

# Central Montcalm Middle - High School



## Student/Parent Handbook 2023-2024

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Central Montcalm Middle - High School  
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## **INTRODUCTION**

### **COMMENTS FROM THE PRINCIPAL**

Welcome to Central Montcalm Middle-High School. The CMMHS staff and I are excited to have you join us in making your experience at our school productive, safe, and successful. This handbook contains important information that you should know. Please read it and become familiar with the policies and procedures of our school. If you have any questions that are not addressed in this handbook, you are encouraged to talk to a school staff member.

Looking forward to a great year!

Charity M. Stephens, Principal

### **HORNET FIGHT SONG**

Go Central High School

You look fine tonight Lift up high the banner

That's colored green and white

Rah Rah Rah

Onward our hornets

You are Central's Pride

Fight on for our school's honor

And a victory for the Central side

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*This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2021. If any of the policies or administrative guidelines referenced herein is revised after August 2021, the language in the most current policy or administrative guideline prevails.*

## **MISSION STATEMENT**

“To Advance Quality Learning”

The staff of Central Montcalm Middle-High School understands quality education to include several components. At Central Montcalm Middle-High School, a quality education is up-to-date and challenging. It involves working and learning with students to help them become worthwhile members of society. Quality education at Central Montcalm Middle-High School allows for success, builds self-esteem and develops self-direction. Based on the latest and best research, Central Montcalm Middle-High School's quality education develops useful basic skills and a solid knowledge base. Finally, a quality education at Central Montcalm Middle-High School requires commitment and encourages doing one's best in all things.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Central Montcalm School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. For information on the person designated to handle inquiries regarding the School District's non-discrimination policies please contact:

Board Of Education Office Central Montcalm Public Schools  
1480 S. Sheridan Road  
Stanton, MI 48888 [989-831-2001](tel:989-831-2001)

The School District's complaint procedure may be obtained from the board office. For further information, you may also contact:

Office for Civil Rights U.S. Department of Education  
600 Superior Avenue East, Suite 750 Cleveland, OH 44114-2611  
Telephone: [216-522-4970](tel:216-522-4970) FAX: [216-522-2573](tel:216-522-2573); TDD: [877-521-2172](tel:877-521-2172)  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

### **INDIVIDUALS 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. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.

### **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 the school office.

**REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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.

**ELASTIC CLAUSE**

The school administration (building principal) reserves the right to amend any provision in this handbook, which he/she deems to be in the best interests of the educational process. The school administration (principal) retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

**GENERAL INFORMATION**

**CMMHS 2023 - 24 Daily Schedule**

1st Hour	7:25 - 8:14
SWARM	8:17 - 8:42
2nd Hour	8:47 - 9:36
3rd Hour	9:41 - 10:30
4th Hr Learning Lab	10:33 - 11:08
A-Lunch/5th Hr	11:08 - 11:38/11:43 - 12:32
5th Hr/B-Lunch	11:13 - 12:02/12:02 - 12:32
6th Hour	12:37 - 1:26
7th Hour	1:31 - 2:20

**SCHOOL ANNOUNCEMENTS**

Announcements will be displayed on the school’s video announcement monitors which are located at various points in the building. It is very important that all students pay attention carefully to these announcement monitors as many announcements may pertain to students specifically or in general.



Announcements should be turned in to the office one day in advance. All announcements must be approved or signed by the teacher or administrator.

### **LIBRARY/MEDIA CENTER**

The library/media center is a place where students read, study, and do research. Please respect the rights of others to use it in this manner. Books and magazines may be checked out for three (3) weeks. Some encyclopedias and other reference materials may be signed out on a more limited basis. Audiovisual materials and some reference materials are for use in the library/media center only. Most materials may be renewed. Students will pay for materials that are misused or lost. Food and beverages are not allowed. Students coming to the library/media center must have a pass, unless their teacher accompanies them.

### **BACKPACKS/BAGS/PURSES**

If a locker is assigned, students should make sure that any personal bags, backpacks and/or purses fit inside their assigned school locker and should be kept there for the entirety of their school day. Students may be allowed to carry backpacks, bags or purses into classrooms or common areas of the school building (library, gym, lunch room, etc.) but should be stored in a safe manner.

### **LOCKERS**

Lockers may be provided on a loan basis and remain the property of the school. Locks have been supplied to protect your personal belongings. Vandalism to either the locker or the lock will result in penalties. They are provided for your benefits; use them and respect them. The school maintains ownership and lockers may be inspected at any time. Damaged lockers and locks must be reported to the school office immediately. The school will not be responsible for personal property theft. Students must take every measure to assure the security of their locker and its contents. Students must remain in the assigned locker unless authorized by the building principal.

### **MEAL PROGRAM**

Breakfast and lunch will be made available to all students and staff. For the 2023-2024 school year, all students will receive breakfast and lunch at no cost. All CM families will need to complete the Household Information Report form. This form should be submitted through Final Forms.

### **FIELD TRIPS**

Field trips are an extension of the learning experience for students. Parents/guardian permission is required for a student to participate. Students may be denied the privilege of a field trip, or parents may be requested to accompany their child, when misconduct warrants these measures.

## **OFFICE TELEPHONES**

Office telephones are for business use only and are not available to students except in emergency situations and with the permission of an office staff member. Any student using the phone for school business must have a pass from the instructor they are representing.

## **TEXTBOOKS**

Textbooks for students will be provided by the school district. It is the student's responsibility to use books properly and prevent their loss. Stolen books are considered lost books. Students will be required to pay for damaged or lost books.

## **CLOSED CAMPUS**

Central Montcalm Middle-High School has a closed campus. Students are not permitted to leave unless authorized by a parent/guardian. All students entering or leaving the school building after the start of the school day must sign in or out in the school office.

## **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Central Montcalm Middle-High School offers a wide variety of clubs and activities. Students are encouraged to participate in extracurricular activities to enhance their educational experience. All school rules regarding eligibility apply for participation. Please refer to the CMMHS Athletic Handbook (Appendix E) for athletic eligibility requirements.

## **SCHOOL 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. All volunteers must pass a background check prior to working with students.

## **STUDENT FUNDRAISING**

Fundraising activities by school organizations must be approved in advance by the principal and presented to the fundraising committee. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

## **SCHOOL SPONSORED DANCES AND CELEBRATIONS**

Celebrations to acknowledge achievements and other goal completion may include participation in activities at school or off campus during the school day. Permission for students to participate in these activities is granted with the permission slip/signature page in Final Forms.

The school administration must approve all dances. Approval for building use must be obtained from the Central Office or their designee.

- If a student is absent or suspended the day of a dance, he or she may not attend.
- Students are not permitted to leave and return during a dance.
- Dance expectations are outlined in the PBIS Handbook (Appendix A). All dress code restrictions are enforced at dances. Violators will be asked to change or leave.
- Names of all chaperones must be submitted to the Principal two (2) weeks prior to the date of the dance before final approval will be granted. Sponsoring groups and chaperones are responsible for supervision of the dance. Teacher chaperones are responsible for final decisions.
- No middle school students are allowed in high school dances. No high school students are allowed in middle school dances.
- School rules apply for student conduct while attending dances.
- Chaperones are authorized to remove anyone who violates school rules while at a dance.
- Students may be removed from a dance and face disciplinary consequences if it is believed they are under the influence or in possession of tobacco, “vapes”, alcohol or drugs.
- All high school dances/parties shall last no more than three (3) hours and shall end no later than 10:00 p.m.
- Visitors are not allowed at middle school dances. Visitors may be allowed at high school dances at the discretion of the principal. The Central Montcalm student shall be responsible for the behavior of their visiting guest. All visitors must sign a guest list and are subject to all student rules for dances/parties. Visitor passes must be submitted to the high school office TWO weeks prior to the dance for approval. (Friday by 3 pm if dance is on a Saturday)
- School administration does not need to give an explanation for turning down a visitor pass to a school event and all decisions of the Principal are final. Visitors may not be older than 20 years old.
- Prom - Only 11th and 12th grade students may attend prom. If a Junior (11th) or Senior (12th) wishes to bring a guest to the prom that is not an 11th or 12th grade student in good standing at Central Montcalm High School, they must follow the visitor guidelines as outlined above. These visitor guidelines apply to Central Montcalm underclassmen (9th and 10th grade students) as well and a visitor pass must be filled out. A Central Montcalm Junior

or Senior may bring one guest to prom. All foreign exchange students are invited to prom and may bring one guest and that guest must follow the visitor guidelines as outlined above.

### **VIDEO MONITORING SYSTEMS**

A video monitoring system may be used on school buses 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. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

### **VISITORS**

By state law, all persons who are not school personnel must report to the Main Office to sign in and state their reason for being on school grounds or in the building. As to whether the person can remain, is entirely up to the administration. This law is for the protection of students and staff and will be enforced. 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.

## **ACADEMIC INFORMATION**

### **ENROLLMENT**

Eligibility to attend Central Montcalm Middle-High School is determined by the following criteria:

- A. Students who are legal residents of the District. Proof of residency will be required for registration in the District. Legal residency means a student is residing with his/her parents, legal guardians, or a resident relative with power of attorney over the student. A student may attend school in this District tuition free. If a parent or legal guardian is a legal resident of the District, regardless of whether the parent or legal guardian has actual custody of the student. Legal residency, when living with a relative, must be based on the need for a suitable home and not for educational purposes. If the student temporarily resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for the student from the home of the nonresident, custodial parent.
- B. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State established criteria.
- C. A student who is resident within the District by order of a juvenile or probate court or placed in the District as a ward of the State by an authorized agency shall be admitted tuition free.
- D. Any student who enrolls in the District under the District's schools of choice program.
- E. Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, will be admitted tuition-free.
- F. Students whose parents do not reside within the District but who present evidence that they will

move into the District within a short period of time may enroll in the schools of this District as tuition students for the time not in residence.

G. Twelfth grade students who have begun their work toward graduation from the District's high school and whose parents no longer reside within the District may be permitted to complete their high school education as tuition students.

H. A resident student, otherwise eligible to attend school in the District, may be denied admission if s/he has a record of behavior that the Superintendent believes would constitute a threat to the safety and well-being of staff and other students.

I. A nonresident student placed with the District for educational reasons by a juvenile or probate court order shall be admitted tuition free.

J. Students enrolled in the special education program of this District whose parents do not reside within the District may attend as tuition students.

K. Nonresidents may be accepted into the District's Adult Education Classes upon payment of the appropriate fees.

L. Nonresident students may be accepted into the District's Summer School Program.

M. A student who is the child of a person who is employed by the District, including an adopted child or legal ward.

\*The Superintendent shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing his/her fullest educational potential.

\*\*The building principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **WITHDRAWAL AND TRANSFER**

If you find it necessary to transfer to another school, be certain to contact the office before leaving in order that we can best assist you in having a smooth transition from one school to another. Please also be sure your child returns any textbooks, library books, or school owned equipment prior to leaving.

Students desiring to transfer to The Success Virtual Learning Center 17 (Berrien Springs) will only be released by Central Montcalm Schools if they meet one of the following criteria:

- 1.) Student has a recommendation from a medical doctor/psychiatrist that supports this transfer.
- 2.) Student has been expelled or possesses a significant discipline history and the administration recommends the move to virtual learning would be in the best interest of the student.
- 3.) Student is going to be a junior in their second semester and is not in a position to meet the credit criteria to graduate from the traditional school setting (Central Montcalm High School).

### **GRADING PROCEDURES**

Grade reporting is done four times per school year. Progress reports will be sent home at mid-marking period. Report Cards will be sent home at semester. Grades are based on the following scale:

A	=	94-100	B-	=	80-82	D+	=	67-69
A-	=	90-93	C+	=	77-79	D	=	63-66
B+	=	87-89	C	=	73-76	D-	=	60-62
B	=	83-86	C-	=	70-72	E	=	Below

### **PROMOTION REQUIREMENTS (Grades 6-8)**

Students are expected to earn satisfactory grades in all core and elective classes. Students who fail multiple core classes will be considered for retention. All students are required to take classes in the following areas: Language Arts, Math, Science, and Social Studies. Two elective classes will be taken each term. Special Education students will be promoted when the IEP team determines the student has met his/her goals and objectives and has made satisfactory academic progress. Retention and promotion decisions will be made as a result of teacher, counselor, administrator and parent input. CMMHS staff retains the right to promote or retain any student based on the above-mentioned policy. The building principal will have the final decision making authority when determining if a student will be retained.

### **HIGH SCHOOL CLASS MEMBERSHIP AND GRADUATION**

In order to qualify as a freshman, a student must have successfully met the middle school requirements or be advanced by a joint decision of the middle-high school administration.

In order to qualify as a sophomore, a student must have earned six (6) credits in the 9th grade.

In order to qualify as a junior, a student must have earned at least twelve (12) credits in the 9th and 10th grades.

