

# **CASSOPOLIS PUBLIC SCHOOLS**

**22721 Diamond Cove Rd., Cassopolis, MI  
(269) 445-0503**



## **STUDENT HANDBOOK 2023 - 2024**

# Welcome to Cassopolis Public Schools!

On behalf of the faculty and staff, I am pleased to welcome you to Cassopolis Public Schools, proud home of the Cassopolis Rangers. Whether you're returning this fall or joining us for the first year, I hope you will find us to have the ideal environment that meets the academic, social and emotional needs of each student.

Trust, respect, responsibility, and resiliency are the foundational pillars of our school culture. The purpose of this handbook is to inform students and parents of key school policies and procedures that each school will implement within our culture of trust, respect, responsibility, and resiliency. The handbook is not intended to be an all encompassing document. School officials are responsible for interpreting the handbook and if a situation is not specifically addressed, making decisions based on staff discretion. We encourage you to read through the handbook carefully now, and then refer to it as needed throughout the year.

Please don't hesitate to call or come in if you have any questions, concerns or suggestions. Our office doors are always open and we look forward to meeting you. I wish you a successful school year! Go Rangers!

Sincerely,

A handwritten signature in black ink, appearing to read "John Ritzler". The signature is written in a cursive style with a large initial "J" and "R".

John Ritzler, Ph.D.  
Superintendent

# Ross Beatty High School Staff

Mrs. Lindsay Gorham-Pflug	Principal/Athletic Dir.	<a href="mailto:lgorham-pflug@cassopolis.org">lgorham-pflug@cassopolis.org</a>
Mrs. Rachele Bogue-Ward	Assistant Principal	<a href="mailto:rward@cassopolis.org">rward@cassopolis.org</a>
Mrs. Kerry Smith	Adm. Assistant	<a href="mailto:kerrysmith@cassopolis.org">kerrysmith@cassopolis.org</a>
Mrs. Chriss Foster	Guidance	<a href="mailto:cfoster@cassopolis.org">cfoster@cassopolis.org</a>
Mrs. Heidi Hawryszkow	Guidance/Asst. Ath. Dir.	<a href="mailto:hhawryszkow@cassopolis.org">hhawryszkow@cassopolis.org</a>
Mr. Patrick Bondy	English Teacher	<a href="mailto:pbondy@cassopolis.org">pbondy@cassopolis.org</a>
Mrs. Jessica Boshaw	Social Studies Teacher	<a href="mailto:jboshaw@cassopolis.org">jboshaw@cassopolis.org</a>
Mrs. Aubrey Carra	Business Teacher	<a href="mailto:acarra@cassopolis.org">acarra@cassopolis.org</a>
Mr. DaShaun Curtis	Instruct. Asst.	<a href="mailto:dcurtis@cassopolis.org">dcurtis@cassopolis.org</a>
Mr. Nic Davis	Instruct. Asst./Athletics	<a href="mailto:ndavis@cassopolis.org">ndavis@cassopolis.org</a>
Mrs. Roberta Donald	Special Education	<a href="mailto:rdonald@cassopolis.org">rdonald@cassopolis.org</a>
Mrs. Julie Herwick	English Teacher	<a href="mailto:jherwick@cassopolis.org">jherwick@cassopolis.org</a>
Ms. Hannah Hoff	Ag Teacher	<a href="mailto:hhoff@cassopolis.org">hhoff@cassopolis.org</a>
Mrs. Marlyn Jackson	Math Teacher	<a href="mailto:mjackson@cassopolis.org">mjackson@cassopolis.org</a>
Mr. Sean Keck	Band	<a href="mailto:skeck@cassopolis.org">skeck@cassopolis.org</a>
Mr. Stefon Luckey	P.E/Health Teacher	<a href="mailto:sluckey@cassopolis.org">sluckey@cassopolis.org</a>
Mr. Anthony Myrthil	Teacher	<a href="mailto:amyrthil@cassopolis.org">amyrthil@cassopolis.org</a>
Mrs. Jessica Pompey	Alternative Ed. Teacher	<a href="mailto:jpompey@cassopolis.org">jpompey@cassopolis.org</a>
Ms. Emily Quinn	French Teacher	<a href="mailto:equinn@cassopolis.org">equinn@cassopolis.org</a>
Ms. Patty Waldschmidt	Adult/Alt. Education	<a href="mailto:pwaldschmidt@cassopolis.org">pwaldschmidt@cassopolis.org</a>
Mrs. Teresa Wellman	Science Teacher	<a href="mailto:twellman@cassopolis.org">twellman@cassopolis.org</a>
Mrs. Erin Westrate	Social Studies Teacher	<a href="mailto:ewestrate@cassopolis.org">ewestrate@cassopolis.org</a>
Mr. Joseph Westrate	Math Teacher	<a href="mailto:jwestrate@cassopolis.org">jwestrate@cassopolis.org</a>
Mrs. Tina Widerquist	Special Education	<a href="mailto:kwiderquist@cassopolis.org">kwiderquist@cassopolis.org</a>
Mrs. Rebecca Yakel	Art Teacher	<a href="mailto:ryakel@cassopolis.org">ryakel@cassopolis.org</a>

