall/bus passes and excuses as well as false ID’s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
14. **False Alarms, False Reports, and Bomb Threats:** A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.
15. **Explosives:** Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
16. **Trespassing:** Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
17. **Theft:** When a student is caught stealing school or someone's property, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.
18. **Disobedience:** School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience may result in expulsion.



19. ***Damaging Property:*** Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.
20. ***Persistent Absence or Tardiness:*** Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school.
21. ***Unauthorized Use of School or Private Property:*** Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.
22. ***Refusing to Accept Discipline:*** The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.
23. ***Aiding or Abetting Violation of School Rules:*** If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
24. ***Displays of Affection:*** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.
25. ***Possession of Electronic Equipment/Using Camera Cell Phones:*** Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TV's, electronic toys, pagers, laser pens, and the like without the permission of principal. Cellular phones are permitted at school but must be shut off and kept out of sight from others during the normal school day. Students are not allowed to use cell phones/text messaging during school hours. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, she/he will fail the exam and receive a day of suspension. She/he also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty and expulsion is a possibility, even on the first offense.

26. ***Violation of Individual School/Classroom Rules:*** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.
27. ***Violation of Bus Rules:*** Please refer to bus rules provided by the Transportation Department.

28. ***Disruption of the Educational Process:*** Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
29. ***Possession of a Firearm, Arson, and Criminal Sexual Conduct:*** In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

30. ***Criminal Acts:*** Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.
31. ***Safety Concerns:*** Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas including district parking lots. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.
32. ***Profanity:*** Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community held standards of good taste will be subject to disciplinary action.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information

in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Building administrators may carry out regular locker inspections. Additionally, a drug dog will conduct routine searches of lockers. These searches will be unannounced. Under no circumstances will the drug dog be used for the purpose of searching a student's person.

### ***Student Conduct***

Students are expected to conduct themselves in a reasonable, orderly manner at all times. It will be also expected that they will display the highest level of respect for all members of the school community. The commission of, or participation in, activities that are among those defined as criminal under the laws of the State of Michigan is prohibited. This includes activities in school buildings, on school property, or at school sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Cassopolis Public Schools, the Board of Education has adopted the following regulations along with guidelines for consequences when these regulations are violated. These regulations apply to all students for all activities of Cassopolis Public Schools. This list is not intended to be exhaustive, and included, but is not limited to the following:

Definitions: Every effort will be made to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. These exclusions may fall in the following categories:

### **IN-SCHOOL RESTRICTION (ISR)**

In-School Restriction (ISR) is very structured. The student remains in the restriction room the entire day and is assigned a study booth. Students are expected to do school and/related work. Each student's daily assignments will be delivered to him or her for an opportunity to earn that days' academic credit in all subjects. The following are the rules for the ISR room:

1. All regular school rules apply.
2. Students are still responsible to pay/order lunch. Lunch will be provided to them in the ISR room.
3. No talking without permission.
4. Students are to sit in assigned seats and not leave them without permission.
5. No sleeping.
6. Students are to report on time and be seated.
7. Students are allowed one bathroom break in the morning and one in the afternoon.
8. Absences from school result in the ISR being assigned for the first day back.
9. Students are expected to complete all work assigned to them each day.
10. Failure to comply with the above rules will result in OSS for the remainder of the restriction.

### ***Suspension and Expulsion Rules and Philosophy***

- Section 1311 of the School Code of 1976, MCL380-1311, provides authority to the Board of Education to suspend or expel a student from school when the student has committed a gross misdemeanor or has

engaged in persistent disobedience. Where there is reasonable cause to believe that a student is handicapped and the student has not already been evaluated in accordance with the rules and regulations of the Department of Education, the student shall be immediately evaluated.

- School administrators are authorized by the board of education to suspend a student for committing a gross misdemeanor or engaging in persistent disobedience. Suspension for longer than ten student attendance days may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension of longer than ten school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or requirement of law.
1. ***Suspension for less than ten (10) days*** – When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges either verbally or in writing by the responsible administrator and provided an opportunity to respond to the charges prior to the imposition of any suspension.

If a student denies the allegations, the school administrator shall explain to the student the evidence against him/her and allow the student an opportunity to present his/her explanation of the academic process, the opportunity for the student to meet with the administrator and respond to the charges shall be provided promptly following exclusion. The administrator may specify that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten (10) days.

Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of minor students, an attempt will be made to contact the parent or guardian of the student and to provide verbal notice of such decision immediately.

Written confirmation of the decision to suspend shall be promptly provided to the parent or guardian of the student by the building administrator. This notice is to include the length of the suspension, any special conditions relating to the suspension, and the right of the parent or guardian to appeal the suspension.

2. ***Expulsion and suspension for more than ten (10) school days*** – When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the Superintendent of Schools for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

***The following procedural guidelines will govern the expulsion process:***

- a) The student and his/her parents or guardians will be provided with reasonable advance written notification of the recommended action and the specific charges and grounds which, if proven, would justify the suspension or expulsion according to the disciplinary policies of this school district. Included within this notice shall be a statement of the time and place for the Board of Education hearing. Time shall be reasonable for parties involved.
- b) The hearing will be conducted before the Board of Education where the student will be provided an opportunity to present witnesses; evidence and defense of the charges and to request cross examination of any adverse witnesses.
- c) The student and his/her parents or guardians may be represented by legal counsel.

- d) The hearing will be conducted before the Board of Education, which shall make its determination solely upon the evidence presented at said hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing.
- e) The student and his/her parents or guardians shall be informed of their right to request a closed session for the hearing of the expulsion or suspension charges and the Board's deliberations. However, any action of the Board of Education to expel or suspend a student must be by formal motion and vote of the majority of the Board of Education members elected to and serving on the Board of Education in open session. Such action shall appear in the minutes of the Board of Education and shall be part of the public record.
- f) The Board of Education shall make a record of the suspension or expulsion proceeding.
- g) The Board of Education, by majority vote of those elected and serving, shall state, within five (5) days after the hearing, its findings as to whether or not the students charged shall be suspended or expelled. Such findings shall be reduced to writing and forwarded to the student and his/her parents or guardians.

3. ***Suspension and Expulsion of Students with Disabilities*** – It is recognized that the school district has an obligation under federal and state law to provide a free and appropriate public education designed to develop the maximum potential of all students eligible for special education. When a student with disabilities engages in a gross misdemeanor or persistent disobedience, the courts have determined such students are not to be punished under the same procedures applied to non-disabled students.

In accordance with Section 1311 of the School Code, if the school district possesses reasonable cause to believe that a pupil is disabled and the school district has not evaluated the pupil in accordance with rules of the State Board of Education, the pupil shall be evaluated immediately by the Intermediate School District of which the school district constituent in accordance with Section 1711 of the School Code of 1976. For purposes of this policy, “reasonable cause to believe that a pupil is handicapped” shall be interpreted to mean that circumstances are observed which lead a reasonable person, acting impartially without prejudice, to believe that the pupil is disabled.

4. ***Short-Term Suspension*** – Short-term suspension shall be defined to mean a temporary exclusion for a period of time not to exceed ten (10) school days from the student's educational program, class, transportation, or any aspect of programs or services identified in the Individualized Education Program of the student.

- a) A disabled student may receive a short-term suspension from school if he or she is responsible for violation of school rules, gross misdemeanor, or persistent disobedience. A single suspension of more than ten (10) days or an accumulation of suspension totaling more than (10) days in a school year shall constitute a long-term suspension or expulsion.
- b) Prior to short-term suspension of a disabled student, the school district shall afford such student the same procedural rights under this policy as are extended to non-handicapped students.

5. ***Long-Term Suspension/Expulsion*** – Long-term suspension or expulsion shall mean an exclusion of a disabled student for ten (10) days or more from his or her education program, class, transportation, or any aspect of programs or services identified by the student's Individualized Education Program by action of the Board of Education or its designee.

- a) A disabled student may receive a long-term suspension or be expelled for violation of school rules, gross misdemeanor, or persistent disobedience as defined in the policy. However, prior to such long-term suspension or expulsion, procedural due process will be followed.

6. **Emergency Situations** – An emergency situation means a situation in which the student’s presence poses a substantial likelihood of resulting injury to himself/herself or others. In an emergency situation the IEPC must be convened within ten (10) days after the short-term suspension begins. If, within this ten (10) day period, long-term suspension procedures cannot be completed (with an unappealed IEP), the school district must either:
- a) Obtain parental agreement to interim placement; or
  - b) Obtain injunctive relief from a court by showing that maintaining the student in his/her current placement presents a substantial likelihood of resulting in injury to the student or others.