In order to qualify as a senior, a student must have earned at least eighteen (18) credits in the 9th, 10th, and 11th grades.

To qualify for graduation and commencement exercises, a student must meet the requirements as set forth by the Board of Education. A diploma will be awarded with the successful completion of twenty-one (21) credits of study.

### **MINIMUM REQUIREMENTS FOR GRADUATION**

Language Arts	4 credits: 1 credit in 9th Grade English Language Arts 1 credit in 10th Grade English Language Arts 1 credit in 11th Grade English Language Arts 1 credit in 12th Grade Language Arts 12
Science	3 credits: 1 credit in Earth Science 1 credit in Biology 1 credit in Chemistry/Physics
Mathematics	4 credits: 1 credit in Algebra I 1 credit in Geometry 1 credit in Algebra II 1 credit in Math or Math-related course in final year
Social Studies	3 credits: 1 credit in American Studies/Geography 1 credit in World History/Geography 1/2 credit in Economics 1/2 credit in U.S. Government (Civics)
Physical Education	1 credit: 1/2 credit in Physical Education

1/2 credit in Health Education

Fine Arts 1 credit: Art, Band, Choir, Web Design, or Multi-media

World Language 2 Credits: World Language Electives  
(Class of 2016)

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Required courses 16 credits:

Elective courses 5 credits:

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TOTAL 21 credits: minimum required for graduation (Out of 24 credits)

### **POLICY COVERING EARLY GRADUATION**

Under certain circumstances, it may be possible for a Central Montcalm High School student to graduate ahead of his/her class.

To be considered for early graduation, a student must meet or exceed the following criteria:

1. The student must have an overall grade point average of 3.50 or higher.
2. The student must have successfully completed all required courses.
3. The student must meet the college readiness benchmarks on the SAT test as determined by the College Board.
4. Each student requesting consideration for early graduation must have on file with the high school principal each of the following:
  - a. A written recommendation from members of the high school faculty representing the following subject matter areas: language arts, mathematics, science, and social studies.
  - b. A written statement from a high school counselor indicating the counselor's analysis of the impact that an early graduation would have on the academic, social, and emotional development of the student.
  - c. A written statement from the parent/guardian of the student indicating concurrence with the concept of an early graduation.
5. The student must provide the principal a written statement requesting consideration for an early graduation. The statement must include the reason(s) the student feels he/she is qualified and his/her educational plans for the future.

**\*Letters a – c above must be completed within the first 45 days of the academic year in which the student wants to graduate\***

Individual students who fulfill the aforementioned requirements shall be eligible to graduate early; however, said student(s) shall not be eligible to graduate with honors nor will he/she be eligible to



receive the honor of valedictorian or salutatorian. The Board of Education has the sole authority to approve or disapprove requests for early graduation.

### **COMMENCEMENT**

Commencement exercises will include only those students who have successfully completed requirements as certified by the principal by 2:50 pm on the seniors' last day. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

### **COUNSELING SERVICES**

Counselors can help students in many ways including:

1. Selecting appropriate classes
2. Helping students to better understand themselves
3. Interpreting standardized test results
4. Discussing effective study skills
5. Helping students to better get along with others
6. Teaching students how to appropriately fill out applications and prepare for job interviews
7. Finding career information appropriate to a student's interests
8. Helping students develop decision-making skills
9. Discussing college plans
10. Providing financial aid information to students continuing their education beyond high school
11. Working with students to select appropriate shared-time programs
12. Making class presentations and facilitating discussions
13. Working with students in developing their future plans
14. Helping students find part-time work or full-time employment after graduation
15. Making referrals to outside agencies

Individual counseling is often done in the areas of:

1. Personal problems
2. Choosing classes
3. Improving study skills
4. Clarifying career goals
5. Post high school planning
6. Improving communication with teachers, peers, and/or family
7. Decision making

8. Academic achievement
9. Dating and marriage decisions

Counselors are responsible for coordinating the testing program. In addition to administering the tests, counselors interpret test results to students, parents, and teachers.

SAT 9 and 10- both assessments prepare students to take the SAT. The test results provide valuable college and career planning information. This assessment is given in the spring for 9th and 10th graders.

PSAT- Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT) is given 11 to juniors in the fall, although sophomores and others may take the test if they desire. The PSAT assesses verbal and mathematics reasoning ability. Mstep/SAT- In the spring of 2015, Michigan high school students said goodbye to the MEAP exam and hello to the Mstep. This new test not only combines items from several tests but it is also the first standardized test to be administered completely online. The exam will provide students with: a free SAT college entrance exam score, free Work Keys assessment that connects work skills training, and testing to improve student education and job opportunities.

**Testing Dates:** The Mstep and SAT tests will be administered to high school juniors during a spring testing window in March and/or April.

### **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 the high school principal and/or counselor. Approval will be based upon the following factors:
  3. Credit earned under this policy section shall be based on a "pass" grade.
  4. Computation of high school credit for postsecondary institution coursework will be based on the following formula: 3 semester hours equals 1 high school credit; 4 to 6 semester hours equals an additional ½ high school credit (1 ½ total); 7 to 8 semester hours equals an additional (1) high school credit (2 total).
5. Upon validation from the issuing postsecondary institution, the student's credit will be recorded on the student's high school transcript. The grade earned by the student shall not be included for any purpose in the computation of the student's grade point average or class rank.
6. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal and/or counselor in a timely fashion.

7. 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.

**8. If a student fails a dual enrollment course, the student is responsible for reimbursing the district for any fees associated with the course that were paid for by the district.**

**9. A student is only eligible for a maximum of 10 college classes.**

### **SUPPLEMENTARY CREDIT**

It is possible for a student to earn up to a maximum of five (5) credits toward a high school diploma by taking correspondence courses/online courses.

1. Permission to earn such credit must be obtained from a counselor or the principal prior to enrollment.
2. No required courses may be taken via correspondence unless the student attempted to complete such courses at CMHS first.
3. The student is responsible to make sure that he/she has fulfilled all responsibilities associated with completion of such courses.
4. It is the student's responsibility to ensure that an official transcript, indicating grades and credits earned are sent to this school district. This must be done or no credit will be granted. If this credit is needed for graduation, this information must be received the second Friday in May in order to participate in the graduation and commencement ceremonies sponsored by the school.

### **TESTING OUT OF COURSES: TESTING OUT OF A CLASS**

In 1995, the Michigan Legislature passed Public Act 335; which requires high schools to develop alternative options for students to fulfill academic requirements. Section 1270B of the State School Code requires schools to provide an opportunity for high school students to “test out” of any course. The “test out” option does not include those courses in which students are currently enrolled. In order to “test out”, students need to exhibit mastery of the subject matter as pre-determined by the department/teacher for which the test-out is requested. The student may be asked to demonstrate mastery through various types of assessments used in the course such as portfolios, performances, papers, projects, or presentations, in addition to or in lieu of, a final exam. Teachers and counselors **are not** responsible for tutoring or providing instruction relative to students “testing out” of the course. Students must earn a minimum of 21 credits for graduation.

### **TESTING OUT TIMELINES**

**Beginning of April:** Applications available in the high school counseling office

**End of April:** Completed applications are due to the high school counseling office

**In May:** Class test-out packages available

**Prior to the start of the school year:** All required coursework is due/final exam is taken (As outlined by the department for which a test-out is requested)

\*\*\*Please note that by “testing out” of a course, a student will miss participation in discussions, classroom activities and additional opportunities to develop the skills that are nurtured by daily contact with the teacher and fellow students. If you have questions or concerns, please contact your child’s counselor. Applications are available in the counseling office.

### **TOP ACADEMIC HONORS STUDENTS**

Each year, senior students possessing a 3.8 grade point average at the completion of the next to final semester will be identified and honored. No student will be considered for academic honor recognition (i.e. Top Academic, honor student status for graduation, etc.) in his/her senior year if he/she has an incomplete on his/her high school transcript. Furthermore, to be considered for top academic honors, a student must be enrolled in Central Montcalm no later than the first day of the first semester of the student’s senior year. Students that transfer must possess a valid transcript from the school(s) which they have attended prior to enrolling in Central Montcalm High School and all transferred grades will be utilized to determine top academic status based on the same formula used to calculate grade point averages for all Central Montcalm students. Official grade point average and class ranks will not be determined until the completion of the final semester. These figures will be recorded in the cumulative folder (C.A. 60) as the official performance record.

### **VALEDICTORIAN AND SALUTATORIAN**

Determination for valedictorian and salutatorian will be determined according to student GPA. Valedictorian will be awarded to the graduating senior with the highest GPA of the senior class. Salutatorian will be awarded to the graduating senior with the second highest GPA of the senior class. In order to be considered for either valedictorian or salutatorian a student must meet the following requirements:

- Must have been enrolled in Central Montcalm no later than the first semester of their sophomore year
  - Attend Central Montcalm High School for five (5) full consecutive semesters prior to the calculation for the award (end of the first semester of the student’s senior year)
  - Be on a diploma track.
  - Must have taken the Mstep/SAT and/or other state required assessments-
- Beginning in the 2023-2024 academic year, if there is a tie in student grade point averages with two or more students, the valedictorian and salutatorian will be determined by the highest Spring SAT score.

### **ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. District assessments for math, reading & writing will take place during school hours and students will also be administered required Michigan assessments.

## **SEMESTER EXAM EXEMPTION POLICY**

In order to help prepare students for academic life beyond high school, all Central Montcalm high school courses will require a student to take an end of the semester (both first and second semester if applicable), cumulative exam. As outlined below, if a student achieves a level of academic success in combination with exceptional attendance, they may have the choice to be exempt from one or more semester exams

*If a student has been absent in a class (excused or unexcused) only two (2) times in a semester, they may request to be exempt from that semester's exam if they also have an 85% (B) or better grade at the conclusion of the semester.*

\*It is at the sole discretion of the classroom teacher to determine the final semester grade point average for the purposes of exam exemption. Furthermore, attendance must be verified by the classroom teacher in whose class the exam exemption will take place.

**\*\*Students must fill out the necessary paperwork** at the conclusion of the semester in order to be eligible for exam exemption in any of their classes.

**\*\*\*For exam exemption purposes, an absence that is the result of a Doctor's appointment, Dentist appointment, funeral or specific, school related events/activities (Example – School sponsored field trip, athletic/academic team travel or competition, and/or classroom specific activities) will not count against a student's two (2) absence maximum.**

## **INCOMPLETE/LATE WORK**

Students who are absent will be given the same number of days to make up their work as the length of their **excused** absence. Work not made up on time will automatically become incomplete. It is the student's responsibility to make arrangements to complete all course assignments.

## **ATTENDANCE POLICY**

The State's Compulsory Attendance Law recognizes an educational value in students regularly being in attendance in their classes. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline and responsibility in students.

Interaction between students and staff and involvement in the total school environment are critical parts of the learning process and, therefore, depend on the student's presence in the classroom. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after completing high school. Students under the age of 16 will be referred to the county truancy officer if their attendance is unsatisfactory or has a negative affect on their academic progress. Parents are required to call or send a written excuse every time a student is absent. Failure

to excuse an absence either by telephone or in writing will result in an unexcused absence and can be considered a violation of the Michigan Compulsory Education Laws (Truancy). The CMMHS administrator reserves the right to excuse or deny any absence reason as presented by a parent or guardian.

### **ABSENCES**

When a student is absent from school, a parent/guardian may excuse the absence on the day or days of the absence by calling **831-2100**. When leaving a message, please leave your name, student's name, date of absence, and reason for the absence. Absences may be excused with a written note turned into the office. The note must be signed by a parent, dated, and specify a reason and date of the absence.

An unexcused absence will result if no note or call is received from the parent/guardian three (3) days after a student returns from an absence.

### **CLASS ATTENDANCE**

It is important for students and parent(s)/guardian(s) to understand the educational value of regular classroom attendance. Daily class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. Please consider the following facts:

- Children who have a high level of absenteeism stand a greater chance of dropping out and never receiving a diploma. 80% of all dropouts fit this profile.
- 90% of all children in detention for delinquent acts have a history of truancy/absenteeism.
- 87% of the current prison population has a history of truancy.
- Children who fail to receive their high school diploma can expect to receive half the annual income in their adult years as those who have a high school degree.

*\*Facts above were taken from Allegan County Attendance and Truancy program*

**Michigan law requires that whoever has custody or control 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.**

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1). The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
- (2). The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (3). The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.

- (4). The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (5). The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (6). The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

**There are two types of absences:** excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, 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. The principal must approve pre-arranged excused absences. The school may require documentation explaining the reason for the student's absence.