# Squires Middle School Staff

Mrs. Carey May	Principal	<a href="mailto:cmay@cassopolis.org">cmay@cassopolis.org</a>
Mrs. Rachele Ward	Assistant Principal	<a href="mailto:rward@cassopolis.org">rward@cassopolis.org</a>
Miss. Lynnzee Armstrong	Instructional Assistant	<a href="mailto:larmstrong@cassopolis.org">larmstrong@cassopolis.org</a>
Mrs. Jenni Bloss	6th grade	<a href="mailto:jbloss@cassopolis.org">jbloss@cassopolis.org</a>
Ms. Kim Brown	Interventionist	<a href="mailto:kbrown@cassopolis.org">kbrown@cassopolis.org</a>
Mr. Austin Bruens	Instructional Assistant	<a href="mailto:abruens@cassopolis.org">abruens@cassopolis.org</a>
Mr. Trevor Bruens	7th/8th grade History	<a href="mailto:tbruens@cassopolis.org">tbruens@cassopolis.org</a>
Mrs. Lindsey Carlisle	7th grade	<a href="mailto:lcarlisle@cassopolis.org">lcarlisle@cassopolis.org</a>
Ms. Torie Conner	6th grade	<a href="mailto:tconner@cassopolis.org">tconner@cassopolis.org</a>
Mr. Bart Foster	Special Education	<a href="mailto:bfoster@cassopolis.org">bfoster@cassopolis.org</a>
Mrs. Daun Gregory	Administrative Assistant	<a href="mailto:dgregory@cassopolis.org">dgregory@cassopolis.org</a>
Mr. Robbie Fay	8th grade Math	<a href="mailto:rfay@cassopolis.org">rfay@cassopolis.org</a>
Mrs. Hannah Hoff	MS Ag Science	<a href="mailto:hhoff@cassopolis.org">hhoff@cassopolis.org</a>
Mr. Sean Keck	Band	<a href="mailto:skeck@cassopolis.org">skeck@cassopolis.org</a>
Miss. Nichole Keefe	Instructional Assistant	<a href="mailto:nkeefe@cassopolis.org">nkeefe@cassopolis.org</a>
Mr. Zuri Kolver	8th grade English	<a href="mailto:zkolver@cassopolis.org">zkolver@cassopolis.org</a>
Mr. Stefon Luckey	7th grade	<a href="mailto:sluckey@cassopolis.org">sluckey@cassopolis.org</a>
Mr. Cacy May	Instructional Assistant	<a href="mailto:cacymay@cassopolis.org">cacymay@cassopolis.org</a>
Mrs. Lisa Phillips	Special Education	<a href="mailto:lisaphillips@cassopolis.org">lisaphillips@cassopolis.org</a>
Mrs. Becky Ellis	7th grade	<a href="mailto:bellis@cassopolis.org">bellis@cassopolis.org</a>
Mrs. Kylee Ridge	6th grade	<a href="mailto:kridge@cassopolis.org">kridge@cassopolis.org</a>
Mrs. Amanda Solloway	7th/8th grade Science	<a href="mailto:asolloway@cassopolis.org">asolloway@cassopolis.org</a>
Mrs. Teresa Wellman	MS Health	<a href="mailto:twellman@cassopolis.org">twellman@cassopolis.org</a>