### ***Pupil Conduct Code***

To establish the best possible learning atmosphere for the students, as well as to provide for the health, safety, and welfare of all students and employees of Cassopolis Public Schools, the following categories of misconduct have been adopted along guidelines for consequences (including suspension and expulsion) when a student engages in such misconduct.

These standards of conduct apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. This list is not intended to be exhaustive, and includes, but is not limited to the offenses listed below. In discipline situations the building principal will have the authority to use alternate penalties. This will be done in cases where a different penalty may be in the best interest of the school and students involved.

### ***Social Probation***

The purpose of Social Probation is to encourage students to act responsibly. Social Probation is a restriction placed upon students who fail to demonstrate responsible behavior and who have chosen to violate the school’s code of conduct.

Students who receive severe and/or multiple disciplinary referrals may be placed on Social Probation and will not be able to attend school activities such as athletics, extracurricular activities, field trips, homecoming festivities, dances, prom, etc. Students on Social Probation are only allowed on the school campus during regular school hours and must go home immediately after the regular school day concludes.

### ***Music Policy***

Music is prohibited in the school building during the normal school day (7:45 am – 2:42 pm) in all classrooms, hallways, cafeteria serving lines, etc. (including headphones, beats, earbuds, and any listening devices).

**Electronic devices and listening devices are not to be visible in the classrooms or hallways during the regular school day.** Students may not wear earbuds or any listening device around his/her neck even when not listening to music or when the cell phone or device is turned off. Students may listen to music on electronic devices ONLY in the cafeteria during lunch, before, or after school. Listening devices may be used on the school vehicles if allowed by the bus driver.

### ***Exceptions:***

1. Any State Standardized Tests which requires headphones provided by the school.

2. Online Learning Programs such as E2020 or Odysseyware.
3. Once seated in the cafeteria during the 30-minute lunch period.

## **Prom/Dance Rules**

Attendance at school-sponsored dances is a **privilege**.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under the age of twenty-one at time of event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## ***School Vehicles***

The superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in school, on school property and on school vehicles.

Discipline on district vehicles shall be the responsibility of the driver on regular bus runs. When district vehicles are used for field trips and other district activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the superintendent may suspend the transportation privileges of the student or school suspension, providing such suspension conforms to due process.

No student is to be detained after the close of the regular school day unless the parents of the student have been contacted and informed that their child is to be detained.

The rules and provisions of the Student Code of Conduct shall govern student conduct. This Code of Conduct shall be reviewed periodically.

## ***Dress Code***

Good grooming is a matter of personal pride in appearance. One's manner of dress influences the learning environment. The world of work requires a standard of dress. Schools require a standard as well. Any fashion

(dress, grooming, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

**\*\*\* *The final decision as to whether dress is inappropriate rests with the administration* \*\*\***

Although no dress code can itemize every item that is unacceptable for school, the following guidelines will be expected and enforced by all staff at Cassopolis High School:

***The following guidelines shall be followed:***

- Hats or headwear are not to be worn in the building during the normal school day (7:45 am – 2:42 pm). No garments may cover the entire head at any time. Immediately upon entering the building, students should remove headwear and proceed to their locker to store their hat. Exceptions to this will be if hats or headwear are for safety, medical, instructional, or religious purposes. Students are not allowed to wear or display bandanas during school or at school activities. The administration has the right to determine what qualifies as a bandana. Exceptions will be made on established school spirit days for bandanas that promote school colors only.
- Shoes or sandals must be worn.
- Students are not to wear clothing or any item that advertises alcoholic beverages, tobacco products, illegal substances, or those with obscene print, symbols, pictures, or innuendos. No clothing, jewelry, or any other items are to be worn which are defamatory, potentially dangerous, discriminatory, disruptive, promote anarchy, harassment, abuse, or violence.
- Students are not to wear heavy and/or long coats to class.
- If the dress of any student is distracting and/or disruptive to the normal classroom procedure, or is determined to be unsafe for the individual or others, he/she will be asked to change into something more appropriate. No midriff skin is to show at any time.
- Sunglasses are not to be worn in the school building unless teacher/administrative approval has been given. Students are not allowed to wear non-prescription contacts during school or to school events.
- Students are not allowed to wear spaghetti strap tops or ones that let bra straps show. Tops worn need to cover both shoulders with a minimum strap no less than one inch in width. “Transparent or see through” tops are not acceptable. Tops must cover both shoulder blades in the back with no skin showing down the entire back/front side. Shirts that expose excessive cleavage are prohibited.
- Shorts/skirts, etc., will be a length so that when you stand in a relaxed fashion with your arms down to your sides, they reach your fingertips. Jeans, slacks or shorts are not to be a style which allows skin to show at the waistline.
- Students cannot wear sagging pants, pants with inappropriate holes or showing underwear, or shirts with ripped out sleeves. Leggings/Jeggings and yoga style pants are prohibited for use as pants. Leggings/Jeggings may be used as an accessory to a skirt or shirt that is at least fingertip length.
- Du-rags, sunglasses or picks and combs are not to be worn in the hair.



- Backpacks, wheeled luggage, large handbags, and purses of all sizes are not allowed in classrooms nor should they be left in the hallways. These items should be placed in lockers during the regular school day. Backpacks are not allowed in the cafeteria during regular school hours, especially lunch.

Student will be sent home to change if the item cannot be removed or replaced at school. A parent will be notified and student must sign out through the attendance office prior to departure from school. If a parent cannot be reached students will not be allowed to attend their classes until the dress code issue can be resolved. Students will remain in ISR until the attire has been corrected. Students are encouraged to make appropriate choices before leaving home. Students who miss class as a result of inappropriate attire will be considered **unexcused**.

### ***Consequences of Dress Code Violations:***

1<sup>st</sup> infraction: Call/email home – correct attire – Log entry in PowerSchool

2<sup>nd</sup> infraction: Call/email home – correct attire – Log entry in PowerSchool

3<sup>rd</sup> infraction: Call/email home – correct attire – Parent meeting – Log entry in PowerSchool

4<sup>th</sup> infraction: Call/email home – correct attire – Parent meeting – 1-10 days OSS – Log entry in PowerSchool

### ***Care of Property***

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### ***Hall Passes***

Students are not to be in hallways or restrooms during class periods unless they have a proper pass (pink pass slip). ***No hall passes will be issued except in cases of emergency or for the purpose of instructional activities assigned by a teacher.*** Any student found without a hall pass, in a location other than that specified on a pass, or of the most direct route to the class or destination will be subject to disciplinary action. ***Students seen in the hallways on a frequent basis will be placed on a “NO PASS” list for the remainder of the school year. This will be determined by the principal and/or dean of students.***

### ***Hallways***

The rules of conduct set forth below are established not only for instructional reasons, but also for reasons of safety, cleanliness, comfort and convenience. As with so many other functions in a building this large and crowded, the need to be considerate of other persons and to respect their “space” is essential. As part of that, students should not use any profane or vulgar language, should never run, and should not yell, scream, hit lockers or otherwise make excessive noise while in the halls.

***In addition, students are reminded that during class they should not be in the halls without a pass. Students out of class without a pass will be escorted back to their respective class. It is the student’s responsibility to secure a pass prior to leaving.***

## ***Treatment of Substitutes***

Substitute teachers are to be treated with the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with accordingly. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at CHS. Violations will be disciplined in accordance with provisions of the student/parent handbook.

Periodically the regular classroom teacher will not be in attendance. At that time, a substitute teacher will be hired to teach and supervise class activities. This teacher should be accorded all the respect and courtesies that the regular classroom teacher receives.