## **TRUANCY**

*CENTRAL MONTCALM PUBLIC SCHOOL WILL FOLLOW AND ADHERE TO THE  
MONTCALM AREA ISD ATTENDANCE/TRUANCY POLICY.*

In all Central Montcalm Schools, here is what you can expect to happen in regards to school attendance:

- A. Once your child has accumulated **three (3) unexcused absences**, the school truancy referral process will be started. You will receive a letter, phone call, home visit, or possibly all three, to alert you that your child is missing too much school. The school *may* refer to Department of Human Services for prevention/intervention and/or *may* request MAISD Truancy Officer intervention.
- B. Once your child has accumulated **five (5) unexcused absences**, the school refers the case to the MAISD Truancy Officer for follow up.
- C. Once your child has accumulated **eight (8) unexcused absences**, the school and the MAISD Truancy Officer refers the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

**Please Note: \*\*Once a student has reached ten (10) absences of any variety (excused and/or unexcused) they will be required to provide documentation from a medical doctor for any other absences after the tenth (10<sup>th</sup>) absence. The required excuse from a medical doctor must specifically state the medical reason that required the student to be absent from any portion of the school day and the doctor's excuse must give the specific date(s) of the required absence(s). Furthermore, the medical doctor's excuse must be presented to the high school office within three (3) business days of the absence and must be on the Doctor's office letterhead. Without this required medical doctor's clearance, any absence after the maximum of ten (10) will automatically be unexcused and will cause the school to begin the truancy process on a student as mentioned in the attendance/truancy policy above.**

Authorized exceptions to this policy, which may allow a student to exceed the maximum (10) number of absences, will be determined by the school administration/designee and may cover:

- School sponsored activities (*All school activities must be pre-approved and arrangements made with the teacher in advance*)
- School-imposed absences, such as a suspension
- Deviations from normal bus routine caused by inclement weather conditions
- Enrollment in a homebound program, with proper documentation by a physician
- Approved one-time family requested vacation, limited to five (5) consecutive school days per school year.
- Attendance to funeral **with documentation**

Absences that are exceptions to this policy will be marked as exempt in the attendance records and will not be calculated in the number of absences.

### **TARDY POLICY**

Students will have 3-5 minutes to travel from one class to the next. Each student should realize the importance of starting class on time and the problems created by students entering late. Class tardiness will be cumulative per semester.

\*Students will be considered absent (not tardy) if they miss more than ten (10) minutes of a class period.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the school office or the parent may come to the school office to request the release. No student will be released to a person other than a custodial parent(s) without permission by the custodial parent(s) or guardian.

### **HOMEBOUND/HOSPITALIZATION SERVICES**

The homebound/hospitalized services will be available to eligible handicapped students and students who will be out of school for five (5) or more consecutive school days. Requests for homebound/hospitalized services may be made through the middle-high school office. Written documentation from a physician must be presented at the time of request, indicating the nature of illness, anticipated length of hospital or home stay, and effective date of illness/injury.

### **HOMEBOUND/HOSPITALIZED INSTRUCTIONAL SERVICES**

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



facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services. Written documentation from a physician must be presented at the time of request indicating the nature of illness, anticipated length of hospital or home stay, and effective date of illness/injury. For information on homebound or hospitalized instructional services, please contact the main school office.

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

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 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.

## **INTERNET & TECHNOLOGY**

### **ACCEPTABLE USE POLICY**

#### **BOARD OF EDUCATION PROPERTY CENTRAL MONTCALM SCHOOL DISTRICT 7540.03**

#### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Students shall use District Information & Technology Resources (see definition Bylaw 0100) for educational purposes only. District Information & Technology Resources shall not be used for personal, non-school related purposes. Use of District Information & Technology Resources is a privilege, not a right. When using District Information & Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students who engage in unauthorized or inappropriate use of District Information & Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Code of Conduct/Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Information & Technology Resources, students (eighteen (18) years of age and older and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of District Information & Technology Resources that is in accord with their personal and family values, in addition to the Board of Education's standards.

This guideline also governs students' use of personally-owned communication devices (PCDs) (see definition Bylaw 0100) when the PCDs are connected to District Information & technology Resources, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using District Information & Technology Resources.

- A. All use of District Information & Technology Resources must be consistent with the educational mission and goals of the District.
- B. Students may only access and use District Information & Technology Resources by using their assigned account and may only send school-related electronic communications using their District-assigned e-mail addresses or services/apps connected/linked to their District-assigned email addresses. Use of another person's account/e-mail address is prohibited. Students may not allow other users to utilize their account/e-mail address and should not share their password or other multifactor authentication (MFA) device/app with other users. Students may not go beyond their authorized access. Students

should take steps to prevent unauthorized access to their accounts by logging off or 'locking' their PCDs when leaving them unattended and employing MFA techniques whenever possible/available.

- C. No user may access another person's private files. Any attempt by users to access another user's or the District's non-public files, or phone or e-mail messages is prohibited. Any attempts to gain access to unauthorized resources or data/information on District Information & Technology Resources are prohibited. Similarly, students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Information & Technology Resources.
- D. Students may not intentionally disable any security features used on District Information & Technology Resources.
- E. Students may not use District Information & Technology Resources or their PCDs to engage in vandalism, 'hacking', or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; or sale of illegal substances and goods).
  - 1. Slander and libel - In short, slander is 'oral communication of false statements injurious to a person's reputation,' and libel is 'a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public.' (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post/publish false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is 'public' to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people, and harmful and false statements will be viewed in that light.
  - 2. Students shall not use District Information & Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including sexual orientation or gender identity), age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (e.g., sexting) in electronic or any other form, including the contents of a PCD or other electronic equipment, is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
  - 3. Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or information residing in District Information & Technology Resources or any services/apps attached through the Internet are strictly prohibited. In particular, malicious use of District Information & Technology Resources to develop programs that harass other users or infiltrate District Information & Technology Resources or PCDs and/or damage District Information & Technology Resources or PCDs is prohibited.

Attempts to violate the integrity of private accounts, files, programs or services/apps, deliberate infecting of District Information & Technology Resources or attached to the network with a 'virus', and/or attempts at hacking into any internal or external computer systems using any method will not be tolerated.

Students may not engage in vandalism or use District Information & Technology Resources or their personal communication devices in such a way that would disrupt others' use of District Information & Technology Resources.

Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data/information of another user or District Information & Technology Resources. This includes, but is not limited to, creating and/or uploading computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify a teacher, or Principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

4. Use of District Information & Technology Resources to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political, or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, the student should immediately disclose the inadvertent access to a teacher or Principal. This will protect the user against an allegation that the user intentionally violated this provision.
5. Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.

Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on District Information & Technology Resources must be approved by the Technology Director, and the District must own or otherwise obtain, maintain, and retain the licenses for all copyrighted software loaded on District computers. Students are prohibited from using District Information & Technology Resources for the purpose of illegally copying another person's software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.

Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources – i.e., properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.

- F. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- G. Students may not use District Information & Technology Resources for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying. This provision shall not limit the use of District Information & Technology Resources for the purpose of communicating with elected representatives or expressing views on political issues.
- H. Students may not use District Information & Technology Resources to engage in cyberbullying. 'Cyberbullying' involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others. (Bill Belsey (<http://www.cyberbullying.org>) Cyberbullying may occur through e-mail, instant messaging (IM), chat room/Bash Boards, small text messages (SMS), websites, voting booths, social media, and other technological means of communicating/publishing text, audios, and/or videos.

Cyberbullying includes, but is not limited to, the following:

1. Posting/publishing slurs or rumors or other disparaging remarks about a student on a website or weblog;
  2. Sending e-mails or instant messages that are mean or threatening or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill;
  3. using a smartphone to take and/or send embarrassing and/or sexually explicit photographs/recordings of students;
  4. posting/publishing online misleading or fake photographs of students.
- I. Students are expected to abide by the following generally-accepted rules of online etiquette:
    1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing District Information & Technology Resources. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually

explicit, defamatory, threatening, abusive, or disrespectful language in communications made through or utilizing District Information & Technology Resources.

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending that person messages, the student must stop.
  4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personally-identifiable information on commercial websites.
  6. Do not transmit to third parties/unknown individuals pictures or other information that could be used to establish identity without prior approval of a teacher.
  7. Never agree to get together with someone you 'meet' online without parent approval and participation.
  8. Regularly check District-provided email account and delete emails no longer needed.
  9. Students should promptly disclose to a teacher or administrator any messages they receive that are inappropriate or make them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). To aid in any investigation, students should not delete such messages until instructed to do so by an administrator.
- J. Downloading of files onto District Information & Technology Resources is prohibited, without prior approval from the classroom teacher. If a student transfers files from online services/apps (e.g., electronic bulletin board services), the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a program that infects District Information & Technology Resources with a virus and causes damage, the student will be liable for any and all repair costs associated with making District Information & Technology Resources once again fully operational.
- K. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or 'Listservs.'
- L. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or Principal. Students may only use their school-assigned accounts/e-mail addresses when accessing, using, or participating in real-time electronic communications for education purposes.
- M. Users have no right or expectation to privacy when using the District Information & Technology Resources. The Board reserves the right to access and inspect any facet of District Information & Technology Resources, including, but not limited to, computers, laptops, tablets, and other devices, networks or Internet connections, online educational services, or apps, e-mail or other messaging or communication systems or any other electronic media within the District's technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message, or material of any nature or medium that may be contained therein. A student's use of District Information & Technology Resources constitutes the student's waiver of any right to privacy in anything the student creates, stores, sends, transmits, uploads, downloads, or receives on or through District Information & Technology Resources and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technology monitoring systems and staff monitoring, may lead to the discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy/guidelines and/or law, or if requested by local, State, or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails, and records.

The following notice will be included as part of the computer log-on screen:

**'NOTICE AND CONSENT FOR MONITORING'**

'Unauthorized or improper use of District Information & Technology Resources (as defined in Bylaw 0100) is strictly prohibited. Use of District Information & Technology Resources must comply with the Board's Technology Acceptable Use and Safety Policy/Agreement. District Information & Technology Resources are provided only for communication, processing, and storage of school/education-related data/information and/or for authorized School District use. District Information & Technology Resources are subject to monitoring for all lawful purposes (e.g., to ensure its proper functioning and management, to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features or procedures and operational security) and individual users have no expectation of privacy.

Monitoring includes active attacks by authorized employees and/or agents of the School District to test or verify the security of the system. During monitoring, data/information may be examined, recorded, copied, and/or used for authorized purposes. All data/information, including personal information, stored on or sent over the system may be monitored. Such monitoring may result in the acquisition, recording, and/or analysis of all data communicated, transmitted, processed, or stored in this system by a user. Unauthorized or inappropriate use may subject the user to disciplinary action and/or criminal prosecution. Evidence of unauthorized or improper use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of District Information & Technology Resources, authorized or unauthorized, constitutes consent to monitoring for these purposes.'

- N. Use of the Internet and any data/information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or services provided by or through District Information & Technology Resources will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data/information, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of data/information obtained through the Internet. Data/Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board is not to be responsible for financial obligations arising through the unauthorized use of District Information & Technology Resources. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of a student's misuse of District Information & Technology Resources.
- O. Disclosure, use, and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the 'Student Technology Acceptable Use and Safety Agreement Form.' (See Form 7540.03 F1
- P. Proprietary rights in the design of websites, web pages, and services/apps hosted on Board-owned or District-affiliated servers remain at all times with the Board.
- Q. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on District Information & Technology Resources.
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be imposed as appropriate.
- S. Preservation of Resources and Priorities of Use: District Information & Technology Resources are limited. Each student is permitted reasonable space to store e-mail, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain space on data storage devices. Students who require access to District Information & Technology Resources for class- or instruction-related activities have priority over other users. Students not using District Information & Technology Resources for class-related activities may be 'bumped' by any student requiring access for a class- or instruction-related purpose.

#### **Abuse of Network Resources**

Peer-to-peer file sharing, mass mailings, and downloading of unauthorized games, videos, and music are wasteful of limited network resources and forbidden. In addition, the unauthorized acquisition and sharing of copyrighted materials are illegal and unethical.

#### **Unauthorized Printing**

District printers may only be used to print school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and

replacement are very expensive. The District monitors printing by all users. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

Any questions and concerns regarding these guidelines may be directed to the Superintendent.

#### Legal

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

## **STUDENT COMPUTERS**

### **LAPTOP USE AGREEMENT**

#### **CENTRAL MONTCALM PUBLIC SCHOOLS**

It is the intent of Central Montcalm Public School to provide laptops for student's use to enhance and expand his/her educational experience within and beyond the classroom. These laptops will remain the property of Central Montcalm Public Schools and are on loan to the student while enrolled at Central Montcalm Public Schools.