## Sam Adams Elementary Staff

Mrs. Tammi Preston	Principal	<a href="mailto:tpreston@cassopolis.org">tpreston@cassopolis.org</a>
Mrs. Lauren Sheeley	Assistant Principal/MTSS Coordinator	<a href="mailto:lsheeley@cassopolis.org">lsheeley@cassopolis.org</a>
Mrs. Julie Shaefer	Secretary	<a href="mailto:jshaefer@cassopolis.org">jshaefer@cassopolis.org</a>
Ms. Brooke Chappell	1st Grade	<a href="mailto:bchappell@cassopolis.org">bchappell@cassopolis.org</a>
Ms. Misty Christian	Secretary	<a href="mailto:mchristian@cassopolis.org">mchristian@cassopolis.org</a>
Mrs. Breana Bowsher	School Support Specialist	<a href="mailto:bbowsher@cassopolis.org">bbowsher@cassopolis.org</a>
Mrs. Lisa Bueche	Kindergarten	<a href="mailto:lbueche@cassopolis.org">lbueche@cassopolis.org</a>
Mrs. Shelli Burks	S.T.E.A.M.	<a href="mailto:sburks@cassopolis.org">sburks@cassopolis.org</a>
Mr. Eric Burns	K-5th Grade P.E. & Health	<a href="mailto:eburns@cassopolis.org">eburns@cassopolis.org</a>
Mrs. Shelia Danzy	Health Room Assistant	<a href="mailto:sdanzy@cassopolis.org">sdanzy@cassopolis.org</a>
Mrs. Cristy Ernst	Special Education	<a href="mailto:cernst@cassopolis.org">cernst@cassopolis.org</a>
Mrs. Toni Eye	RTI Instructional Assistant	<a href="mailto:teye@cassopolis.org">teye@cassopolis.org</a>
Mrs. Morgan First	Kindergarten	<a href="mailto:mfirst@cassopolis.org">mfirst@cassopolis.org</a>
Mrs. Kelly Gustafson	Kindergarten	<a href="mailto:kgustafson@cassopolis.org">kgustafson@cassopolis.org</a>
Ms. Allison Hill	4th Grade	<a href="mailto:ahill@cassopolis.org">ahill@cassopolis.org</a>
Ms. Marisa Ieraci	3rd Grade	<a href="mailto:mieraci@cassopolis.org">mieraci@cassopolis.org</a>
Mr. Sean Keck	5th Grade Band	<a href="mailto:skeck@cassopolis.org">skeck@cassopolis.org</a>
Ms. Amy Kwiatkoski	Special Education	<a href="mailto:akwiatkoski@cassopolis.org">akwiatkoski@cassopolis.org</a>
Mrs. Alisha McCoy	2nd Grade	<a href="mailto:ammccoy@cassopolis.org">ammccoy@cassopolis.org</a>
Mrs. Trista McIntosh	Kindergarten	<a href="mailto:tmcintosh@cassopolis.org">tmcintosh@cassopolis.org</a>
Ms. Jaycee Myer	Art	<a href="mailto:jmyer@cassopolis.org">jmyer@cassopolis.org</a>
Mrs. Renee Newland	2nd Grade	<a href="mailto:rnewland@cassopolis.org">rnewland@cassopolis.org</a>
Ms. Kaitlyn Owen	3rd Grade	<a href="mailto:kowen@cassopolis.org">kowen@cassopolis.org</a>
Mrs. Tracy Phillips	4th Grade	<a href="mailto:tphillips@cassopolis.org">tphillips@cassopolis.org</a>
Mrs. Amy Pike	1st Grade	<a href="mailto:apike@cassopolis.org">apike@cassopolis.org</a>
Ms. Serena Sawyer	1st Grade	<a href="mailto:ssawyer@cassopolis.org">ssawyer@cassopolis.org</a>
Mr. Brett Scott	5th Grade	<a href="mailto:bscott@cassopolis.org">bscott@cassopolis.org</a>
Mrs. Constance Scott	Instructional Paraprofessional	<a href="mailto:cscott@cassopolis.org">cscott@cassopolis.org</a>
Ms. Tiffany Scott	Library/Media/Tech	<a href="mailto:tscott@cassopolis.org">tscott@cassopolis.org</a>
Ms. Jayna Sobecki	Special Education	<a href="mailto:jsobecki@cassopolis.org">jsobecki@cassopolis.org</a>
Mrs. Melissa Smith	Food Service	<a href="mailto:msmith@cassopolis.org">msmith@cassopolis.org</a>
Mrs. Jennifer Torbet	5th Grade	<a href="mailto:jtorbet@cassopolis.org">jtorbet@cassopolis.org</a>
Ms. Alicia Turnbow	4th Grade	<a href="mailto:aturnbow@cassopolis.org">aturnbow@cassopolis.org</a>
Ms. Mary Wright	3rd Grade	<a href="mailto:mwright@cassopolis.org">mwright@cassopolis.org</a>