## ***Gross Misconduct Offenses***

- A. Arson – setting of fire
- B. Assault and/or battery – The term assault is defined as “A threat or attempt to inflict bodily injury where the victim has reason to believe the injury may be inflicted. The term battery as, “The wrongful physical touching of a person”.
- C. Bomb threats, false fire alarms, abuse of fire extinguishers and false police reports
- D. Breaking and entering unauthorized entry into school property, including but not limited to school buildings and school vehicles.
- E. Bullying – either physical or psychological
- F. Explosives – explosives are not permitted on school property or at school sponsored activities. This includes fireworks, smoke devices, incendiary devices as well as caustic or noxious substances.
- G. Extortion, blackmail, or coercion – obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.
- H. Illicit substances – the manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited:
  - 1. Alcohol or any alcoholic beverage, including “non-alcoholic malt beverages”
  - 2. Illicit drugs
  - 3. Any glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
  - 4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with school District’s authorized use of medication procedures.
  - 5. Steroids, human growth hormones, or other performance enhancing drugs
  - 6. Substances purported to be illegal, abusive or performance enhancing i.e., “look-a-like” drugs. It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physical for which permission to use in school has been granted pursuant to School District Policy. These standards of conduct apply to all students while on school property or in school sponsored transportation, as well as to all student participants in any school sponsored activity or function regardless of location, date or time.
- I. Indecent exposure
- J. Larceny – theft or aiding and abetting a larceny or theft
- K. Malicious mischief – property damage
- L. Other violations of federal, state or local ordinance
- M. Interference with school authorities – interfering with or encouraging others to interfere with administration or teachers by intimidation with threat of force or violence

- N. Intimidation of school authorities – interfering with or encouraging others to interfere with administration or teachers by intimidation with threat of force or violence
- O. Vandalism – damage to school property of others. The commission of or participation in any of the foregoing activities in the school building or on school property or at school-sponsored activities is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result. Any student who is an accessory or withholds information or hinders an investigation may be subject to disciplinary action.
- P. Weapons as described in the Weapons Free Schools policy.

Criminal Acts – Any criminal acts taking place at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are involved.

***Procedures and Penalties for Gross Misconduct Offenses***

The principal or his/her designee will:

- a) Investigate offense and allow the student the opportunity to defend himself/herself.
- b) Notify police when appropriate.
- c) Notify the parents of those involved.
- d) Notify the office of the Superintendent.

***Penalty***

One or more of the following may apply as determined by the principal or his/her designee:

- a) Suspension – one to ten days
- b) Suspension of more than ten days
- c) Recommendation for expulsion
- d) Restitution of property (if applicable)
- e) Conference with parents before readmitting students

**Note:** To ensure compliance with Title IV, Subpart 4, Section 4155 of the No Child Left Behind Act, all discipline records with respect to suspensions or expulsions will be placed in the student’s permanent records (CA 60 File).

**BEHAVIOR EXPECTATIONS**

Be Respectful \* Be Responsible \* Be Resilient

***How will I be expected to behave in class?***

In each class, the teacher is the education leader. You will receive classroom rules and suggestions from each of your teachers. These expectations will include academic requirements, rules, and discipline consequences. If classroom expectations are not met, you will receive discipline consequences from your teacher or principal. When a guest teacher, instructional assistant, or volunteer is in the room, you should behave responsibly and respond respectfully, just as you would for any supervising adult at CHS.

### ***How will I be expected to behave in the cafeteria?***

The cafeteria is a place for eating and social interaction. When in the cafeteria, it is important to treat yourself, others, and school property responsibly. The adults serving food, running the cash registers, and supervising the lunchroom should be given full cooperation and respect.

In order to ensure a clean and comfortable place to eat for all students, you are expected to use appropriate table manners, clean off the table when finished, and dispose of garbage in the containers provided. Food and beverages should be consumed in the cafeteria.

### ***How will I be expected to behave in the Auditorium?***

Learning to be a good, appreciative audience is important. Speakers and performers grow in confidence when an audience respects their efforts. Students should demonstrate the following behavior during assemblies and performances:

- a) Sit quietly with feet on the floor.
- b) Applaud respectfully when appropriate (refrain from whistling, booing, and yelling).
- c) Remain in seats until the performance is over. Follow the directions of teachers and supervisors.
- d) Exit the Auditorium safely.

### ***How will I be expected to behave in hallways and common areas?***

Students are expected to remain in the hallways and common areas in the morning until the warning bell at **7:40 a.m.** Those who participate in the breakfast program may proceed directly from the bus to the cafeteria.

Please speak, visit, and greet each other in polite, conversational tones. For the safety and well-being of everyone, students are required to walk on the right side of the hallway keeping hands, feet, and objects to themselves.

### ***How will problems be handled?***

Problems at school should be addressed with the school's mission in mind. All parties have their rights, roles, and responsibilities.

## **CLASSROOM MANAGEMENT AND OFFICE REFERRALS**

Cassopolis students and teachers will have the opportunity to learn and teach in a safe, orderly, enjoyable classroom environment. To maintain an optimal learning/teaching environment, all parties will be expected to do their personal best at all times.

### ***What do you mean by “responsibilities”?***

#### ***Student Responsibilities:***

- Understand the expectations of the school, family, and community regarding behavior at Cassopolis High School.
- Learn to apply the Lifelong Guidelines (truth, trust, active listening, no put-downs, and personal best) to all school activities.
- Students are expected to do their best work on all assignments, and to turn-in all assigned work – on time.

- Students with failing grades and missing assignments may be assigned after school to assist the student in completing their missing work and study in an academic atmosphere.

***Teacher Responsibilities:***

- Cassopolis High School teachers will prepare appropriate lessons that further their students' mastery of the stated curriculum of the State of Michigan and the Cassopolis Public Schools.
- Establish and maintain classroom rules and procedures that teach students to use respectful, responsible, and safe behaviors that lead to success in middle school, high school, college, the military, the work place, family life, or any other civil endeavor.
- Correct and/or re-teach positive behavior to students who are misbehaving.
- Inform parents of students' unsafe, disrespectful, or irresponsible behavior.
- Refer students to the building principal and/or dean of students who commit gross infractions or chronically violate school or classroom rules.
- Participate in professional meetings regarding student behavior.
- Assist with the implementation of student behavior plans.
- Supervise non-instructional areas by interacting with students in positive ways, whenever possible. Cover supervision posts with colleagues, keeping someone on duty during all passing times. Remind students to proceed to class when warning alarm sounds. Close classroom door upon the tardy bell. Record student tardiness consistently and follow tardy procedure.
- Manage classrooms to maximize usable instructional time and model appropriate school attitudes and behaviors.

***Parent Responsibilities:***

- Provide a home environment that emphasizes the importance of behaving in a safe, respectful, responsible manner.
- Support the school's efforts to teach its students to be successful in the classroom.

***Principal/Dean of Students Responsibilities:***

- Maintain a safe, orderly, and productive learning environment.
- Support the efforts of teachers and parents to teach students behaviors and habits that will lead to future success.
- Implement discipline procedures in a consistent manner.

***What will classroom rules be like?***

CHS teachers' classroom rules may differ slightly, but they will be similar to the following set of school rules:

1. Be prepared to do your personal best with the opening assignment immediately after tardy signal sounds.
2. Each student may be required to have:

***Individual supplies to keep with you:***

- 1.5 inch or larger 3-ring binder
- Folders without prongs to put in the binder
- 1 subject spiral notebook for all classes
- Pens and pencils to be resupplied throughout the school year
- 1 package of markers - *optional*

- 1 package colored pencils - *optional*
- 1-3 highlighters - *optional*

***Supplies to be given to your 1st hour teacher:***

- 2 boxes of tissue
  - 1 roll of paper towel
  - 1 bottle of hand sanitizer
3. Practice active listening while others are talking. Signal the teacher that you wish to talk by raising your hand.
  4. Keep hands, feet, and verbal put-downs to yourself at all times. Respect and protect others, and their property.
  5. Cooperate with teacher’s instructions immediately, the first time they are given.

***What happens if I don’t follow the classroom/school rules?***

Remember, our primary purpose at CHS is not to assign negative consequences, but to provide positive support for consistently good school behavior. Realistically, however, there will be consequences for bad behavior choices. Cassopolis High School identifies behavior violations using the Bully Free School (BFS) General Misconduct and Peer Aggression Rubrics.

***All decisions regarding consequences for student misbehavior will be made at the discretion of the administration with the best interests of the individual student in mind, while considering the serious obligation to provide a safe, orderly learning/teaching environment for all students and staff.***

**SCHOOL POLICY ON VIOLENCE PREVENTION**

***Purpose of the Policy:***

The Safe and Civil process was adopted by the Board of Education to give students, parents, staff, and the community at large a clear statement concerning the school district’s stand against violent behavior and the consequences that will follow violation of the policy.

***Our Philosophy Statement:***

We respect and protect our students, their parents, our staff and our community.

***Definition of Violence/Disrespect:***

Violence/Disrespect is any word, look, sign or act that hurts a person’s feelings, body or things.

***Statement of Policy:***

We believe no one is entitled to be violent in any form. No form of violence will be tolerated in school, on school-sponsored transportation, or at school-sponsored activities away from school.

No student, staff member, or any other person shall be allowed (any time, for any reason, whether in the school building, on the school grounds, on school buses, or anywhere else during school-sponsored events) to intimidate, threaten to harm, or cause harm to any person or property.