#### **Terms of Agreement**

- **I understand that my student is responsible for the care and appropriate use of the laptop that he/she is designated to use during any portion of the school day.**
- **I understand if my student violates the guidelines agreed to in the District Acceptable Use Policy (AUP), his/her privileges may be restricted or removed and he/she may be subject to disciplinary action.**
- **I understand that I am responsible for replacement or repair for any laptop that is designated to my student due to loss or damage. I understand that I may be responsible for up to \$100 per incident.**
- **I understand that laptops remain the property of Central Montcalm Public Schools.**
- **I understand that the laptop is for my student's educational use, and will support that use.**

**\*\*By signing the "Signature Page" at the end of this handbook, I agree to the terms stated above.**

#### **For students:**

In signing the last page of this student handbook, I agree to the terms stated in this Laptop Use Agreement. I agree to care for the laptop in my possession and to make every attempt to protect the laptop from damage. I will use the laptop to improve and expand my educational experience. I will take responsibility for any misconduct on my part, which contributes to the loss of, or damage to the laptop. I understand the value of the laptop both to me and to the school district and will do my best to respect and care for the laptop assigned to me in class. Furthermore, I agree to abide by all school

rules regarding the use of the laptop and other school technology. I will not attempt to install or modify any software, bypass any security, or use the internet inappropriately or in ways contrary to the stated purpose for school technology.

### **ELECTRONIC DEVICES**

I-pods, MP3 players, and other electronic devices are NOT allowed to be used in the hallways or classrooms except at the discretion of the staff.

### **CELL PHONES**

Students are allowed to have cell phones at school. However, they are not allowed to be used in the classroom unless prior approval is given from the classroom teacher. Cell phone use is prohibited during school hours without the permission of the classroom teacher or other school staff. Cell phones should be left off and use should be restricted to lunchtime only.

### **STUDENT DRIVING/PARKING**

Students may park their vehicles on campus between the hours of 7:30-3:20 in any legal space within the first two parking lots as they enter campus. Students will NOT park in any space within the parking lot that is inside the bus loop. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 15 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 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.

Students **MUST** register their car in the office and show proof of registration, insurance and driver's license. Their parking tag must be displayed clearly in the windshield of their vehicle at all times. **There is absolutely no loitering in cars or in the parking lot.** Once a student drives onto school grounds, he/she must park and enter the building promptly. At the end of the school day students are expected to leave promptly, unless participating in a school-sponsored activity. Students who violate this policy will be referred to administration for disciplinary action, which may include the loss of driving privileges.

The spaces in the bus loop lot are for school staff, personnel, visitors, and others designated by administration. Students MAY NOT use these spaces between the hours of 7:30 and 3:20. **Student vehicles parked in these areas may be ticketed, towed and/or lose their driving privilege 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.

Contraband dogs, administration, and police officers regularly search school lots. 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 loop 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.

Driving to career center is a privilege and not a right. Students may have this privilege revoked at anytime at the discretion of an administrator due to reckless driving, violating the Career Center's policies, misbehavior at CMMHS or the MAC, poor academic performance at CMMHS or the MAC, transporting other students without permission, poor attendance, etc.

### **BUS SAFETY RULES/DISCIPLINE/POLICY**

Please refer to the CM Transportation handbook for information pertaining to transportation code of conduct, penalties for infractions and for general transportation safety guidelines and policies. Students will receive a copy of this the first day of school. A copy of this handbook can be seen on the CM website and may be requested by Calling 831-2240.

## **BEHAVIOR EXPECTATIONS & RESPONSES**

### **STUDENT CODE OF CONDUCT**

The code of conduct, which pertains to all school related activities and school property, confirms that students come to school for an education and that the school should provide a wholesome atmosphere for a good experience.

Central Montcalm Public School recognizes that proper student conduct is essential in all programs and activities of the school. Proper conduct is essential (1) to develop and maintain a healthy teaching/learning environment, (2) to develop and maintain those conditions necessary for an orderly, safe and efficient operation of the school and the school program, and (3) as a teaching tool,



illustrating the fact that orderly conduct is a requisite to cooperative and productive participation in adult life.

Discipline is the joint responsibility of students, parent/guardian and the school. When a student violates a school regulation, the support and cooperation of both student and parent/guardian are essential to the value of the school disciplinary measures taken. The school is charged with the responsibility of administering a discipline that is educational, rehabilitative, reasonable, fair and that takes into account individual student rights. The school shall keep a confidential written record of student misconduct and the disciplinary measures taken.

In order to insure each student's right to educational opportunity in the school system, various policies, rules and regulations governing student conduct and discipline have been developed. This code is an attempt to list the main violations and the penalty of each, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students' learning, or is deemed inappropriate for a school setting. Students aiding or abetting another student in the commission of any school violation may receive a penalty equal to that of the violator.

Provisions of the student code of conduct are in effect during all field trips, extracurricular activities, and other activities that are an outgrowth of the school program. The board considers its authority to discipline to extend beyond the school day and on or off school property where a student's misconduct is directed toward any school employee or relates directly to some action taken by the school.

#### **\*Parent Notification**

Parents/guardians of a minor student will be notified of student violations of rules stated in the Student Handbook either by telephone or through the mail. Most often, parents will be informed of student violations by the student themselves via a phone call upon the administration's determination of the penalty for the infraction committed.

#### **\*Hearings**

Student Disciplinary Intervention - this type of hearing requires that the student and their parent/guardian must meet with the principal to discuss concerns and consequences. Board Hearing - this type of hearing is necessary when there is a possibility of expulsion. At a School Board meeting, the administration, parents/guardians, and students will all have the opportunity to present their case.

It is the responsibility of the individual student to talk to each teacher concerning making up work missed during a period of excused absence. Absences, whether excused or unexcused, are counted in the district's policy regarding credit earned in classes.

## **CITIZENSHIP**

All students participating in co-curricular activities must have on file in the high school office the STUDENT/PARENT ACKNOWLEDGEMENT FORM of the Activity Code before being allowed to participate. Both the student and his/her parent/guardian must sign this form.

For the purpose of eligibility in co-curricular activities, any student referred to the administration for violating any part of the student code of conduct will be considered as demonstrating Unsatisfactory Citizenship.

## **GENERAL PROBLEM BEHAVIORS**

General problem behaviors include, but are not limited to:

1. Computer tampering, unauthorized access, or modifications or destruction of private files.
2. Forgery, falsifying excuses or other school related documents.
3. Refusing to identify self to school personnel, insubordination, refusal to follow reasonable instructions of school personnel, or suggesting that others defy reasonable instructions or direction.
4. Obscene or vulgar language, obscene gestures, or moral affront (insult or cause offense to one's morals/beliefs) towards a student.
5. Misuse of books, materials and equipment.
6. Stealing (under \$100 general and over \$100 gross)
7. Unsafe or disorderly behavior, which includes but is not limited to running in the halls, throwing objects, undue noise in the halls, snow balls, possession of lighters or matches, etc.
8. Parking lot is off limits during school hours. Driving and parking on school property are privileges granted by the Board of Education to persons who have legitimate reasons to be in the schools or on school property.
9. Electronic Communication Devices: (cell phones, MP3 players, iPods, iPads, tablets, etc.) Students may use electronic communication devices before and after school, and during their lunch break, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Students may not use electronic communication devices on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Devices should be powered off, not on vibrate, and put away during class time. Devices may be used for educational or instructional purposes (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. The device will not be allowed to connect to the District's network without authorization from the principal and the technology department.
10. Headphones are not to be used in conjunction with any electronic device at **ANY** time other than when the headphones are necessary for individualized instruction within the classroom setting.

11. Possession or Use of Dangerous, Damaging, or Potentially Harassing Objects: Squirt guns, liquid filled balloons, water bottles, bean shooters, rubber bands, snowballs, lasers/laser pens, hanging chains, dog chains, spiked necklaces, or bracelets, skateboards, etc. Fidget spinners or other similar gadgets are not allowed in the classroom setting unless there is specific evidence (students IEP/504, Doctor’s recommendation, etc.) that the “gadget” is supportive of the individual student’s educational program. *\*Any items listed above that are considered to be dangerous or disruptive to the learning environment may be confiscated at the discretion of school administration and/or personnel and may only be returned to the student if their parent/guardian comes to the school to pick-up the item. In some cases, the item may be turned over to law enforcement if it is deemed necessary by the school administration.*

12. Students are not allowed in areas not supervised by adults.

**\*Any items listed above that are considered to be dangerous or disruptive to the learning environment may be confiscated at the discretion of school administration and/or personnel and may only be returned to the student if their parent/guardian comes to the school to pick-up the item. In some cases, the item may be turned over to law enforcement if it is deemed necessary by school administration.**

### **RESPONSES TO GENERAL PROBLEM BEHAVIORS**

Teachers have the right to teach, and students have the right to learn, in a safe and orderly environment. A variety of responses to general problem behaviors are outlined in the PBIS handbook (Appendix A). Possible responses include, but are not limited to parent contact, re-teaching of expectations, student conference, behavior modeling, presentations to present, projects to research, community service hours, attend addiction classes, etc.

**Please be reminded:** The school administration reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The school administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

### **GROSS MISCONDUCT OFFENSES**

**Gross misconduct offenses include, but are not limited to:**

1. Arson: setting a fire
2. Assault and/or battery
3. Bomb threats, false fire alarms, abuse of fire extinguishers and false police reports
4. Breaking and entering: unauthorized entry into school property, including but not limited to school buildings and school vehicles.
5. Explosives: fireworks, smoking devices, incendiary devices as well as caustic or noxious substances.
6. Extortion, blackmail or coercion; obtaining money or property by violence or force.

7. Fighting on school property or at a school sponsored function. A student may also be held responsible for statements and/or actions which directly provoked aggressive actions by another student. Furthermore, videotaping and distribution of that video of a fight will be considered direct participation and will fall under the same consequences as actively participating in a fight. **\*See Appendix B – Possible criminal prosecution for videotaping another student(s).**
8. Harassment: sexual, bullying, cyber bullying, teasing of any nature, racist or ethnically slanderous, remarks or moral affronts.
9. Illicit Substances: manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - 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.
  - g. Alcohol or any alcoholic beverage, including "non-alcoholic malt beverages"
  - h. Other mood altering chemicals, which can hinder the student's ability to learn or participate, and which could cause damage to the student's health.
  - i. Vapes or vaping products, tobacco or tobacco Products in any Form (possession, use, or distribution in any form including chewing tobacco). **Including any or all products that contain nicotine.** Use of tobacco, means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth or the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.
10. Interference or intimidation of school staff, which includes force or verbal threats.
11. Malicious mischief: property damage

12. Obscene, vulgar or profane language towards a school employee.
13. Theft, including aiding and abetting.
14. Threatening, taunting or provoking others
15. Vandalism: damaging to school property or property of others.
16. Harassment, racist or ethnically slanderous remarks or moral affronts
17. Engaging in any activity, on or off campus, that 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; or (c) sexual activity.
18. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting,” with or without consent. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
19. 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.

*\*For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.*

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
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.

## **PROCEDURES FOR GROSS MISCONDUCT**

The principal or his/her designee will:

1. Investigate the offense and allow the student to respond
2. Notify the police when appropriate
3. Notify the parent of those involved
4. Notify the office of the superintendent

## **ADMINISTRATIVE RESPONSES TO GROSS MISCONDUCT**

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

1. Restorative practices can result in a lesser number of days ISS/OSS
  - a. Some examples, but not limited to community service and addiction cessation classes
2. Administrative conference with parents or guardians before readmitting student
3. Suspension: One to ten days, pending further investigation of the incident by administration
4. Suspension of more than ten days
5. Recommendation for expulsion
6. Restitution of property (if applicable)

## **OTHER MISCONDUCT VIOLATIONS**

### **1. Drugs and Alcohol Violations**

First Violation            Possible 10 day suspension. Restorative or educational options also possible.

Second Violation        Refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE

2.            Tobacco, **E-Cigarette or “Vaping”** - Possession, use, or distribution in any form including, but not limited to chewing tobacco, the smoking of cigarettes, electronic, “vapes”, or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance (“vaping juice”).

First Violation:            Possible three day suspension. Restorative or educational options are also possible.

Second Violation:        Possible five day suspension. Restorative or educational options also possible.

## **BULLYING, INTIMIDATION, HARASSMENT**

Bullying, intimidation, and harassment 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, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying 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 or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator. 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 or harassment 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.

### **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.

### **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.

## **SKIPPING**

If it is found that a student has intentionally skipped any portion of the school day (unexcused), the consequences will mirror the consequences for tardies.

## **ACADEMIC DISHONESTY (Cheating/Plagiarism)**

If it is found that a student has intentionally committed academic dishonesty, the consequences will be as follows:

- 1.) The student will be referred to Student Services
- 2.) The student will earn a zero (0) on the assignment
- 3.) The student will still complete the assignment to assure that the learning standards for that assignment were achieved
- 4.) The student's parents/guardians will be notified via email, phone call or in writing of the academic dishonesty

*\*For clarification purposes, **cheating** is the willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in school work over other students. Furthermore, **plagiarism** is presenting as one's own, the works or the opinions of someone else without proper acknowledgement.*

## **PUBLIC ACTS**

The statute describes physical assaults as “intentionally causing or attempting to cause physical harm to another through force or violence. (Public Act 102) requires school districts to expel a student for up to 180 days for student on student assault. This statute also has provisions that school districts are required by law to share information on physical assaults with law enforcement agencies.