## Administration and Central Office Staff

Mrs. Jessica Ayers	Data Support Specialist	<a href="mailto:jayers@cassopolis.org">jayers@cassopolis.org</a>
Mr. Chris Bergen	District Security	<a href="mailto:cbergen@cassopolis.org">cbergen@cassopolis.org</a>
Mr. Jim English	Director of Finance	<a href="mailto:jenglish@cassopolis.org">jenglish@cassopolis.org</a>
Mrs. Abbie Feirick	Payroll/Accounting Manager	<a href="mailto:afeirick@cassopolis.org">afeirick@cassopolis.org</a>
Mr. Ray Govert	Technology	<a href="mailto:rgovert@cassopolis.org">rgovert@cassopolis.org</a>
Mrs. Karen McCarthy	Special Ed/Adult/Alt. Ed Dir.	<a href="mailto:kmccarthy@cassopolis.org">kmccarthy@cassopolis.org</a>
Mrs. Yara Neuerburg	Director of Instruction	<a href="mailto:yhernandez@cassopolis.org">yhernandez@cassopolis.org</a>
Mrs. Heather Rigby	Food Service Director	<a href="mailto:hrigby@cassopolis.org">hrigby@cassopolis.org</a>
Dr. John Ritzler	Superintendent	<a href="mailto:jritzler@cassopolis.org">jritzler@cassopolis.org</a>
Mr. Brian Smith	Transportation/Operations	<a href="mailto:brianleesmith@cassopolis.org">brianleesmith@cassopolis.org</a>
Mrs. Beth Westrick	Exec. Admin. Assistant	<a href="mailto:bwestrick@cassopolis.org">bwestrick@cassopolis.org</a>

## Board of Education

President	Mrs. Deb Deubner
Vice President	Mrs. Amanda Smego
Secretary	Mrs. Teresa Dahlgren
Treasurer	Mr. Jesse Bement
Trustee	Mr. Scott Ward
Trustee	Mr. Aaron Steensma
Trustee	Mrs. Heather Beaudoin

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## **Daily Schedules 2023-2024**

High School: 7:35 AM - 2:20 PM

Middle School: 7:30 AM - 2:15 PM

Elementary School: 8:50 AM - 3:30 PM

## **½ Day Schedules**

High School: 7:35 AM - 10:50 AM

Middle School: 7:30 AM - 10:45 AM

Elementary School: 8:50 AM - 12:05 PM

## **2 Hour Delay**

High School: 9:35 AM - 2:20 PM

Middle School: 9:30 AM - 2:15 PM

Elementary School: 10:50 AM - 3:30 PM



# Academic Integrity

Cassopolis Public Schools are committed to providing an atmosphere which values truth, integrity, personal accountability, and respect for the rights of others. To this end, academic dishonesty is strictly prohibited. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

To help students achieve their maximum academic potential, the Cassopolis Public Schools community will promote an environment, which fosters integrity and honorable conduct. Administrators, faculty, students and parents share the responsibility for maintaining an atmosphere in which personal accountability is valued. The constant theme must be honest evaluation of student progress demands honest work by each learner and students must be fully responsible and accountable.

Procedures:

- During the first week of classes, teachers will clearly define honest and dishonest academic work in all of their classes by discussing expectations and the importance of honest effort. Teachers will inform students of procedures and practices relating to examinations, homework and class work.
- Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce the opportunities for dishonest behavior.
- Definition of Academic Dishonesty: Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

Student Expectations for Academic Honesty:

- Students must conduct themselves according to the highest standards of personal integrity.
- Students will not use dishonest methods to fulfill academic expectations and responsibilities.
- Whenever students have a question about this code, they should ask their teachers.
- Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher.