Consequences of violating this policy: The school administration will determine appropriate consequences for violating this policy. SEE DISCIPLINE CODE CHART.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the disciplinary list does not mean that such conduct will be accepted or tolerated. The list is not all-inclusive but acceptable behavior and conduct must occur at all times. The principal may also adjust consequences of any offense to be more or less severe based on mitigating or aggravating circumstances. In most instances, they refer to school hours, school grounds and school activities. However, community violations that interfere with school purposes may be addressed in the same manner.

## STUDENT DISCIPLINE CODE CHART & DESCRIPTION

<p><b>Use of alcohol/drugs</b></p> <p>The school has a "DRUG FREE" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, possession, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines and the like. If caught, the student could be suspended or expelled and law enforcement officials will be contacted. Many drug abuse offenses are also felonies.</p>	<p><b>1st Offense</b></p> <ol style="list-style-type: none"> <li>1. Parents and law enforcement will be notified upon verification of the violation</li> <li>2. The student will be placed on O.S.S. for a minimum of 10 days and be excluded from all extracurricular activities (rehearsals, practices, contests, meets, and as a spectator, etc.)</li> <li>3. Recommendation for expulsion</li> </ol> <p><b>2nd Offense</b></p> <ol style="list-style-type: none"> <li>1. Recommend expulsion</li> </ol>
<p><b>Tobacco</b></p> <p>Tobacco, possession, use, delivery, transfer while in school or on school property, such as parking lots, school buses, field trips, or at school sponsored events. Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies at school bus stops. Violation of this rule could result in suspension or expulsion.</p>	<p><b>1st Offense</b></p> <ol style="list-style-type: none"> <li>1. 5 days O.S.S.</li> <li>2. Notification of police and parents for underage possession</li> <li>3. Possible fine by courts</li> </ol> <p><b>2nd Offense</b></p> <ol style="list-style-type: none"> <li>1. 10 days O.S.S.</li> <li>2. Notification of police and parents for underage possession</li> <li>3. Possible fine by courts</li> </ol> <p><b>3rd Offense</b></p> <ol style="list-style-type: none"> <li>1. Recommend Expulsion</li> <li>2. Notification of police and parents for Underage possession</li> <li>3. Possible fine by courts</li> </ol>



<p><b>Vapor Devices</b></p> <p>Vapor Producing Device, commonly referred to as e-cigarettes/and all other slang names. Being in possession, use, delivery, transfer while in school or on school property, such as parking lots, school buses, field trips, or at school sponsored events.</p> <p>Inhaling vapors of foreign substances are a danger to students' health and to others. The school prohibits the sale, distribution, use, or possession of any form of vapor producing devices or substances used in such devices during school time or at any school activity. This also includes bus stops. Violation of this rule could result in suspension or expulsion.</p>	<p><b>1st Offense</b> 5 days O.S.S. Notification of police and parents for underage possession Possible fine by courts</p> <p><b>2<sup>nd</sup> Offense</b> 10 days O.S.S. Notification of police and parents for underage possession Possible fine by courts</p> <p><b>3<sup>rd</sup> Offense</b> Recommendation for expulsion Notification of police and parents for underage possession</p>
<p><b>Purposely Setting a Fire</b></p> <p>Anything involving fire that endangers school property and/or its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.</p>	<p><b>All Offenses</b></p> <ol style="list-style-type: none"> <li>1. 10 days O.S.S. or expulsion</li> <li>2. Notification</li> <li>3. Restitution</li> </ol>
<p><b>Physical Assault</b></p> <p>Physical Assault on a staff member, student, or other person associated with the district, which may or may not cause injury, is strictly prohibited. Injury to another person may result in charges being filed and subject the student to expulsion.</p>	<p><b>Any Offense</b></p> <p>Requires suspension or expulsion up to 180 school days of any student in grade 7 or above who physically assaults another student on school property, at a school activity, or on any school vehicle. The assault must be reported to a Board member or Administrator.</p>
<p><b>Verbal Threatening</b></p> <p>Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be investigated as a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.</p>	<p><b>Any Offense</b></p> <p>Requires 5-10 days suspension or expulsion up to 180 school days of any student in grade 6 or above who verbally assaults a school employee, volunteer, or contractor, or who makes a bomb threat or other threat toward school property or activities.</p>
<p><b>Extortion</b></p> <p>Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.</p>	<p><b>1st Offense</b></p> <ol style="list-style-type: none"> <li>1. 5-10 days O.S.S.</li> <li>2. Notification of police and parent</li> </ol> <p><b>2<sup>nd</sup> Offense</b></p> <ol style="list-style-type: none"> <li>1. 10 days O.S.S. or possible expulsion</li> <li>2. Notification of police and parent</li> </ol>

<p><b>Gambling</b></p> <p>Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering using money or goods and services. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.</p>	<p><b>1st Offense</b></p> <ol style="list-style-type: none"> <li>1. Parents notified, confiscation and 1 day O.S.S.</li> <li>2. 3 days O.S.S.</li> <li>3. Suspension up to 10 days; possible expulsion</li> </ol>
<p><b>Bullying</b></p> <p>Either physical or psychological. Taking or damaging property, grabbing or exposing body parts (yours or others), inappropriate sexual behavior, hurtful comments based on religion, appearance, gender, sexual orientation, disability, and race. Any other similar behaviors likely to cause harm.</p>	<p><b>1st and All Offenses</b></p> <ol style="list-style-type: none"> <li>1. Suspension up to 10 days, up to and including expulsion</li> <li>2. Conference with parent(s)/guardian(s)</li> <li>3. Referral to appropriate law enforcement agency</li> </ol>
<p><b>Explosives</b></p> <p>Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.</p>	<p><b>All Offenses</b></p> <ol style="list-style-type: none"> <li>1. Parents notified</li> <li>2. 1-10 days O.S.S.</li> <li>3. Possible expulsion based on explosive device</li> <li>4. Notification of police</li> <li>5. Restitution</li> </ol>
<p><b>Theft</b></p> <p>When a student is caught stealing school property or someone's personal property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building principal. The school is not responsible for personal property. Theft may result in suspension or expulsion</p>	<p><b>1st and All Offenses</b></p> <ol style="list-style-type: none"> <li>1. 5 days O.S.S.</li> <li>2. 10 days O.S.S. and/or possible expulsion</li> <li>3. Notification of police</li> <li>4. Restitution</li> </ol>
<p><b>Hazing</b></p> <p>Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited  <b>See description page (97)</b></p>	<p><b>1st and All Offenses</b></p> <ol style="list-style-type: none"> <li>1. Suspension up to 10 days, up to and including expulsion</li> <li>2. Conference with parent(s)/guardian(s) referral to appropriate law enforcement agency</li> </ol>

<p><b>Fighting</b></p> <p>Fighting is defined as two persons actively involved in the activity doing physical harm to each other. If both persons had an active role in the fight such as trash talking, threats, challenges, etc., then both parties will be considered at fault. Fighting may lead to suspension or expulsion and police action</p>	<p><b>1st and All Offenses</b></p> <ol style="list-style-type: none"> <li>1. 5 days O.S.S.</li> <li>2. Police and parent notified</li> </ol> <p><b>2nd offense</b></p> <ol style="list-style-type: none"> <li>1. 10 days O.S.S. and possible expulsion</li> </ol>
<p><b>Damaging School Property/Vandalism</b></p> <p>Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion and full restitution for damages will be required.</p>	<p><b>1st and All Offenses</b></p> <ol style="list-style-type: none"> <li>1. 1-5 days O.S.S.</li> <li>2. Police and parent notification</li> <li>3. Full restitution</li> </ol> <p><b>2nd Offense</b></p> <ol style="list-style-type: none"> <li>1. 6-10 days O.S.S.</li> <li>2. Police and parent notification</li> <li>3. Full restitution</li> <li>4. Possible expulsion</li> </ol>
<p><b>False Alarms/False Reports</b></p> <p>A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.</p>	<p><b>1st Offense</b></p> <ol style="list-style-type: none"> <li>1. 1-5 days O.S.S. and Social Probation</li> <li>2. Parent conference</li> </ol> <p><b>2nd Offense</b></p> <ol style="list-style-type: none"> <li>1. 6-10 days O.S.S. and Social Probation</li> </ol> <p><b>3rd Offense</b></p> <ol style="list-style-type: none"> <li>10 days O.S.S. and possible expulsion</li> </ol>
<p><b>Gang Activity</b></p> <p>Any gang related activity during the school day or at extracurricular activities that might include behavior such as the writing of graffiti, hand gestures, and dress; specifically beads or other paraphernalia, which are worn for the purpose of designating gang association, are not to be worn at any time during the school day or at extracurricular activities.</p>	<p><b>Any Offense</b></p> <p>Suspension up to ten days up to expulsion from school after an Administrative hearing</p>