(Public Act 104) also requires the expulsion of students for up to 180 days for bomb threats or similar threats.

(Public Act 104) requires the permanent expulsion of students in grade six and above who intentionally cause or intend to cause physical harm to a teacher, volunteer, or contractor in a school. Reinstatement to school takes place the same as under the weapons expulsion. Students who have been expelled from a Michigan school may seek reinstatement. For students six grade and above, the waiting period is 180 days. The final decision to reinstate a student rests with the school board. The bill also requires the expulsion of students for up to 180 days for verbal threats, bomb threats or similar threats. (M.C.L.A.: 380.1308, 380.1310, 380.1310a, 380.1311, 380.1311a)

## **INCORRIGIBILITY/PERSISTENT DISOBEDIENCE**

Persistent and repeated violation of rules will result in a petition filed to probate court and/or long-term suspension and/or recommendation to the Board of Education for expulsion from school.



## **LUNCH RULES**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

## **Cafeteria Behavior**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited. • Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- All cafeteria and or vending machine food-drinks are to be consumed in the cafeteria.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

## **DRESS CODE (GENERAL MISCONDUCT)**

The primary responsibility for a student's attire resides with the student and parents/guardians. The school is responsible for seeing that student attire does not interfere with or disrupt the educational process, does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

**Basic Principle:** Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material.

### **Students MUST Wear\*:**

- Shirts/Dresses with fabric on the front, back, and sides
- Pants, sweatpants, shorts, skirts, dress, leggings

- Shoes

**Students MAY Wear\*:**

- Hats, including religious headwear
- Hooded sweatshirts
- Fitted pants, including leggings, yoga pants, and “skinny jeans”
- Ripped jeans that do not expose underwear
- Tank tops, including spaghetti straps, halter tops, and strapless tops
- Athletic attire
- Staff members reserve the right to instruct students to remove hats/hoods in the classroom setting for specific activities (tests, guest speakers, labs, etc.).
- Staff members reserve the right to instruct students to remove hats/hoods in the interest of student safety and identification.

**Student CANNOT Wear:**

- Violent language or images; Hate speech, profanity, or pornography
- Images or language depicting drugs, alcohol, or illegal item/activity
- Blankets or flags during instructional time
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear (does not include waistbands or straps on undergarments worn under other clothing)
- Bathing suits or tube tops that rest above the navel
- Helmets or headgear that obscures the face

**GANG AFFILIATION (GROSS MISCONDUCT)**

Gang activities or association with gangs is negative and demeaning to those involved. This activity adversely affects the educational environment and can be detrimental to students, staff, and community members. The antics of gangs and its members will not be tolerated in any way regardless of the degree of involvement. “Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:

- (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang;
- (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
- (3) request any person to pay protection or otherwise intimidate, harass or threaten any person;
- (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

***Violations of the above policy will be dealt with procedures for gross misconduct.***

## **WEAPONS**

Possession and/or use of weapons and/or ammunition, including but not limited to the following items: knives/blades (of any length), bullets, bows & arrows, martial art devices, clubs or facsimiles of guns.

The Michigan Legislature has enacted Public Act 328 of 1994 to amend Section 1311 of the School Code (MCL 380.1311) to require the expulsion of students who possess a dangerous weapon in a weapon-free school zone or who commit arson or rape in a school building or on school grounds.

For purposes of Public Act 328, a "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. A "weapon-free school zone" is school property, which includes a building, playing field, property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, or a vehicle used by a school to transport students to and from school property.

Public Act 328 also mandates the permanent expulsion of a pupil who possesses a dangerous weapon in a weapon-free school zone or who commits arson or rape in a school building or on school grounds. Students who have been expelled from a Michigan school may seek reinstatement. For students in grades six and above, the waiting period is 180 school days. The final decision to reinstate a student rests with the school board.

## **BREATHALYZER POLICY / SEARCH AND SEIZURE**

Where there is an individualized, reasonable suspicion that a student has consumed an alcoholic beverage, the student may be asked to take a breath-alcohol (Breathalyzer) test. Observable behavior giving rise to an individualized, reasonable suspicion includes but is not limited to impaired speech, impaired coordination, glazed eyes, the smell or odor of alcohol on the breath, or other overt behavior indicating that alcohol has been consumed. The request that the student voluntarily take a Breathalyzer test shall be made in order to give the student an opportunity to prove that the student has not consumed an alcoholic beverage.

A student may be required to take a Breathalyzer test prior to attending or participating in or during an extracurricular activity where there is a reasonable suspicion that the student has consumed an alcoholic beverage. If the student refuses to take the test, the student will not be admitted to the school activity and may be subject to disciplinary action based on observable evidence of the student's misconduct but not for refusing to take the Breathalyzer test.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

Periodic general inspections of lockers and desks may be conducted for any reason at any time without notice, without student consent and without a search warrant.

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

Trained canine units may be used to conduct locker, building, parking lot and grounds sweeps at any time to help ensure the safety of all students.

### **STUDENT 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:

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 or a school 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.

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 building principal twenty-four (24) hours prior to display.

### **STUDENT SECLUSION AND RESTRAINT**

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others. All such interventions shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards.

Ref: MBE Standards for the Emergency Use of Seclusion and Restraint (2006 – 5630.01)

### **DUE PROCESS**

On the basis of present school law the authority to temporarily separate or suspend a student is delegated by the Central Montcalm Board of Education to the building administration.

A student charged with misconduct has a right to due process. Such a student will have the opportunity to explain his/her actions or status regarding the charges. If, then, the administrator determines that charges against the student should stand, disciplinary action will be ordered.

An administrator may order the immediate removal of a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, school officials or others, or damage property. If the disciplinary action ordered does include suspension from specific classes or school attendance, notice will be sent to the adult student or the parents/guardian of a minor student as soon as practical of the decision to conduct suspension proceedings. The administrator will then require a hearing to be held, with the student present, as soon as practical following the student's removal. At such a hearing, statements in support of the charges will be produced. The student and others will be permitted to make statements in defense.

Parents/guardians of a minor student likewise have a right to these provisions in order that they may better be able to assist. A student's due process safeguards consist of the opportunity to:

1. Be informed of categories of misconduct and penalties or corrective action, which may be used through printed materials made available and/or through discussion with school personnel.
2. Be informed of the charges against the student and the resulting penalties or other actions. In cases involving exclusion from school, written notice will be sent to the adult student or the parents/guardians of a minor student.
3. Having a hearing regarding misconduct charges with the opportunity to offer defense and to examine any documents relating to the charges.
4. Appeal to higher authority if it is believed that the student is not guilty as charged or if it is believed that the student is being subjected to disciplinary action, which is not in keeping with this guide. Also, an appeal may be made if it is believed that the student has not been granted due process as stated herein. The action of appeal will be exercised according to the steps of the appeal procedure. Disciplinary action or corrective action originally ordered, may, at the discretion of the administrator, remain in effect during appeal activities until changed through that process. This appeal may be initiated by the parent/guardian of a minor student or by the adult student.

## **APPEAL PROCEDURE**

For discipline including in-school suspension, in-room detention, after school detention or out-of-school suspension up to 10 school days in length. (These are all considered temporary separation.)

1. Parents/guardians may appeal in writing within two (2) school days and request a conference with the principal.
2. The principal shall affirm or modify the terms of his/her actions within two (2) school days from the date of the conference.
3. The principal's decision, in cases of temporary separation, shall be final.

For discipline involving expulsion or suspensions greater than 10 school days.

1. Parents/guardians may appeal in writing within two (2) school days and request a conference with the principal.
2. The principal shall affirm or modify the terms of his/her actions within two (2) school days from the date of the conference.
3. Within five (5) school days of the principal's decision the parent/guardian may appeal in writing such decision to the Superintendent of Schools or his/her designee. The Superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.
4. The Superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.
5. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents/guardians that said hearing shall be conducted under the following rules and procedures:
  - a. Written notice shall be given of the time, date, and place of the hearing
  - b. The student or parent/guardian may be represented by an attorney or other advisor of their choosing
  - c. Witnesses may be presented at the hearing and the student or his/her representatives may question witnesses testifying against the student
  - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing
  - e. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case
  - f. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

## HEALTH AND SAFETY

### IMMUNIZATIONS

#### *Required Childhood Immunizations for Michigan School Settings*

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings. To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2015 Recommended Immunization Schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize). **\*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

<b>Entry Requirements for All Public &amp; Non-Public Schools</b>		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 7th grade students
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses Diphtheria and Tetanus <b>OR</b> 3 doses if #1 given on or after the first birthday. 1 dose of Tdap for children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher.
Polio	4 doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.	4 doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.
Measles,* Mumps,* Rubella*	2 doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate	None	1 dose for all children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age <b>OR</b> current lab immunity <b>OR</b> reliable history of disease	

\* If vaccination is not administered, current laboratory evidence of immunity is required.

\*\*Students susceptible to these diseases may be excluded from school.

Effective January 1, 2015, parents/guardians must obtain a certified nonmedical waiver from a local health department.



Rev. May 7, 2015

### HEAD LICE & COMMUNICABLE DISEASES

Central Montcalm Public Schools follows the State of Michigan/Michigan Department of Community Health policy recommendation regarding lice. That recommendation states:

- Students with live lice are not allowed in school. Any student with live lice may remain in school until the end of the day (if they are found after school begins), but specific procedures must be followed. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find NO live lice on the child, the child may reenter the school.
- Any student with nits (farther than 1/4" from scalp) should be allowed in school. (Active infestations can be defined as the presence of live lice or nits found within 1/4" of the scalp. Nits that are found beyond 1/4" of the scalp have more than likely hatched, or are not longer viable.)
- Parents should remove nits daily and treat if live lice are observed.

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **EMERGENCY MEDICAL/INJURY AUTHORIZATION**

School personnel have certain responsibilities in case of accidents which occur in school. These extend to summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports and taking to emergency rooms of hospitals. 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.

### **MEDICATION POLICY**

Under the Michigan School Code, a school administrator, school nurse, teacher, or other designated school employee is permitted to administer medication to a student pursuant to written permission of the student's parent or guardian and in compliance with the instructions of a physician. To that end, the following procedures shall be used in the administration of medication to students at school.

#### **Responsibilities of Parent/Guardian**

1. An administration of medication request form will be completed by the parent/guardian for each medication. This form will give the physician's name, prescription directions and will include any precautions that should be taken in administering the medication. This written request is available in the school office.
2. The parent/guardian shall be responsible to notify the office in writing of any change in the medication or its administration.
3. It is recommended that all medication be brought to the school by a parent or guardian in a container appropriately labeled by a pharmacy or physician.



4. Non-prescription oral medications will not be administered by school employees.
5. Parent/guardians may administer medication(s) to their child at the school, if arrangements to do so are made with the principal.

### **INJECTIONS**

The Michigan Revised School Code, MCL 380.1178 and MCL 380.1179a, Attorney General's opinion (No. 5679, April 11, 1980) allows a school administrator, teacher or other designated school employee to administer medication, including medication in the form of an injection, in an emergency if he/she is properly trained to administer the medication or perform the injection and does so in compliance with the instructions of a physician, physician's assistant, or certified nurse practitioner. The following procedures shall be followed by school personnel in emergency situations:

1. An attempt to contact the parent/guardian will be made.
2. Medication or injections may be administered by the individual requiring the medication or injection or by a school employee who has been properly trained on the appropriate use and administration of the medication or injection and does so in compliance with the instructions of a physician, physician's assistant, or certified nurse practitioner.
3. Call 911 for an emergency response team.

### **STUDENTS WITH SEVERE FOOD ALLERGY OR CHRONIC ILLNESS**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 989-831-2100. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available in the board office.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

### **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. Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the Building Principal at 989-831-2200.

### **FIRE/EVACUATION DRILL**

Fire/Evacuation drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the first signal is given everyone promptly follows directions and clears the building by the prescribed route as quickly as possible. Students are to remain outside the building until a signal is given to return to classes.

Tampering with fire alarms is against the law. Students who tamper with fire alarms will be reported to the police and will be disciplined by school officials.

### **LOCKDOWN DRILL/UNUSUAL SITUATIONS**

In preparation for a potential threat to the security of students and staff, three lockdown drills will be conducted each school year per state law. Lockdowns will be announced via the intercom system. Procedures are posted in the classroom and reviewed annually with students. Staff also debrief with their students after each lockdown drill.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening was delayed because of inclement weather or other conditions, the School will notify local radio and television stations.

Parents and students are responsible for knowing about emergency closings and delays.

### **TORNADO POLICY**

Tornado Watch - Forecast of the possibility of a tornado.