Examples of academic dishonesty include, but are not be limited to, the following:

- Communicating with another student during an examination or quiz;
- Copying material during an examination or quiz;
- Allowing a student to copy from one's examination or quiz;
- Using unauthorized notes or devices;
- Submitting falsified information for grading purposes;
- Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
- Submitting a paper or project which is not the student's work;
- Copying another person's assignments;
- Allowing another student to copy one's assignment;
- Removing examinations or parts of examinations without the knowledge and consent of the teacher;
- Impersonating a student to assist the student academically;
- Having another student impersonate the student to assist academically;
- Stealing or accepting stolen copies of tests or answer sheets keys;

- Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
- Altering a teacher's grade book;
- Falsifying information on applications (e.g., college scholarships);
- Using computers, programmable calculators, or other electronic devices in violation of guidelines established by the teacher;
- Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
- Unlawfully copying computer software or data created by others;
- Misusing school computer systems which are used for student, staff or administrative purposes; and
- Any other violation intended to obtain credit for work which is not one's own.
- Plagiarism Definition
- Plagiarism can be intentional or unintentional, but is academically dishonest regardless.
- Some obvious forms of intentional plagiarism include submitting a current or former student's paper as your own, purchasing or finding a paper on-line and submitting it as our own, or cutting and pasting chunks of "research" from another source and inserting it into your paper without proper citation and quotation.
- Perhaps the offense most students seem to think is NOT plagiarism, but in fact constitutes plagiarism, is rephrasing an encyclopedia article without proper citations. Even if rephrased, the student is still passing off the ideas of another person as their own—this IS plagiarism.
- Students also commit plagiarism when they submit assignments that were not assigned as group or collaborative assignments, but were worked on with other students. Again, this can be intentional or unintentional, but still constitutes plagiarism. Unless specified by the teacher, assignments, including homework, papers, projects, and other assessments, are supposed to reflect the student's own ideas. If two students submit a similar assignment, such as a paper with similar structure, order of evidence, and/or the same choices of quotations, that are highly unlikely to have occurred by accident, they have committed plagiarism. If one student wrote the paper and the other copied it, both students are equally guilty of plagiarism. This is equally true of homework—if one student copies another student's homework, both are guilty of plagiarism.
- It is every student's responsibility to safeguard their work. It is every student's responsibility to make sure their own ideas, not ideas arrived at collaboratively on non-collaborative assignments, are submitted as their work. Students can have peers proofread and edit their work, but must submit their own ideas and only their own ideas.

### Reporting Plagiarism:

Teachers must report and document plagiarism. The standard punishment for plagiarism is a zero on the plagiarized assignment, regardless of whether intentional or unintentional plagiarism was committed. Teachers may require students who have plagiarized to redo the assignment for no credit. If the teacher deems it appropriate in a specific situation, a student may be allowed to redo a plagiarized assignment for full or partial credit.

### Consequences for Academic Dishonesty and/or Plagiarism:

The following consequences for academic dishonesty, and/or plagiarism, will be applied and implemented by all teachers.

1. The teacher shall investigate and report any incident of academic dishonesty to the Assistant Principal.
2. If it is determined that the student engaged in academic dishonesty, the teacher shall assign the student no credit for the academic work or examination involved.
3. The teacher is not required to provide the student with an opportunity to re-submit the assignment or allow for a make-up of any kind.

Upon notification by teachers, school administrators may impose, but not be limited to imposing, the following consequences for a first offense:

1. Notifying parents of the code infraction.
2. In-school suspension not to exceed three days.

Additional or more serious violations of the Academic Integrity Code shall be dealt with more severely. Consequences for any offense beyond the first offense, or a more serious first offense will include, but not be limited to, the following:

1. Meeting with the parent(s)
2. Out-of-school suspension not to exceed three days.
3. No public recognition of the student in any awards function;
4. Removal from the Student Council (if applicable);
5. Will not be eligible for Academic Recognition.

# Academic Recognition

The honor roll is awarded at the end of each marking period. To be a member of the honor roll, a student must have attained final grades of all A's and B's.

## Academic Reports

Students' grades will be calculated using the following scale:

<b>Grading Scale</b>	<b>Letter Grade</b>
98-100	A+
93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
63-67	D
60-62	D-
59 and below	F

Report cards are issued to students/parents on a quarterly basis. Prior to receiving the student's report card, we encourage parents to monitor the student's progress for each class in our management system, which is currently Schoology.