<b>Obscene/Profane Language</b>	<b>1st Offense</b>
Any use of verbal, written form, drawings, caricatures or gestures that is obscene or profane could lead to suspension or expulsion.	<ol style="list-style-type: none"> <li>1. Class period in ISR</li> <li>2. One day Social Probation</li> <li>3. Parent notification</li> </ol> <b>2nd Offense</b> <ol style="list-style-type: none"> <li>1. One day ISR</li> <li>2. 2-days Social Probation</li> <li>3. Parent notification</li> </ol> <b>3rd Offense</b> <ol style="list-style-type: none"> <li>1. 3-days OSS</li> <li>2. Parent notification</li> </ol> <b>4th Offense</b> <ol style="list-style-type: none"> <li>1. 5-10 days OSS or possible expulsion</li> <li>2. Parent meeting before returning to school</li> </ol>

<b>Violation of Driving/Parking Rules</b>	<b>1st &amp; 2nd Offense</b>
Driving to school is a privilege. Failure to follow driving and parking rules will result in a loss of driving privileges.	<ol style="list-style-type: none"> <li>1. Loss of driving privilege for 2 days</li> <li>2. Parent notified</li> </ol> <b>3rd Offense</b> <ol style="list-style-type: none"> <li>1. Loss of driving privilege for 10 days</li> <li>2. Parent notified</li> </ol> <b>4th Offense</b> <ol style="list-style-type: none"> <li>1. Loss of driving privileges for the semester or school year</li> <li>2. Parent notified</li> </ol>

<b>Disruption of the Educational Process</b>	<b>1st Offense</b>
Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.	<ol style="list-style-type: none"> <li>1. Class period in ISR</li> <li>2. One day Social Probation</li> <li>3. Parent notification</li> </ol> <b>2nd Offense</b> <ol style="list-style-type: none"> <li>1. One day ISR</li> <li>2. 2-days Social Probation</li> <li>3. Parent notification</li> </ol> <b>3rd Offense</b> <ol style="list-style-type: none"> <li>1. 3-days OSS</li> <li>2. Parent notification</li> </ol> <b>4th Offense</b> <ol style="list-style-type: none"> <li>1. 5-10 days OSS or possible expulsion</li> <li>2. Parent meeting before returning to school</li> </ol>

<b>Harassment</b>	<b>1st and All Offenses</b>
The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.	<ol style="list-style-type: none"> <li>1. Suspension up to 10 days, up to and including expulsion</li> <li>2. Conference with parent(s)/guardian(s)</li> <li>3. Referral to appropriate law enforcement agency</li> </ol>

<p><b>Refusing to Accept Discipline</b></p> <p>The school may use ISR to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion. Any time an Administrator has to come get you out of a classroom, regardless if you think you are right or not. <i>Automatic suspension</i> if this occurs with a Substitute Teacher, Volunteer, or any other person that is not your regular teacher.</p>	<p><b>1st Offense</b></p> <ol style="list-style-type: none"> <li>1. 3 days O.S.S.</li> <li>2. Parent conference</li> </ol> <p><b>2nd Offense</b></p> <ol style="list-style-type: none"> <li>1. 5 days O.S.S.</li> <li>2. Parent Conference</li> </ol> <p><b>3rd Offense</b></p> <ol style="list-style-type: none"> <li>1. 10 days O.S.S and possible expulsion</li> <li>2. Parent Conference</li> </ol>
<p><b>Persistent Absence or Tardiness</b></p> <p>Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school.</p>	<p><b>Refer to:</b>  <b>page 58 (Attendance Policy)</b>  <b>page 60 (Tardy Policy)</b></p>
<p><b>Skipping Class</b></p> <p>A student remains in the school building but fails to attend his/her scheduled class. Excessive skipping of class could result in suspension, removal from the class, up to expulsion.</p>	<p><b>1st Offense</b></p> <ol style="list-style-type: none"> <li>1. Zero for class &amp; unexcused absence charged</li> <li>2. 3 days O.S.S.</li> <li>3. Parent notification</li> </ol> <p><b>2nd Offense</b></p> <ol style="list-style-type: none"> <li>1. 5 days O.S.S.</li> <li>2. Parent conference</li> </ol> <p><b>3rd Offense</b></p> <ol style="list-style-type: none"> <li>1. 10 days O.S.S</li> <li>2. Parent conference</li> </ol> <p><b>4<sup>th</sup> Offense</b></p> <ol style="list-style-type: none"> <li>1. Fail Semester class</li> <li>2. Possible expulsion</li> </ol>
<p><b>Violation of Bus Rules</b></p> <p><b>Refer to Bus Transportation on Page 93</b></p>	<p><b>1st Offense</b> – Warning</p> <p><b>2nd Offense</b> -- 1 day suspension of riding privileges</p> <p><b>3rd Offense</b> -- 3 days suspension of riding privileges</p> <p><b>4<sup>th</sup> Offense</b> -- 5 days suspension of riding privileges</p> <p><b>5th Offense</b> -- Suspension of riding privileges for remainder of semester or school year</p>

<p><b>Unintentional Property Damage</b></p> <p>The act that damaged the property was done with no malice. Full restitution will be required.</p>	<p><b>All Offenses</b></p> <ol style="list-style-type: none"> <li>1. Parent notified</li> <li>2. Restitution</li> </ol>
<p><b>Refer to Internet Acceptable Use on Page 97</b></p> <p>Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.</p>	<p><b>1st Offense</b> Warning, meet with Principal/Dean of Students</p> <p><b>2nd Offense</b> No access until cost is reimbursed when Network or Computer is disabled or the time to remove illegal items. Loss of access for 3 to 18 weeks</p> <p><b>3rd Offense</b> Lose access to technology for remainder of the school year.</p> <p><b>4th Offense</b> Loss of Technology for remainder of high school career</p>
<p><b>Unauthorized Leaving of Building</b></p> <p><i>(not signing out and contacting parent and/or school official or going to vehicle without permission)</i> School officials must speak with the parent before a student will be allowed to sign out. Failure to follow this procedure could result in suspension and up to expulsion.</p>	<p><b>1st Offense</b></p> <ol style="list-style-type: none"> <li>1. 3 days O.S.S.</li> <li>2. Parent notified</li> <li>3. Contact Law Enforcement</li> </ol> <p><b>2nd Offense</b></p> <ol style="list-style-type: none"> <li>1. 5 days O.S.S.</li> <li>2. Parent notified</li> <li>3. Contact Law Enforcement</li> </ol> <p><b>3rd Offense</b></p> <ol style="list-style-type: none"> <li>1. 10 days O.S.S. or possible expulsion</li> <li>2. Parent notified</li> <li>3. Contact Law Enforcement</li> </ol>