- In case of a tornado watch, a person is designated to be posted on the roof to keep watch. Students are to continue with classes as usual; however, teachers will be notified of the possibility of a forthcoming warning. Outdoor physical education or other outdoor classes will be asked to remain inside.
- Buses will leave on time.
- Parent/guardian may take students out of school if they so desire.

Tornado Warning – A tornado has been sighted in the area.

- In the event of a warning, (public announcement on P.A.) teachers are directed to take their students to the designated shelter area.

## **PREPAREDNESS FOR HAZARDS**

Central Montcalm Middle-High School is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), Michigan Occupational Safety and Health Act (MIOSHA), and the Asbestos Abatement Contractors Licensing Act, the Central Montcalm School Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions, in accordance with State law and EPA regulations, based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

**PEST MANAGEMENT NOTIFICATION**

Advisory to All Parents/Guardians

Central Montcalm PS has an Integrated Pest Management program. Inherent with this are the District’s efforts to reduce pesticide use as much as possible, and we have been successful to date. This program does not rely on routine pesticide applications to resolve problems. You will receive advanced notice of the application of a pesticide, at your child’s school. This advance notice will be given 48 hours before the application.

You WILL receive notice via a posting at the entrance to the school building. Complete this form ONLY if you are requesting additional advance notification of a pesticide application by U.S. first-class mail. If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States first-class mail, postmarked at least three days prior to the planned treatment, please complete the information on the following form and submit it to:

Central Montcalm Public School, P O Box 9, Stanton, Michigan 48888 or call 989-831-2001.

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Prior Notification Request by US. First-class Mail

PARENT NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, ZIP: \_\_\_\_\_

DAY PHONE NUMBER: \_\_\_\_\_

EVENING PHONE NUMBER: \_\_\_\_\_

Please check one:

- I wish to be notified by mail prior to a scheduled pesticide application inside of the school
- I wish to be notified by mail prior to a scheduled pesticide application outside of the school
- Both of the above

\_\_\_\_\_

**DISCIPLINE & EDUCATION 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.

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 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.***

**STUDENT PRIVACY PROTECTIONS**

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - a. Political affiliations or beliefs of the student or the student's parent/guardian;
  - b. Mental or psychological problems of the student or the student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;

- e. Critical appraisals of others with whom the students have close family relationships;
  - f. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
  - h. Income, other than that required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of*–
- a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
  - c. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use –
- a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

## **SCHOOL 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.

1. **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.
2. **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.

3. **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.
4. **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 high school office.
5. **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.
6. **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

## PARENTAL RIGHTS AND NOTIFICATION

### **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.

### **REQUESTS FROM MILITARY OR HIGHER INSTITUTIONS**

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.

## **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.

## **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.

## **SPORTS AND ACTIVITIES**

### **FALL SPORTS**

Central Montcalm High School offers the following school-sponsored sports during the fall season:

- \*Boys and Girls Cross Country
- \*Cheerleading
- \*Football
- \*Girls Golf
- \*Girls Volleyball

### **WINTER SPORTS**

Central Montcalm High School offers the following school-sponsored sports during the winter season:

- \*Boys and Girls Basketball
- \*Wrestling



## **SPRING SPORTS**

Central Montcalm High School offers the following school-sponsored sports during the spring season:

- \*Boys Baseball
- \*Boys Golf
- \*Girls Softball
- \*Boys and Girls Track and Field

## **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Central Montcalm High School offers the following school-sponsored clubs and activities at various times throughout the school year:

- \*Boys and Girls Bowling
- Drama and Musical play productions
- FHA -Forensics
- Language Arts Intellects
- Student Council
- Quiz Bowl

## **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Central Montcalm High School offers the following non school-sponsored clubs and activities at various times throughout the school year:

- Equestrian
- GSA
- Powerlifting
- Yellow Ribbon
- Clay Target Team

\*Students who would like to compete/participate in school-sponsored sports must adhere to the policies and regulations governed by the school's activity code. This code of conduct spells out, in detail, the academic eligibility, expectations, rules and regulations governing Central Montcalm High School sports as well as Michigan High School Athletic Association (MHSAA) sport academic eligibility and regulations. **All athletes and their parents must sign this activity code prior to a student being able to compete/participate in the sports listed above. A copy of this activity code can be picked up from the high school office.**

\*\* Any student-athlete that competes in three different sports or athletic activities (Bowling, Equestrian, Powerlifting) in all four years of high school will receive a special honor cord to be worn at graduation. The student-athlete must participate in at least one sport/activity from each of the three

seasons (Fall, Winter, Spring) in each of their four years at CMHS. Any dual-sport participation in any particular season (Ex. – softball and track in the spring) will only count as one sport/activity season towards the four-year, three-sport/activity criteria. Furthermore, this honor only applies to students who have been at CMHS for all four years of high school. Participation in sports/activities at other high schools will not be considered for this special honor.

## **Appendix A : Positive Behavior Intervention Supports, Handbook and Policies**

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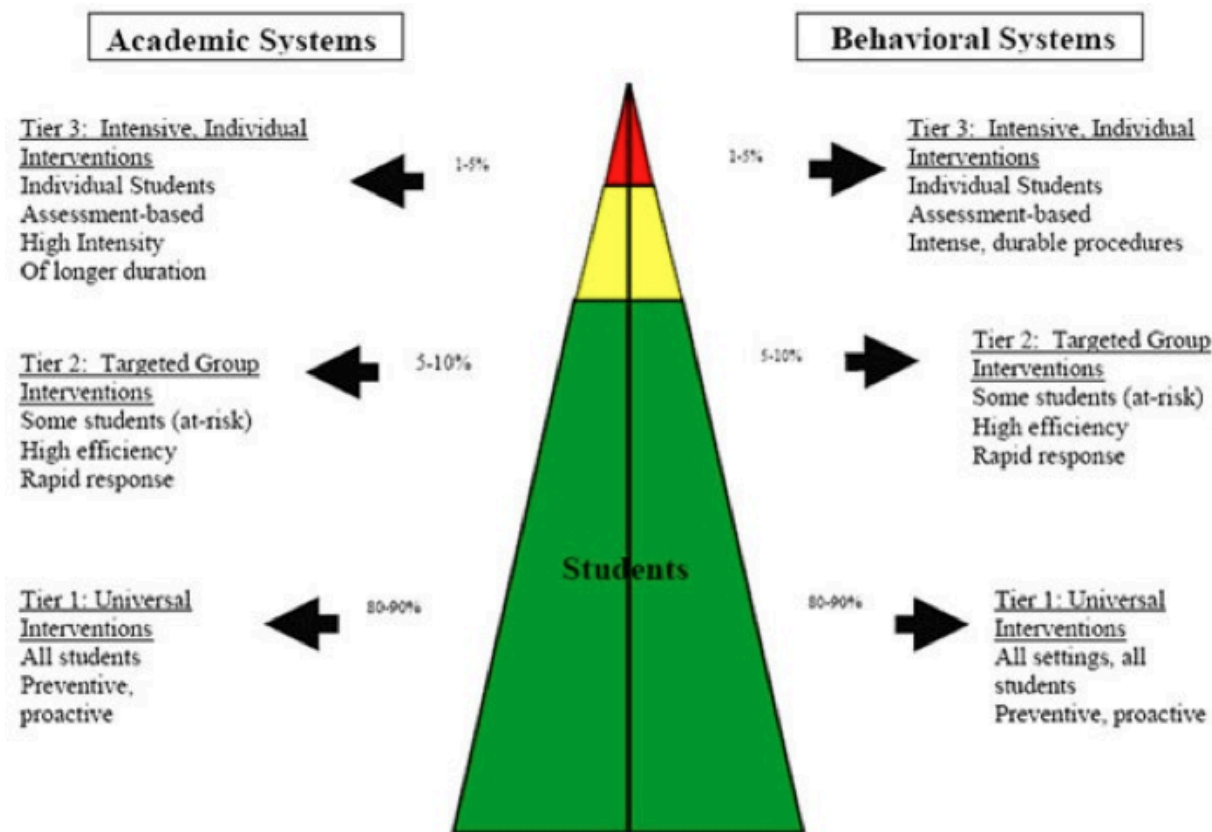
#### **Introduction to PBIS**

##### **What is PBIS?**

School-wide Positive Behavioral Interventions & Supports (PBIS) are a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior,

teaching of behaviors, and the use of data-based problem solving to address behavioral concerns. School-wide PBIS increases the ability to educate all students by providing research-based, school-wide, classroom, and individualized interventions.

PBIS methods have been proven to significantly reduce the occurrence of problem behaviors. Students are taught clearly defined behavioral expectations and provided predictable responses to their behavior, both positive and corrective. When solid PBIS systems are in place, 80-85% of students will meet these expectations. The 15-20% of students not consistently meeting expectations will receive additional support through group and individual interventions. This model is represented visually in the form of a triangle (see image below).



Adapted from *Response to Intervention: Policy Considerations and Implementation* (Batsche, et al 2005).  
 Note: Percentages are approximations and may vary by district.

In addition to teaching and consistently responding to behavior, another key element of PBIS is an analysis of discipline referral data. This team-based approach to data analysis will allow Central Montcalm’s School Leadership Teams to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to all staff, students, and parents.

The goals of PBIS are consistent with those found in other educational initiatives/laws, such as Education YES!, No Child Left Behind. The Michigan State Board of Education even has a PBIS Policy which schools are required to follow.

**Michigan State Board of Education PBIS Policy**

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide a system that will support students’ efforts to manage their own behavior and assure academic achievement.

An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age.

The principles of Universal Education reflect the beliefs that each person deserves and needs a positive, concerned, accepting educational community that values diversity and provides a comprehensive system of individual supports from birth to adulthood. A positive behavior support policy incorporates the demonstration and teaching of positive, proactive social behaviors throughout the school environment.

A positive behavior support system is a data-based effort that concentrates on adjusting the system that supports the student. Such a system is implemented by collaborative, school-based teams, using person-centered planning. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. Both individual and school-wide learning and behavior problems are assessed comprehensively. Functional assessment of learning and behavior challenges are linked to an intervention that focuses on skill building. The effectiveness of the selected intervention is evaluated and reviewed, leading to data based revisions. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violations of codes of student conduct.


In keeping with this vision, it is the policy of the State Board of Education that each school district in Michigan implements a system of school-wide positive behavior support strategies.

**Adopted September 12, 2006**

## **Teaching Positive Behavior Expectations**


### **Guidelines for Teaching Positive Behavior Expectations**

1. We teach the expectations aggressively over the first three weeks of school. We re-teach expectations several times initially and strongly reinforce at the beginning of the year.
2. Our staff plans to teach review lessons as needed throughout the school year (2 – 3 minutes). If a lot of problems arise in a certain situation, we will re-teach the expectations. We consider it an investment during the start-up phase that will pay off with more orderly behavior thereafter.
3. When we teach behaviors, we model, demonstrate, or role-play. Students sometimes participate and show exactly what the expectations look and sound like. We give students feedback on how they did and praise them for their effort (acknowledge).
4. We repeat this process as often as it takes for students to learn the behaviors. The idea is to teach behavior the same way we teach academics. We know how important practice is for mastery of academics.