Schoology is the web-based program a parent uses to monitor their student's growth. Through Schoology, a parent can view agendas, submitted assignments, and grades for each class. Each parent is provided with login information for their child at the beginning of the first academic year of enrollment. There is a link on the website to request login information under the Students and Parents tab. If you have any questions about using our student management system or logging in please contact Jess Ayers at [jayers@cassopolis.org](mailto:jayers@cassopolis.org). Parents may also access help by clicking the question mark in the upper right corner on the Schoology homepage.

# **Attendance**

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends a public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Student attendance is a vital factor in academic achievement. Every class period is important. Regular and punctual attendance of students is expected, encouraged and enforced. Students should anticipate an adverse affect on their grade and enrollment status for excessive absences.

To participate in an after school extracurricular or athletic event a student must have been in attendance for the entire day unless excused for another school function pre-approved by a school administrator, or signed out by a parent with administrative approval. All absences from a class shall be counted except those for school sponsored/sanctioned activities or approved extenuated absences.

## **Absences/Tardy/Truancy**

There are three types of absences: Excused Verified, Excused and Unexcused. Excused Verified absences include the following (if proper documentation is provided) : illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student. Without proper documentation the foregoing absences will be simply excused if the school receives contact from the parent. Other absences that may be excused if the school receives contact from the parent include circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences need to be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is asked to call the school the day of the absence. Please call (269) 445-0540 for the high school, (269) 228-5863 for the middle school, or (269) 445-0516 for the elementary school to explain the reason for the absence. Failure to do so shall result in an unexcused absence.

A student shall be considered truant each day or part of the day he/she is inexcusably absent from his/her assigned location. A student is considered tardy when not in their assigned location at the starting time. Excessive absences and tardiness will not be tolerated and will be considered a truancy issue. Truancy is a serious issue and will be dealt with by the school, district and law enforcement. .

## **Absences & Make-up Work**

If a student is absent, they will be expected to make up any missed work, including homework and tests. The student will be permitted the same number of days as they were absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students with more than 10 absences in a marking period may be denied the opportunity to participate in non curricular school activities and events.

# Bullying

Bullying behavior is prohibited without regard to its subject matter or motivating animus. As per state law, bullying includes cyberbullying. Bullying is defined as repeated, persistent, harmful behavior, where an imbalance of power exists, intended to cause fear, distress, or harm to another person's body, emotions, self-esteem or reputation, that substantially interferes with a student's ability to benefit from the educational environment. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another with less power. For more information, see CPS board policy 5571.01 (<http://neola.com/cassopolis-mi/>).

# Dress Code

The following guidelines will be used by building principals to determine what action will be taken relative to student dress.

1. Clothing, patches, buttons, jewelry, bags and any other personal items should be appropriate. Any item containing or depicting obscenity, profanity, weapons, offensive messages of race and religion, ads for illegal substances, alcoholic beverages, or symbols found to be disruptive to the educational environment are not acceptable.
2. Jewelry or body adornments considered to be disruptive or dangerous are not acceptable. Any accessories such as chains, spikes or jewelry that could be detrimental to the safety and/or welfare of other persons will not be permitted.
3. Revealing, overly tight, sheer, and/or low-cut clothing are not allowed. All shirts, tank tops, and/or blouses must cover a minimum of half of each shoulder and the entire torso. Shirts such as tank tops, camis, undershirts and mesh shirts cannot expose the bare midriff.
4. Hats, sunglasses, hoods, winter scarves, bandanas, sweatbands, and other headgear cannot be worn inside the building during the school day except for religious purposes.
5. Shorts and skirts must be within an inch of the student's fingertips when the student's arms are extended by his/her legs.
6. Significantly torn or altered clothes, with primary focus on holes or tears above the knees, are not allowed if skin is exposed or above a similar level as stated in #5 or described in #3.
7. Sagging pants riding below the waist that may expose skin or any garment worn under the pants are not allowed.
8. Coats or lined jackets are to be left in lockers, not worn to class.
9. Book bags, backpacks, purses and duffels are to be left in lockers/cubbies.
10. Excessive make-up, costumes, or accessories that are distracting to instruction are not allowed.
11. Any other item or appearance deemed inappropriate by administration.