<p><b>Violation of Dress Code</b></p> <p>Continued violation of the dress code will be considered persistent disobedience and could lead to suspension and/or expulsion for chronic offenders.</p> <p><b>Refer to Dress Code on Page 72</b></p>	<p><b>1<sup>st</sup> infraction:</b> Call/email home – correct attire – Log entry in PowerSchool</p> <p><b>2<sup>nd</sup> infraction:</b> Call/email home – correct attire – Log entry in PowerSchool</p> <p><b>3<sup>rd</sup> infraction:</b> Call/email home – correct attire – Parent meeting – Log entry in PowerSchool</p> <p><b>4<sup>th</sup> infraction:</b> Call/email home – correct attire – Parent meeting – 1-10 days OSS – Log entry in PowerSchool</p>
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<p><b>Inappropriate Library Use</b></p> <p>Being in the library without a pass (misuse of technology, inappropriate behavior, removing materials without checking out).</p>	<p><b>1<sup>st</sup> Offense</b> Warning, parent notification</p> <p><b>2<sup>nd</sup> Offense</b> Loss of library privileges for 10-days, parent notification</p> <p><b>3<sup>rd</sup> Offense</b> Loss of library privileges for remainder of semester, parent notification</p> <p><b>4<sup>th</sup> Offense</b> Loss of library privileges for remainder of school year, parent notification</p>
<p><b>Rude/Inappropriate Behavior</b></p> <p>All behaviors deemed unacceptable in the school. This may include direct name calling, picking on others, spreading rumors, horseplay, pushing, shoving, tripping, disrespectful or obscene gesture or language. Any other similar behaviors likely to cause harm.</p>	<p><b>1<sup>st</sup> Offense</b> Class period in ISR, parent notification</p> <p><b>2<sup>nd</sup> Offense</b> 2-days Social Probation, parent notification</p> <p><b>3<sup>rd</sup> Offense</b> 3-days OSS, parent notification</p> <p><b>4<sup>th</sup> Offense</b> 5-10 days OSS or possible expulsion, parent meeting before returning to school</p>
<p><b>Displays of Affection</b></p> <p>Students demonstrating affection with each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.</p>	<p><b>1<sup>st</sup> Offense</b> Warning, parent notification</p> <p><b>2<sup>nd</sup> Offense</b> Class period in ISR, parent notification</p> <p><b>3<sup>rd</sup> Offense</b> 1-day ISR, parent notification</p> <p><b>4<sup>th</sup> Offense</b> 3-5 days OSS, parent meeting before return back</p>
<p><b>Insubordination/Disobedience/Defiance of Authority</b></p> <p>School staff is acting "in loco parentis," which means law allows them, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.</p>	<p><b>1<sup>st</sup> Offense</b> Class period in ISR, parent notification</p> <p><b>2<sup>nd</sup> Offense</b> 2-days Social Probation, parent notification</p> <p><b>3<sup>rd</sup> Offense</b> 3-days OSS, parent notification</p> <p><b>4<sup>th</sup> Offense</b> 5-10 days OSS or possible expulsion, parent meeting before returning to school</p>
<p><b>Poor Sub Behavior</b></p> <p>When a student does not follow standard classroom rules with a substitute teacher or volunteer present. Students are expected to follow the same rules and respect substitutes as if they were the regular classroom teacher. Violations of this rule may result in suspension or expulsion.</p>	<p><b>1st Infraction</b></p> <ol style="list-style-type: none"> <li>1. Parents notified</li> <li>2. 3-days ISR, 1-week Social Probation</li> </ol> <p><b>2nd Infraction</b></p> <ol style="list-style-type: none"> <li>1. Parents notified</li> <li>2. 3-days OSS, 1-week Social Probation</li> </ol> <p><b>3rd Infraction</b></p> <ol style="list-style-type: none"> <li>1. Parents notified</li> <li>2. 10-days OSS or possible expulsion</li> </ol>

<p><b>Trespassing/Loitering/Unauthorized Location in School Building or Grounds</b></p> <p>Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so.</p> <p>Loitering is when students are in the building or on school property without a valid pass and/or not in their regularly scheduled classes.</p> <p>All students must be in a supervised activity after school. Students waiting for a ride after school must wait in the designated area to be determined by administration. Student in violation will be asked to leave the property or face disciplinary action.</p>	<p><b>1st Infraction</b></p> <ol style="list-style-type: none"> <li>1. Parent notification</li> <li>2. 1-5 days out of school suspension</li> <li>3. Possible referral to legal authorities</li> </ol> <p><b>2nd Infraction</b></p> <ol style="list-style-type: none"> <li>1. Parent conference</li> <li>2. 5-10 days of O.S.S.</li> </ol> <p><b>3rd Infraction</b></p> <ol style="list-style-type: none"> <li>1. Parent notification</li> <li>2. 10 days O.S.S. and possible recommendation to Superintendent of Schools/Board of Education for long term suspension/expulsion.</li> </ol>
<p><b>Splitting Staff</b></p> <p>If a student asks a school staff member to do something and they are told “no” and then they ask another staff member the same question and are granted permission, then s/he will be disciplined accordingly. The first staff member’s decision is final.</p>	<p><b>1st Offense</b></p> <ol style="list-style-type: none"> <li>1. Class period in ISR</li> <li>2. One day Social Probation</li> <li>3. Parent notification</li> </ol> <p><b>2nd Offense</b></p> <ol style="list-style-type: none"> <li>1. One day ISR</li> <li>2. 2-days Social Probation</li> <li>3. Parent notification</li> </ol> <p><b>3rd Offense</b></p> <ol style="list-style-type: none"> <li>1. 3-days OSS</li> <li>2. Parent notification</li> </ol> <p><b>4th Offense</b></p> <ol style="list-style-type: none"> <li>1. 5-10 days OSS or possible expulsion</li> <li>2. Parent meeting before returning to school</li> </ol>
<p><b>Lying that impedes the Investigatory Process</b></p> <p>When a student does not tell the truth during an investigatory process, the student will be disciplined accordingly.</p>	<p><b>1<sup>st</sup> Offense</b></p> <p>Class period in ISR, parent notification</p> <p><b>2<sup>nd</sup> Offense</b></p> <p>2-days Social Probation, parent notification</p> <p><b>3<sup>rd</sup> Offense</b></p> <p>3-days OSS, parent notification</p> <p><b>4<sup>th</sup> Offense</b></p> <p>5-10 days OSS</p>



<p><b>Possession of Electronic Equipment</b></p> <p>See electronic communication devices pg. Students may use electronic devices before 7:45 am, during lunch in the cafeteria, and after 2:42 pm. Electronic devices are not allowed to be seen during the regular school day other than lunch in the cafeteria only.</p> <p>Cell Phones/Electronic Devices may NOT be used during class time.</p> <p>Cell Phones/Electronic Devices should not be visible or in use during class time or in the hallways.</p> <p>Cell Phones/Electronic Devices and/or any listening devices such as earbuds, headphones, etc. will NOT be allowed in the cafeteria serving line. Students MAY get out their electronic/listening device once they are seated in the cafeteria. NO EXCEPTIONS!</p> <p><b>Refer to Electronic Communications Devices on Page 41</b></p>	<p><b>1<sup>st</sup> Infraction</b></p> <ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Meeting with Principal and/or Dean of Students</li> <li>3. Parent Notification</li> </ol> <p><b>2<sup>nd</sup> Infraction</b></p> <ol style="list-style-type: none"> <li>1. Meeting with Principal and/or Dean of Students</li> <li>2. Confiscation of phone</li> <li>3. Serve one class period in ISR</li> <li>4. Phone returned to student upon completion of detention</li> <li>5. Parent Notification</li> </ol> <p><b>3<sup>rd</sup> Infraction</b></p> <ol style="list-style-type: none"> <li>1. Meeting with Principal and/or Dean of Students</li> <li>2. Confiscation of phone</li> <li>3. Serve remainder of school day in ISR</li> <li>4. Phone returned to student at end of school day</li> <li>5. Parent Notification</li> </ol> <p><b>4<sup>th</sup> Infraction</b></p> <ol style="list-style-type: none"> <li>1. Meeting with Principal and/or Dean of Students</li> <li>2. Confiscation of phone</li> <li>3. Phone returned to student at end of school day</li> <li>4. One (1) day of O.S.S.</li> <li>5. Five (5) days of Social Probation</li> <li>6. Cell phone will not be allowed on school property for remainder of school year</li> </ol> <p><b>Subsequent Offenses</b></p> <ol style="list-style-type: none"> <li>1. 5-10 days OSS or possible expulsion</li> <li>2. Law enforcement notification</li> </ol>
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<b>Persistent Disobedience</b>	<b>1st Infraction</b>
Continued, documented, disruptive behavior and/or continued failure to obey the rules of the school system.	<ol style="list-style-type: none"> <li>1. Parent notification</li> <li>2. Minimum of 1 day of out-of-school suspension.</li> </ol> <p><b>2nd Infraction</b></p> <ol style="list-style-type: none"> <li>1. Parent notification</li> <li>2. Minimum of 3 days of out-of-school suspension.</li> </ol> <p><b>3rd Infraction</b></p> <ol style="list-style-type: none"> <li>1. Parent notification</li> <li>2. 5-10 day out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for long term suspension/expulsion.</li> </ol>

*The above categories have been identified as types of conduct, which interfere with the good order of the school system and the proper functioning of the educational process. The list is not all-inclusive and does not limit the authority of school personnel to deal appropriately with other types of conduct. Additional rules and regulations may be needed from time to time to insure the safety and rights of individuals and the good order of the school system. Adequate notification of such additional rules shall be made by the administration to the faculty, staff, and student body. This code shall be reviewed and revised, if needed, each year by a committee.*

### **STUDENTS RIGHTS OF EXPRESSION**

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

1. A material cannot be displayed if it:
  1. Is obscene to minors, libelous, indecent and pervasively or vulgar.
  2. Advertises any product or service not permitted to minors by law.
  3. Intends to be insulting or harassing.
  4. Intends to incite fighting or presents a likelihood of disrupting school and/or event.
  5. Presents a clear and present likelihood that either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **GANGS**

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations, or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal/dean of students.