	<b>Arrival and Dismissal</b>	<b>Classroom</b>	<b>Public Areas</b> (Cafeteria, Hallways, Media Center, Office, Restrooms, School Grounds)	<b>School Related Activities</b>	<b>Technology</b>
<b>Safe</b>	Walk on sidewalks  When leaving, go directly to your ride  Obey all laws/safety rules	When eating, stay seated  Keep aisles clear in the classroom	Walk appropriately  Remain in designated areas or have permission to leave  Keep walkways clear	Stay in designated areas  Obey all laws/safety rules	Immediately report any cyber bullying or inappropriate technology use
<b>Willing</b>	If late, report to office for pass  Go directly to assigned class  Listen to and follow staff directions	Discard food waste in designated bins  Give your best effort  Participate when directed  Follow classroom expectations  Persevere	Wash your hands  Use time efficiently  Wait your turn  Follow expectations as defined in the handbook	Be open to participating in school activities  Cooperate with others  Listen to and follow staff directions	Follow technology expectations defined in handbook and individual classrooms
<b>Accountable</b>	Report concerns to a staff member immediately  Encourage others to meet expectations	Encourage others to meet expectations	Report concerns to a staff member immediately  Encourage others to meet expectations	Report concerns to a staff member immediately  Encourage others to meet expectations	Encourage others to meet expectations
<b>Respectful</b>	Use appropriate language/voice (level 2)  Be considerate of others and their belongings	Respect school property  Contribute to a positive learning environment  Be considerate of others and their belongings/space  Show respect to staff members and guest teachers  Demonstrate integrity	Use appropriate language and voice level for the situation  Be considerate of others and their belongings/space  Show respect to staff members and guests  Respect property	Create a welcoming environment  Represent CM in a positive manner  Respect property  Use appropriate language and voice level for the situation	Maintain a positive social presence online  Use manners and be polite when collaborating with technology  Care for and maintain school technology  Respect others' technology
<b>Motivated</b>	Own your actions  Take responsibility for your belongings	Own your actions	Keep public areas clean  Own your actions	Own your actions  Take responsibility for your belongings	Own your actions

		<p>Take responsibility for your belongings</p> <p>Be an active participant</p> <p>Take pride in what you do</p> <p>Advocate for yourself</p> <p>Come to class on time and prepared</p>	<p>Take responsibility for your belongings</p> <p>Practice patience</p>	<p>Show school spirit</p>	<p>Take responsibility for your belongings</p> <p>Use technology for educational purposes only</p>
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## Lesson Plan Notes

	<b>Arrival and Dismissal</b>	<b>Classroom</b>	<b>Public Areas</b> (Cafeteria, Hallways, Media Center, Restrooms, School Grounds)	<b>School Related Activities</b>	<b>Technology</b>
<b>Safe</b>	<p><u>"Safety Rules"</u> Waiting turn for traffic flow</p> <p>Avoid excessive tire engine and speaker volume</p> <p>Park between the lines</p> <p>Park appropriately even in snow covered conditions</p>		<p>Keep your place in line for cafeteria</p> <p>Wait to be dismissed from table at lunch</p> <p>Push in chairs when leaving lunch</p> <p>"Walk appropriately" - may include traffic routes, arrows, etc.</p>		
<b>Willing</b>			<p>"use time efficiently" - go to the bathroom and return to class; do what needs to be done and get back to designated area</p>		<p>Go over handbook expectations - time to use personal technology (not during class)</p>

<b>Accountable</b>		Encourage others to meet expectations = encourage others to actively engage in group work			
<b>Respectful</b>					
<b>Motivated</b>		Active participant involves listening attentively  responsibility for your belongings = clean up after yourself; take your belongings with you  advocate for yourself = accepting and reflecting on feedback, guidance, and criticism			Technology = chromebook, cell phones, earbuds, headphones, calculators....

## Acknowledging Appropriate Behavior

### Components of Positive Recognition

Staff members should strive to acknowledge students positively 4 times for every time a behavior is corrected.

Positive recognition should be:

- Readily available
- Appropriate to the environment
- Easy to deliver
- Can be controlled by teacher
- Is powerful and affirming to the student

## Guidelines for S.W.A.R.M. Ticket Acknowledgments

- All staff members need to have “S.W.A.R.M. tickets to give to students.
- Tickets should be generously given for targeted behaviors.
- Explain and give examples to students about which behaviors will result in earning tickets.
- Make sure ALL students have the opportunity to earn tickets.
- When students earn tickets for ‘targeted’ behaviors, the student is responsible for writing their name on the ticket and turning it in as a part of their school system. The school will acknowledge students, as well as transportation staff, as part of their school-wide acknowledgement system.

### S.W.A.R.M. Ticket Example



Grade:

\_\_\_\_\_

Student:

\_\_\_\_\_

\_\_\_\_\_

## Correcting & Responding to Behavior

### Problem Behavior Definitions & Continuum of Responses



		<b>Classroom Managed (Documentation not required)</b>	<b>Staff-Managed-Minor (Documented as Minor in SWIS)</b>	<b>Administrator (Support Team) Managed-Major (Documented as Major in SWIS)</b>
<b>Continuum of Responses &amp; Strategies</b>		<ul style="list-style-type: none"> <li>● Teach/Model/ Practice Expectations</li> <li>● Proximity</li> <li>● Change seating/ Location</li> <li>● Withdrawal of Materials</li> <li>● Verbal redirection</li> <li>● Signal/Look</li> <li>● Student Conference</li> <li>● Planned Feedback</li> <li>● Pre-Correction</li> <li>● Planned Ignoring</li> <li>● Guardian Contact</li> <li>● Time Owed</li> <li>● Loss of Privilege</li> <li>● Restitution</li> </ul>	<u>Previous Responses plus completion of BIF::</u> <ul style="list-style-type: none"> <li>● Teach/Model/ Practice Expectations</li> <li>● Student conference</li> <li>● Individualized Instruction</li> <li>● Classroom contract</li> <li>● Timeout/Cool down</li> <li>● Student observation by behavior coach/consultant</li> <li>● Guardian Contact</li> <li>● Loss of Privilege</li> <li>● Restitution</li> <li>● Restorative Practice</li> <li>● Individualized Student Support Plan created by classroom teacher with family involvement/support</li> <li>● Family Involvement Contract</li> </ul>	<u>Previous Responses plus:</u> <ul style="list-style-type: none"> <li>● Teach/Model/Practice Expectations</li> <li>● Individualized Behavior Intervention Plan</li> <li>● De-Escalation</li> <li>● Exclusionary Time Out/Cool Down</li> <li>● Restorative Practice led by third party (admin, SSW, etc.)</li> <li>● Family Contract</li> <li>● Emergency Restraint/ Seclusion</li> <li>● Interagency Support</li> <li>● Guardian Intervention/Contract</li> <li>● <b>Alternative Placement</b></li> <li>● <b>In-School Suspension</b></li> <li>● <b>Out-School Suspension</b></li> <li>● <b>Bus Suspension</b></li> <li>● <b>Expulsion</b></li> </ul>
	<b>Academic Dishonesty</b>	Academic Dishonesty <ul style="list-style-type: none"> <li>● Unintentionally using another person's work as own or sharing material, information, notes, study aids, or devices</li> </ul>		Academic Dishonesty <ul style="list-style-type: none"> <li>● Intentionally using another person's work as own</li> <li>● Engaging in unauthorized use of material, information, notes, study aids, or devices</li> <li>● Communication during an academic exercise</li> </ul>
	<b>Abusive Language/ Inappropriate Language/ Profanity</b>	Abusive Language/ Inappropriate Language/Profanity <ul style="list-style-type: none"> <li>● Student is speaking casually in a conversation and inappropriate language/ gestures are used</li> </ul>	Abusive Language/ Inappropriate Language/ Profanity <ul style="list-style-type: none"> <li>● Students speaking and using intentional foul language/ gestures</li> <li>● Exceeds conversational voice</li> <li>● Is not directed at another person</li> </ul>	Abusive Language/ Inappropriate Language/Profanity <ul style="list-style-type: none"> <li>● Abusive Language/ gestures are specifically directed towards another person</li> </ul>

Behavior		<ul style="list-style-type: none"> <li>When redirected, behavior stops</li> </ul>		
	Arson			Arson <ul style="list-style-type: none"> <li>Student lights a fire in building or on school property</li> </ul>
	Bomb Threat/False Alarm			Bomb Threat/False Alarm <ul style="list-style-type: none"> <li>Any verbal or written threat of explosive materials being on or near campus</li> <li>Intent to bring explosive materials to campus</li> </ul>
	Bullying			Bullying <ul style="list-style-type: none"> <li>Repeated behavior is directed at one or more pupils</li> <li>It is perceived as being dehumanizing, intimidating, and hostile</li> <li>It is conveyed through physical, verbal, technological or emotional means</li> <li>It is motivated by specific characteristics of the victim</li> <li>It interferes with student learning or ability to participate in the school's educational programs or activities</li> </ul>
Behavior	Defiance/ Insubordination Non-Compliance	Non-Compliance <ul style="list-style-type: none"> <li>Not following expectation, directions/ procedures</li> <li>Ignoring requests of others -</li> </ul>	Defiance/Insubordination <ul style="list-style-type: none"> <li>Refusal to do what is expected, with minimal disruption to student learning</li> <li>Level of defiance deescalates or</li> </ul>	Defiance/ Insubordination <ul style="list-style-type: none"> <li>Prolonged refusal that disrupts <b>students'</b> learning and/or safety</li> <li>Level of defiance continues to escalate</li> </ul>

<b>Behavior</b>		including other students <ul style="list-style-type: none"> <li>• Unprepared for class</li> </ul>	maintains with redirection	
	<b>Disrespect</b>	Disrespect <ul style="list-style-type: none"> <li>• Talking back to the teacher</li> <li>• Eye roll/faces</li> <li>• Shoulder shrug</li> <li>• Negative comments about other students</li> <li>• Verbal noises (groans, moans, sighs)</li> <li>• Belittling others</li> <li>• Mocking others</li> <li>• Nonverbal actions that show contempt</li> </ul>	Disrespect <ul style="list-style-type: none"> <li>• Continuous disrespect (as defined in the minor column) to the teacher or students with minimal disruption to the learning</li> <li>• Level of disrespect deescalates or maintains with redirection</li> </ul>	Disrespect <ul style="list-style-type: none"> <li>• Severe emotional outbursts</li> <li>• Disrespect continues and is escalating</li> <li>• Student is unable to re-engage</li> <li>• Class learning has become disrupted</li> </ul>
	<b>Disruption</b>	Disruption <ul style="list-style-type: none"> <li>• Distracting peers</li> <li>• Talking out of turn/blurting</li> <li>• Out of seat, wandering, intentional noises or distractions</li> <li>• Behavior that disrupts the entire class for a short period or time, but the student can be redirected to the task</li> <li>• Behavior deescalates</li> </ul>	Disruption <ul style="list-style-type: none"> <li>• Behavior continues to escalate in duration/intensity/frequency</li> <li>• Does not respond to several redirects with wait time in between</li> </ul>	Disruption <ul style="list-style-type: none"> <li>• Behavior disrupts the entire class over a long period of time and the student cannot be redirected to the task through the established continuum of consequences</li> <li>• Disrupting behaviors are escalating</li> </ul>
<b>Behavior</b>	<b>Dress Code Violation</b>	Dress Code Violation <ul style="list-style-type: none"> <li>• Not following dress code provided in student handbook</li> </ul>		Dress Code Violation <ul style="list-style-type: none"> <li>• Student is unable to remedy violation and requires administrator/support team assistance</li> </ul>
	<b>Fighting</b>			Fighting <ul style="list-style-type: none"> <li>• Student(s) engaged in</li> </ul>

<b>Behavior</b>				activity(ies) with intent to harm
	<b>Gang Affiliation Display</b>			<b>Gang Affiliation Display</b> <ul style="list-style-type: none"> <li>• Student displays gang affiliation (clothing, gestures, verbal, etc)</li> </ul>
	<b>Harassment</b>			<b>Harassment</b> <ul style="list-style-type: none"> <li>• Student engages in intentional and inappropriate language/ messages/ gesture(s) based on: <ul style="list-style-type: none"> <li>○ Gender</li> <li>○ Ethnicity</li> <li>○ Sexual Orientation</li> <li>○ Race</li> <li>○ Religion</li> <li>○ Disability</li> <li>○ Physical Characteristics</li> </ul> </li> </ul>
	<b>Inappropriate Display of Affection</b>		<b>Inappropriate Display of Affection</b> <ul style="list-style-type: none"> <li>• Student unknowingly engages in inappropriate contact of a sexual nature to another student</li> </ul>	<b>Inappropriate Display of Affection</b> <ul style="list-style-type: none"> <li>• Student engages in (or repeatedly engages in) inappropriate consensual and nonconsensual verbal and/or physical contact of a sexual nature to another student</li> </ul>
	<b>Inappropriate Location/Out of Bounds</b>			<b>Inappropriate Location/Out of Bounds</b> <ul style="list-style-type: none"> <li>• Student has left the building without permission</li> </ul>
	<b>Lying</b>		<b>Lying</b> <ul style="list-style-type: none"> <li>• Delivering fictional messages</li> <li>• Taking ownership of one's actions</li> <li>• Students engage in copying and/or claiming others' work as their own</li> </ul>	<b>Lying</b> <ul style="list-style-type: none"> <li>• Signing a staff member's or guardian's name or initials</li> <li>• Claiming others' work as their own</li> <li>• Refusal to take ownership of actions</li> </ul>
<b>Behavior</b>				