## 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.

## Emergency School Closings/School Messenger

In case of bad weather and other local emergencies, school may be canceled or delayed. This information will be posted on the website, Facebook, Twitter, and our School Messenger communication system. Please listen to any local radio or television station (WNDU, WSBT, or WSJV) to be advised of school closings or early dismissals. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

**School Messenger** 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 School Messenger to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, email, pager, or PDA in any combination. Please ensure that your phone number and email is kept current with the school building.

# Equal Opportunity/Nondiscrimination Policy

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

- Any questions concerning Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, should be directed to the Superintendent's Office.
- Inquiries related to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to the Superintendent's Office.
- Questions concerning Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to the Superintendent's Office.

## Extracurricular Activities

Sponsors of various clubs, organizations, and athletic teams will formulate rules and regulations pertinent to each individual group and submit them to all participants in writing after approval of the building administrator. It is to be understood that school rules and regulations apply to all such activities including off campus activities. See the CPS Athletic Handbook for further details. The Athletic Handbook can be found on the district website.

## Food Services

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. Breakfast and Lunch are served every school day and are free to all students.

**Closed Campus Lunch** - Students may not leave campus during lunch. During lunch, students must proceed directly to the cafeteria and stay for the lunch period.

## Fundraising

Fundraising activities must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. Students are prohibited from self-fundraising.



## **Good Standing Status**

Attendance at school-sponsored extracurricular functions, including but not limited to dances, is a privilege. In order to attend extracurricular functions, students must be in good standing in terms of academics, attendance, and behavior.

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 form will be available and needs to be turned in at least a week in advance. A guest must be "age appropriate" for the attendees of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored extracurricular functions. Students who violate the school's discipline code will be required to leave the function 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.

## **Immunizations**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to the Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

- A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization. A waiver from the health department will also be required.
- C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

## **Injury & 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. In order to protect the health and safety of all students and staff, it is recommended that anyone who has a fever, vomits, or other contagious illness stays home until they are symptom free for 24 hours without medication.

**Concussions and Head Injuries** - A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be

immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

## **Internet Acceptable Use Policy**

All use of electronic network use 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.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or 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, regardless of whether it is copyrighted or de-virused;
- c. Downloading of 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.
- n. Cyberbullying

**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 email is not private. People who operate the system have access to all email. 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 District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be 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 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 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. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. 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 and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website 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 email 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 website displaying the material may not be considered a source of permission.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The 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 to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email 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 is a registered 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 District. Users will be held personally responsible for the content of any and all email 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 School District's email system constitutes consent to these regulations.

## **Lockers/Cubbies**

School lockers or cubbies are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

Locker/Cubby assignments are made by district personnel. Students are advised not to keep valuables and personal possessions in lockers. The school is not responsible for loss or damage of personal property.

## **Medication and Other Chronic Health Issues**

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.

**Students with Severe Food Allergy or Other Chronic Health Issues** - If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

**Care of Students with Diabetes** - If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

## Online Classes

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 online courses during an academic term that the school district does not currently offer.

In order to participate in online learning at Cassopolis Public Schools the following rules and expectations apply:

1. Before registration in the courses, the parent/guardian must complete and submit a form showing acknowledgement of online enrollment including a parent/guardian email address where online grades and updates may be sent.
2. Students must fill out a learning inventory, an online learning contract and an Educational Development plan.
3. If the student withdraws from the course after the withdrawal date, the parent/guardian agrees to repay any fees incurred by the district on behalf of the student. The student will then receive a failing grade(s) on their report card.
4. If the student fails to earn a passing grade, they will be denied additional enrollment at the expense of Cassopolis Public Schools. The student will receive a failing grade(s) on their report cards. Any further online courses will be at the expense of the parent/guardian.
5. All online students will be required to attend the scheduled class period in the assigned classroom. Attendance is expected and will be reported daily.

## Personal Communication Devices

Students may **NOT** use personal communication devices (PCDs) during the school day unless directed by staff. If a student violates this policy, a staff member may take the device until the end of the school day. Subsequent offenses may require the parent to come and pick up the device. All students will receive school assigned devices, which they will use throughout the school day.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., smartphones (e.g., iPhone, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Headphones, Earbuds, any Listening device should not be visible or in use during class time, in the hallways, or lunch serving lines.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or pictures/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

## **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. Brian Smith, Director of Operations, (269) 445-0624.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **Prohibited Student Conduct**

Students will be disciplined for misconduct, including but not limited to the following:

1. Any purposeful action toward another student that results in serious and observable injury requiring medical attention.
2. Intentionally causing, or attempting to cause, physical harm to any school staff or school representative through force or violence.
3. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
4. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

5. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

6. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.
7. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
10. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.



12. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
13. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
14. A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school related events, unless the student is given express consent by that person(s).

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Disciplinary Measures**

Parent-student-teacher communications and/or conference(s) are **expected** to correct all misbehavior. Administration involvement in student behavior issues should only occur after parent-student-teacher communication and interventions. Potential disciplinary measures include, without limitation, any of the following measures:

1. Withholding of privileges including Trust Cards.
2. Temporary removal from the classroom.
3. Return of property or restitution for lost, stolen or damaged property.
4. Community service.
5. Suspension of bus riding privileges.
6. Suspension from school and/or all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
7. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
8. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
9. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other

circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

### **Expulsions/Suspensions - Required By Statute**

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a *firearm, weapon* in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of *firearms weapons* that were brought into the weapon-free school zone. For more information, see CPS board policy 5600 (<http://neola.com/cassopolis-mi/>).

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

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to these students.

### **Restorative Practices**

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- a) are initiated by the victim;
- b) are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- c) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- d) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

### **Due Process Rights and Appeal Process**

For information on the student's Due Process Rights and Appeal Process, please see CPS board policy 5611 (<http://neola.com/cassopolis-mi/>).

# **Student Drop-Off/Pick-Up Times & Location**

Those dropping off and picking up students may do so in the front of the building. Students can be dropped off 10 minutes prior to the start of school. They should be picked up at the conclusion of the school day.

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. The school has specific locations available for school visitor parking.

## **Student Fees**

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.

Failure to pay fines may result in loss of privileges.

## **Student Parking**

Parking on school property is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students under age 18 must have written parental permission prior to driving to school.
- Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:
  - driver's license
  - insurance certificate
  - vehicle registration
- Parking lot speed limit is 10 mph.
- The student must obtain a permit from the main office and pay a fee of \$20 for the entire school year.
- If a student's parking permit is suspended, no fees will be refunded.

Students with a proper permit must park their vehicles in the designated lot located on the west side of the high school between the hours of 7:00 am and 3:30 pm. Vehicles must be parked in the parking lot west of the

gymnasium within the painted lines. Drivers must also drive under the speed limit of 10 mph while in the parking lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles not parked within the painted lines or in the properly designated parking areas may be ticketed or towed at the discretion of the school, and at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated in all other locations are for school staff, personnel, and others designated by the 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 the 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 vehicles 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.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities.

- unless written permission is granted by their parents and approved by the principal.
- approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the principal.

## **Technology Procedure**

All students will be issued a school chromebook, charger and carrying bag. It is the responsibility of the student to take care of these items and bring them to school every day, charged and ready to go. Before students are issued their devices they will be given the technology contract and asked to sign it. In the event of student-caused damage, the computer will be sent for repair and the student will be invoiced for the cost of the repairs.

# Transportation

The district provides bus transportation to and from school for eligible students, free of charge. **Students are not permitted to ride a bus other than the bus to which they are assigned.** A transportation form needs to be filled out online at the beginning of each school year to ensure that students are put on a bus route. That form can be found at the school website, under district and transportation or by clicking [here](#).

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 transportation manager.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct or unsafe behavior.

Video cameras may be active on buses 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.

## **Visitors**

All visitors are required to show ID and sign into the building. . Approved visitors must wear the ID badge identifying them as a guest and place the badge onto 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 him or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **Volunteers**

All school volunteers must complete the “Volunteer 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 opportunities, please contact the building principal.

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

## **Cassopolis Public Schools Board Policies**

This handbook is based in significant part on policies adopted by the Board of Education. Those Board Policies are incorporated by reference into the provisions of this handbook. The Policies are periodically updated in response to changes in the law and other circumstances. All items are subject to change throughout the year as mandated by legislation and board policies.

All of the Cassopolis Public Schools Board Policies, and the expanded version of the board policies listed in this handbook, can be found on our website at <http://cassopolis.k12.mi.us/> under the Board of Education tab.