## **CODE OF CONDUCT FOR STUDENTS**

Students are expected to conduct themselves in a reasonable, orderly manner at all times. It will be also expected that they will display the highest level of respect for all members of the school community. The commission of, or participation in, activities that are among those defined as criminal under the laws of the State of Michigan is prohibited. This includes activities in school buildings, on school property, or at school-sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Cassopolis Schools, the Board of Education has adopted the following regulations along with guidelines for consequences when these regulations are violated. These regulations apply to all students for all activities of Cassopolis Public Schools.

## **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### ***School Property and Equipment, Personal Effects of Students***

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, bags, backpacks, etc.), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, bags, backpacks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

### ***Students***

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### ***Seizure of Property***

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Cross-references:  
NEOLA 5771 Search and Seizure  
MCL 380.1306  
MCL 380.1313

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for students living 1.5 miles or more from the school. A list of bus stops will be published at each building approximately (1) week prior to the start of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the transportation department. Students must be at their designated bus stop (5) minutes prior to the estimated pick up time to ensure the bus routes maintain route schedules.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the bus drivers, transportation supervisor and/or building principal/dean of students.

Parents/guardians will be informed of any and all inappropriate student behavior on a bus.

Parents/guardians are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. Students will receive bus safety training and parents/guardians are encouraged to discuss these events with their children as they occur.

### ***In the interest of the student's safety, students are expected to observe the following rules:***

1. Be courteous and respectful: No profane/vulgar language or gestures.
2. The bus driver is authorized to assign seats as deemed necessary. Students are expected to cooperate.
3. Remain seated while the bus is in motion.
4. Sit facing forward. Keep feet on the floor and out of the aisle.
5. Keep the bus clean.
6. Do not be destructive.
7. Keep hands, head, feet, etc. inside the bus.
8. Do not throw objects on, at, or out of the bus.
9. Refrain from yelling or screaming. Use quiet voices.
10. Hitting, fighting, or horse playing is not tolerated.
11. Students are not allowed to leave the bus without driver consent.
12. Glass objects, glass containers are not allowed.
13. No animals, reptiles etc. are allowed.
14. No balloons.
15. All student projects must be enclosed and remain enclosed during the bus route in a backpack or safe container for transporting. Must be able to fit on the students' lap or on the floor in front of the seat. Including band instruments.

16. Students must board their bus immediately after dismissal and remain on the bus, until the students are released by the driver.
17. Respect all bus drivers and any other school personnel.
18. No distractions at any railroad crossings.
19. No tobacco products, drugs, or weapons allowed on the bus. This includes look-a-like.
20. Students must be picked up and dropped off only at their designated bus stops.
21. Electronic equipment is allowed on the bus, i.e. radios, CD players, headphones, cell phones; however, the district is not responsible for lost, stolen, or damages of electronic equipment or other personal items.

Bus transportation is a privilege and students are expected to cooperate at all times with school authorities and bus drivers, and to follow the school bus rules. It is necessary that students observe all bus rules and regulations for everyone’s safety. Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: (269) 445-0507.

Cross Reference:  
NEOLA 8600 Transportation

## **DUE PROCESS RIGHTS**

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

### ***Suspension from School***

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

When a student is suspended, he/she may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### ***Long-Term Suspension or Expulsion from School***

When a student is being considered for long-term suspension of more than ten (10) days or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence;
- The time and place of the Board meeting;
- The length of the recommended suspension or expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and counsel;

- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

After notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. The opportunity to earn grades or credit ends when a student is expelled.

### ***Discipline of Students with Disabilities***

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

## **BULLYING, INTIMIDATION, HARASSMENT AND THREATENING**

Bullying, intimidation, harassment and threatening are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, harassment or threatening, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate bully or threat another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, bullying or threatening whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation harassment and threatening or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation, harassment or threatening will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who

have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **NONDISCRIMINATION COORDINATOR**

Tracy D. Hertsel, Superintendent of Schools  
725 Center Street  
Cassopolis, MI. 49031  
(269) 445-0503

### **COMPLAINT MANAGER(S)**

Tracy D. Hertsel, Superintendent of Schools  
725 Center Street  
Cassopolis, MI. 49031  
(269) 445-0503

David E. VanLue, Ross Beatty High School Principal  
22721 Diamond Cove Street  
Cassopolis, MI. 49031  
(269) 445-0506

Cross-References: NEOLA 5517 Harassment of Students NEOLA 5517.91 Bullying and Other Aggressive Behavior Toward Students MCL 380.1300a
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### **SEXUAL HARASSMENT**

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or to Tracy D. Hertsel, Superintendent or his designee who has been designated as the schools' sexual harassment grievance officer.

Cross-reference: NEOLA 5517 Harassment of Students MCL 380.1300a
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### **PHYSICAL ASSAULT**

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Cross-reference:

NEOLA 5610.01 Permanent Expulsion

MCL 380.1310 MCL 380.1311a

## HAZING

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Cross-reference:

NEOLA 5516 Student Hazing

MCL 750.411t

## INTERNET ACCEPTABLE USE

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Unacceptable Use** - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;



- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

***Use of Electronic Mail*** – The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the District's e-mail system constitutes consent to these regulations.

**Cross Reference:**

NEOLA 2531 Copyrighted Works

NEOLA 7540.01 Technology Privacy

NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety

NEOLA 7540.05, 7550 Electronic Mail

**TITLE IX: DISCRIMINATION AND SEXUAL HARASSMENT**

***The School Board’s Title IX Policy***

Pursuant to Title IX of the Education Amendments of 1972, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving of federal financial assistance.” Using the guideline of Title IX, Cassopolis Public Schools Board of Education is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior.

It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties subject to the supervision and control of the school board to harass or discriminate against a student based upon sex. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities or field trips.

## ***Sexual Harassment Defined***

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interferes with an individual's education; or limit an individual's ability to participate in or benefit from the education program. Such conduct includes but is not limited to:

- Verbal harassment or abuse; pressure for sexual activity; sexually motivated or inappropriate hugging, kissing, patting, massaging or pinching; sexual behavior or words, including demands for sexual favors; implied or overt threats accompanied with demand for sexual favors; remarks of a sexual nature about a person's clothing or body; fondling or grabbing; spreading sexual gossip; subjecting someone to sexual materials; and sexual assault or rape.

## ***Gender Discrimination Defined***

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the Cassopolis Public School Board of Education prohibits gender discrimination in areas including but not limited to:

Educational assistance, i.e. tutoring, after-school learning; counseling services; receiving college preparation materials; receiving preparatory materials for school testing; physical education and athletics; student rules and policies; and extracurricular activities.

The Cassopolis Public Schools Board of Education is committed to providing both genders with a positive learning environment and will enforce that all individuals, regardless of gender, receive equitable treatment and benefits.

Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator. The Title IX Coordinator will then notify the school principal of the alleged acts.

Complaints should be directed to Mr. Tracy D. Hertsel, Title IX Coordinator.

## ***Reporting and Investigating of Harassment or Discriminatory Behavior***

### ***A. Reporting***

Any student who believes he/she has been the victim of harassment or discriminatory behavior by another student, teacher, administrator, school personnel, agent, volunteer or third party is to immediately report the alleged conduct. A student need not fill out a formal complaint when reporting alleged harassment or discriminatory behavior. The reporting of harassment or discriminatory acts can be informal or made orally to the Title IX Coordinator or another designated authority. Generally, a report should be made within 45 days of the conduct or act giving rise to the complaint.

A student shall report harassment or discriminatory acts without fear of any retaliatory action regarding educational assistance, receiving testing and college preparation materials, counseling services, physical education, athletics, or participation in extracurricular activities. If the student subsequently receives

unfair treatment as a result of the complaint, he or she is to report such behavior directly to the Superintendent or his/her designee.

**1) *Reports Made in School Building***

Any assistant principal, school administrator or staff member who receives notice that a student has or may have been the victim of harassment or a discriminatory act, is to immediately report the alleged conduct to the Title IX Coordinator. The Title IX Coordinator will document the complaint and immediately notify the principal. The principal or his or her designee will provide a written report of the facts alleged (regardless of whether initial complaint was written or oral) and forward as soon as practicable to the Superintendent or his/her designee. An investigation will not begin by the School Board until the Superintendent or his/her designee has received the written report of the alleged acts. Failure to forward any harassment or discriminatory behavior report or complaint as provided herein will result in disciplinary action against the principal.

**2) *Reports Made to the Cassopolis Public Schools Board of Education***

The student, parent or guardian is not prevented from first notifying the designated authority of the Cassopolis Public Schools Board of Education of alleged harassment or discriminatory conduct. If the complaint involves the school principal, the complaint shall be made or filed directly with the designated authority of the Cassopolis Public Schools Board of Education. Upon the receipt of all complaints made to the Cassopolis Public Schools Board of Education, the designated authority must provide a written report of the allegations to the Superintendent, the principal, and the Title IX Coordinator before an investigation can begin.

**B. *Investigation***

The Cassopolis Public Schools Board of Education will act to investigate all complaints, formal or informal, verbal or written of sexual harassment or other discriminatory acts and will discipline or take appropriate action against any student, teacher, administrator, school personnel, agent, volunteer, or a third party who is found to have violated this policy. The Cassopolis Public Schools Board of Education will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Cassopolis Public Schools Board of Education's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. Before the commencement of any investigation, the parent(s) or guardian(s) of each student involved in the allegations, including witnesses, will be contacted.

The investigation may include, but is not limited to reviewing documentation, conducting phone conferences, on-site observations, or personal interviews with the complainant, the individual(s) against whom the complaint is filed, individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Parents or guardians may only be present for interviews involving their child.

In determining whether alleged conduct constitutes a violation of this policy, the Cassopolis Public Schools Board of Education should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding

circumstances. A preponderance of evidence standard of proof will be applied to all situations involving complaints and grievances alleging harassment and discriminatory acts.

The investigation by the Cassopolis Public Schools Board of Education will be completed within 10 school days. If the investigation should take longer than the allotted 10 days, all parties involved will receive written notice of the estimated date for the investigation to be completed. At all times during the investigation, the Cassopolis Public Schools Board of Education designee will keep all matters confidential when applicable. At the conclusion of the investigation, the Cassopolis Public Schools Board of Education designee will provide a written report to the Superintendent. The report shall include a determination of whether the allegations have been corroborated and found to be factual. Generally, the report will be submitted to the Superintendent within a period of 15 days.

If at any time during the investigation the complaint is deemed to include false reports provided by a student or any school employee, the individual will be subjected to disciplinary action that includes, but is not limited to suspension, expulsion, or termination of employment.

All students subjected to sexual harassment or discriminatory behavior will be provided all available support services from counselors, school psychologists, and school social workers to receive adequate emotional and physical support. No reprisals will be taken against any complainant on account of any complaint made in good faith and subsequently decided as a result of an investigation.

### ***C. Student Grievance Policy***

#### ***Procedures and Timelines***

The party asserting the grievance may elect to have an informal or formal grievance.

##### **a. Informal Grievance**

###### ***1) Alleged Acts not involving the principal or member of Cassopolis Public Schools Board of Education.***

The student may elect to have an informal grievance when the nature of the grievance concerns the behavior of any peer or school employee (other than the principal or member of the Cassopolis Public Schools Board of Education). It is not required that a student have an informal grievance.

***Step One:*** Within five days following the event or condition that is the basis for the grievance, the complainant may request a meeting with the student or employee with whom they disagree, members of the grievance committee, and the Title IX Coordinator (the principal may or may not be present during this first meeting of the informal grievance process).

***Step Two:*** Within five days following the conference request, the student or employee may elect to confer with the complainant under the supervision of the Title IX Coordinator and attempt to resolve the grievance through an oral response.

**Step Three:** If the complainant is not satisfied with the student or employee's oral response, the informal grievance will advance to the principal in the event that the original grievance did not involve the principal. The principal will take the notes provided by the Title IX Coordinator and schedule another meeting in an attempt to resolve the conflict between the complainant and the student or the employee. At the conclusion of the meeting, the principal shall then consider the informal grievance and provide an oral or written response to the complainant within five days.

Step Four: In the event that the complainant is still not satisfied with the outcome of the grievance, he/she must file a formal grievance within five days of the oral or written response of the principal or the grievance will be deemed abandoned.

**2) *Alleged Acts Involving the principal or member of the Cassopolis Public Schools Board of Education.***

If the nature of grievance involves the misconduct of the principal or any board member of the Cassopolis Public Schools Board of Education, the complainant must first contact the Title IX Coordinator.

**Step One:** The complainant has five days to request an appointment with the Title IX Coordinator following the event or condition.

**Step Two:** Serving as mediator, the Title IX Coordinator will then schedule an appointment with the complainant, the principal or board member designee. Before the conclusion of the meeting, the principal or the board designee must attempt to resolve the grievance verbally. If the complainant is not satisfied with the verbal response, he/she must file a formal grievance within five days of the verbal response or the grievance is deemed abandoned.

**b. Formal Grievance**

A student may elect to first participate in the formal grievance procedure.

**Step One:** Under the formal grievance, generally, the complainant should submit his/her complaint in writing within 45 days. The Formal Grievance form (copy of the form is located in the administrative office of each school) may be used, but is not required. The student should address the form to the principal or his/her designee, who will then present a copy of the form to the person who is the nature of the grievance. The complainant must provide the following information in order to be considered complete:

- 1) Name of the person against whom the grievance is against;
- 2) The specific nature of the grievance;
- 3) Date, time, and place of the event or condition that caused the grievance;
- 4) Witnesses present during the alleged act(s);
- 5) The name and title of the third party representative (if applicable) of the complainant;
- 6) The action requested to resolve the grievance;
- 7) The signature of the complainant.

**Step Two:** The principal may schedule a meeting with the complainant and the person who is the subject matter of the grievance. The person(s) who the grievance is against shall respond to the complainant in writing within five days of the meeting and present it to the principal. The principal will make a copy of the response and submit it to the complainant.

**Step Three:** In the event that the complainant is not satisfied with the response, the principal will begin an investigation and will schedule another meeting with the complainant where the principal will explain the nature of the investigation and provide an approximate timeline for the investigation. At the conclusion of the investigation, the principal may schedule a meeting with the complainant, the person whom the grievance is against, and a Board designee. The Board designee will serve as mediator and attempt to resolve the conflict. Within five days of the meeting, the Board designee will provide the complainant with a written response outlining his/her decision about the complainant's grievance.

### **c. Student Appeals Process**

If the complainant is still not satisfied with the result of the formal grievance process, he/she may appeal the decision with 30 days of receipt.

**Step One:** The complainant must direct all notifications of appeal to the attention of the Formal Grievance Form. Within 10 days of receiving the Formal Grievance Form, the Superintendent will then review any documentation leading to this event, and present his/her response in writing to the complainant.

**Step Two:** If the complainant is not satisfied with the response of the Superintendent he/she has five days to submit a written request to the members of the Cassopolis Public Schools Board of Education to schedule a grievance hearing. The Cassopolis Public Schools Board of Education will provide the complainant with a least two days' notice of the grievance hearing. The complainant, parents/guardians third party representative (if applicable), and the person whom the grievance is against are asked to be present at the hearing.

**Step Three:** The complainant or any party representing the complainant, as well as the opposing party, will be allowed to present a five-minute opening statement. Each side will then have no more than 30 minutes to present their position. Following the presentation of positions, each side will have no more than five minutes to present a closing statement. During any part of the presentation, each party may present the Cassopolis Public Schools Board of Education with any copies of documentation to aid the Board in its review. It is required that each board member receive at least three copies of all materials presented.

**Step Four:** Upon the conclusion of the presentations, the Cassopolis Public Schools Board of Education will convene privately to make a decision and verbally present the decision to the parties. Each party will also receive a written response from the Cassopolis Public Schools Board of Education within five days of the grievance hearing.

This completes the Cassopolis Public Schools Board of Education's formal grievance process.

### **LEGAL REFERENCES**

Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; as amended by the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Title IX, Education Amendments of 1972; 34 C.F.R. 106.41 of the Title IX Regulation; Section 504, Rehabilitation Act of 1973; Education for all Handicapped Children Act of 1975; Age Discrimination Act of 1975; P.L. 94-135; 15CFR8.a

## ACKNOWLEDGEMENT OF STUDENT/PARENT HANDBOOK

I have received the Cassopolis High School Student/Parent Handbook. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Cassopolis School District. I also understand that this handbook supersedes all prior handbooks and other written material on the same subjects. Please turn into the main office secretary no later than **Friday, September 16, 2016.**

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Student's printed name

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Date

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Student's Signature

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Date

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Parent/Guardian's printed name

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Date

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Parent/Guardian's Signature

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Date