<b>Behavior</b>			<ul style="list-style-type: none"> <li>• Responds to redirection</li> </ul>	
	<b>Physical Contact/ Physical Aggression</b>	<b>Physical Contact</b> <ul style="list-style-type: none"> <li>• Not keeping hands to self when playing or goofing around</li> <li>• Fighting or rough play without intent to harm</li> </ul>	<b>Physical Contact/Physical Aggression</b> <ul style="list-style-type: none"> <li>• Using your body/object to move, harass or intimidate with or without intent to harm</li> <li>• Level of physical contact/physical aggression deescalates with redirection</li> </ul>	<b>Physical Contact/Intimidation/ Physical Aggression</b> <ul style="list-style-type: none"> <li>• Hitting, punching, biting, spitting, scratching or other behavior with intent to intimidate and/or harm</li> <li>• Behavior continues to escalate</li> <li>• Student is unable to be redirected</li> </ul>
	<b>Material/Property Misuse</b>	<b>Material/Property Misuse</b> <ul style="list-style-type: none"> <li>• Swinging on doors, using school property inappropriately or not as intended</li> </ul>	<b>Material/Property Misuse</b> <ul style="list-style-type: none"> <li>• Throwing or misuse of school property, items, objects</li> <li>• Writing on walls, desks, other school property</li> </ul>	
	<b>Property Damage/ Vandalism</b>			<b>Property Damage/ Vandalism</b> <ul style="list-style-type: none"> <li>• Destruction or disfigurement of property</li> </ul>
	<b>Skip Class</b>		<b>Skip Class</b> <ul style="list-style-type: none"> <li>• Student hesitates around door, challenges or threatens to leave</li> <li>• Student is redirected, returns to class</li> </ul>	<b>Skip Class</b> <ul style="list-style-type: none"> <li>• Student leaves or misses class without permission</li> <li>• Student refuses to return to class after redirect</li> <li>• Student doesn't come to class</li> </ul>
<b>Behavior</b>	<b>Tardy</b>	<b>Tardy</b> <ul style="list-style-type: none"> <li>• Late, as defined by the school, to class or the start of the school day</li> <li>• First or Second Tardy</li> </ul>	<b>Tardy</b> <ul style="list-style-type: none"> <li>• Late, as defined by the school, to class or the start of the school day</li> <li>• Third or Fourth Tardy</li> </ul>	<b>Tardy</b> <ul style="list-style-type: none"> <li>• Late, as defined by the school, to class or the start of the school day</li> <li>• Five tardies or more</li> </ul>
	<b>Technology Violation</b>	<b>Technology Violation</b> <ul style="list-style-type: none"> <li>• Having device out and active while in class</li> </ul>	<b>Technology Violation</b> <ul style="list-style-type: none"> <li>• Refusal to comply with teacher directive regarding device</li> </ul>	<b>Technology Violation</b> <ul style="list-style-type: none"> <li>• Refuses to give device to teacher</li> </ul>

<b>Behavior</b>		<p>without teacher permission</p> <ul style="list-style-type: none"> <li>• Walking with technology</li> <li>• Holding technology inappropriately</li> <li>• Accessing additional applications/sites outside teacher directives</li> <li>• Using technology for non-educational purposes without permission.</li> </ul>	<ul style="list-style-type: none"> <li>• Continually accessing additional applications/sites outside teacher directives</li> </ul>	<ul style="list-style-type: none"> <li>• Student violates internet user agreement</li> <li>• Intentionally accessing additional application/sites outside teacher directives</li> <li>• Student violates internet user agreement</li> </ul>
	<b>Theft</b>		<p><b>Theft</b></p> <ul style="list-style-type: none"> <li>• Student is in possession of object(s) of minor value without the permission of the owner</li> <li>• Student returns item(s) and takes ownership</li> <li>• Student commits an act of plagiarism but takes ownership</li> </ul>	<p><b>Theft</b></p> <ul style="list-style-type: none"> <li>• Student is continually in possession of minor object(s) belonging to peers</li> <li>• Student is in possession of object(s) of greater value and refuses to return object(s) or acknowledge actions</li> <li>• Possession of an item of significant value</li> <li>• Student commits an act of plagiarism but refuses to take ownership</li> </ul>
	<b>Threatening Behavior</b>			<p><b>Threatening Behavior</b></p> <ul style="list-style-type: none"> <li>• Causing fear of injury or harm to people or property</li> </ul>
	<b>Truancy</b>			<p><b>Truancy</b></p> <ul style="list-style-type: none"> <li>• Student is truant as determined by truancy guidelines by principal and truancy officer</li> </ul>

<b>Behavior</b>	Use/Possession of Alcohol			Use/Possession of Alcohol <ul style="list-style-type: none"> <li>• Student is in possession or is using alcohol</li> </ul>
	Use/Possession of Combustibles			Use/Possession of Combustibles <ul style="list-style-type: none"> <li>• Student is in possession of combustibles</li> </ul>
	Use/Possession of Restricted Substances			Use/Possession of Drugs <ul style="list-style-type: none"> <li>• Student is in possessions of or is using illegal substances or imitations</li> </ul>
	Use/Possession of Tobacco/ Nicotine			Use/Possession of Tobacco <ul style="list-style-type: none"> <li>• Student is in possessions of or is using tobacco</li> </ul>
	Use/Possession of Weapon			Use/Possession of Weapons <ul style="list-style-type: none"> <li>• Student is in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm.</li> </ul>
<b>Behavior</b>	Other Behavior		Other Behavior <ul style="list-style-type: none"> <li>• Other behavior not defined above</li> <li>• Student is redirected</li> </ul>	Other Behavior <ul style="list-style-type: none"> <li>• Other behavior not defined above</li> <li>• Student refuses to comply</li> </ul>

**Positive Tone and Increase Direction Following - Helpful Hints**

- Use clear directives – not questions. (i.e. “Sally, please go to your seat.”)
- Establish eye contact

- Give time to respond. Provide wait time (3 seconds)
- Use positive directives more than negative. (i.e. “Please be safe and sit.”)
- Follow-through with student expectations after first request
- Use a positive tone. Avoid yelling and arguing
- Acknowledge compliance

## **Appendix B: Technology, Crime and Punishment**

What are the technology crimes that students should be aware of? What is the potential sentence for committing that crime?

- For posting a threatening message, the criminal sentence is up to 2 years incarceration.
- For the crime of false report of terrorism, the criminal penalty is up to 20 years incarceration.
- If you make a false report of a bomb, that could result in 4 years incarceration.
- If you commit the crime of extortion, the criminal penalty is up to 20 years incarceration.
- For using a phone to threaten harm to a person or property, the criminal sentence is up to 6 months incarceration.
- If you use your phone or computer to eavesdrop and record or photograph another, your criminal penalty is up to 5 years incarceration and a fine of \$5000.
- If you use a computer to commit, attempt to commit, or solicit to commit a crime, the penalty is tied to the underlying offense and the fine is up to \$20,000.
- If you create child sexually explicit material, the criminal penalty is 20 years incarceration and the requirement of registering as a sex offender.
- If you solicit child sexually explicit material, the criminal penalty is 20 years incarceration and the requirement of registering as a sex offender.
- If you distribute child sexually explicit material, the criminal penalty is 7 years incarceration and the requirement of registering as a sex offender.
- If you possess child sexually explicit material, the criminal penalty is 4 years incarceration and the requirement of registering as a sex offender.

\*\*A child is anyone under the age of 18 for these particular statutes.

Confirmed by Montcalm County Prosecuting Attorney Andrea Krause

This document prepared by

Julie A. McMurtry

Juvenile Justice, Chief

Oakland County Prosecutor's Office

4/2010



## **Appendix C: 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 ("parents"). 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 on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, 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. Supporting a consistent and shared approach to child guidance and discipline.
4. Providing for the proper health, safety, and well-being for their child.
5. Supporting the development of English language proficiency skills.

The Board is committed to communicating with parents at a level and in a language they can understand.

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 participation, through meetings and other forms of communication. The Parent Involvement Plan shall be distributed to all parents and students through publication in the Student 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 parents with the school's Code of Conduct.
3. Arrange flexibly scheduled parent/teacher conferences and parent requested conferences.
4. Publish in the District's school newsletter(s) information regarding the Parent Involvement Plan and parent involvement opportunities.
5. Encourage home reading programs. Books may be provided for students to read at home.
6. Maintain a consistent District wide effort to communicate regularly with parents.
7. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught. H. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
8. Encourage active faculty participation in PTA or similar school parent groups.
9. Have students perform for parents and community.
10. Encourage parents to serve as chaperones for class field trips and other school activities.
11. Recognize parents and volunteers who have helped throughout the year.
12. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially.

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:

- A. Participating in school functions, organizations and committees;
- B. Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. Requiring their child to observe all school rules and regulations;
- D. Supporting and enforcing consequences for their child's willful misbehavior in school;
- E. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. 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 for study;
- G. Reading all communications from the school, signing, and returning them promptly when required;
- H. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

Sec. 1112, 1118 ESEA

M.C.L.A. 380.1294

## **Appendix E: Athletic Handbook**

### **REQUIREMENTS FOR PARTICIPATION**

All of the following must be completed and submitted through FinalForms before a student-athlete will be eligible to participate in any athletic contests or practices:

1. A completed physical card following the completion of a physical examination by a physician after May 15 of the current calendar year.
2. Proof of Health insurance.
3. Signed Athletic Code.
4. Emergency card.
5. Signed Concussion Awareness Acknowledgement Form

In addition, each student-athlete must meet the following guidelines:

- Academic eligibility as determined by the CMMHS Athletic Handbook
- Age requirements as determined by the Michigan High School Athletic Association (MHSAA)

Furthermore, all participants are expected to be in the best possible physical, mental, and emotional condition. By doing so, they will increase their chances to participate, as well as strengthen the team.

The following behaviors constitute a violation of the Activity Code and are subject to penalty as outlined in the "Penalties" section of the Activity Code.

1. Violation of applicable federal, state, or local laws (misdemeanors and/or felonies).
2. Use, possession, concealment, distribution, sale or being under the influence of:
  - a. Tobacco or tobacco products in any form;

- b. Alcohol or alcoholic beverages in any form;
- c. Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to federal and/or state statute;
- d. Steroids, human growth hormones or other performance enhancing drugs;
- e. Substances purported to be illegal, abusive or performance enhancing, ie. “look-alike” drugs.

3. Guidelines for Student Participants

a. Board policy indicates that students privileged to be selected by either the student body or school staff to represent the school district and community in activities, incur in addition to this privilege, responsibility. That responsibility is to conduct themselves in a manner that reflects well on the school and community.

b. Attendance and/or participation in any activity where alcoholic beverages and/or drugs are present is sufficient cause for suspension from the school sponsored activity. The intent of this rule is to insure that a student does not attend any such activity where the illegal use of alcoholic beverages and/or drugs may occur. It is expected that students will remove themselves immediately from the activity if such substances were found to be present.

c. Examples of activities that violate this requirement are: parties of any type where illegal use of drugs or alcohol is occurring, vehicles inside which drug or alcohol are being consumed or transported, “keg” parties, “beer” parties, graduation parties, etc.

d. This section is directed toward activities exempted from these requirements. Examples are: restaurants, family gatherings, wedding receptions of family members or friends of the family. The student should seek counsel from the principal/athletic director before attending wedding related activities or other functions where legal use of alcohol occurs.

e. It shall not be a violation of the Activity Code for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to Board Policy. A student shall notify his/her coach or principal/athletic director if he/she is taking a prescription medicine, which could alter the student’s behavior or affect the student’s ability to participate in physical activity.

B. Penalties & Recommendations for Violation of Requirements for Participation.

• Offenses to the “Requirements for participation” and the corresponding Penalties and Recommendations shall be cumulative beginning with and throughout the student’s participation in activities for the duration of their school careers. The penalties shall also overlap seasons if necessary.

1. First Violation

Option #1: \* After the confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events/performances or

two (2) weeks of the season, whichever is greater.

\* The student will be involved in an awareness-counseling program provided by the school and facilitated by the school social worker for a minimum of one semester (18 weeks).

\* The student may practice and attend the contests but will not be allowed to dress.

Option #2: \* After the confirmation of the first violation, the student will be suspended from participation for twenty (20) weeks.

## 2. Second Violation

Option #1: \* After the confirmation of the second violation, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events/performances or twelve (12) weeks of the season, whichever is greater.

● If the student chooses option #1 and becomes involved in an outside treatment program (at their expense), the student may be certified for reinstatement after each six (6) weeks period. Such certification must be issued by the director or a counselor of the treatment center.

\* The student must remain in the treatment program for one year in order to remain eligible to participate in activities.

\* The student may practice and attend the contests but will not be allowed to dress.

Option #2: \* After the confirmation of the first violation, the student will be suspended from twenty-two (22) interscholastic events/performances or twenty-two (22) weeks, whichever is greater.

## 3. Third Violation

\* After confirmation of the third violation, the student will be suspended from participation in all interscholastic activities for the remainder of their school career.

Note: If a student chooses Option #1 in both their first and second violations, they may apply to the Activity Council for reinstatement to activities after one full year of suspension.

# ATHLETIC ELIGIBILITY REQUIREMENTS

Eligibility will be determined weekly based on:

1. If a student athlete has 2 or more failing grades in any subject he/she will be ineligible for one (1) week. Academic eligibility will be checked on a day of the week designated at the beginning of the season.

Students that are found to be ineligible will miss all athletic contests for the following week, beginning on the day academic eligibility is checked.

2. If a student athlete has received two major behavior referrals during the season or is suspended from school, he/she will be unable to participate in one contest. A third referral during the season will result in the student athlete being unable to participate in two contests. A fourth infraction will result in a permanent disqualification for the remainder of the season.

3. If a student is absent the day of a contest without a signed physician's excuse, he/she will not participate in that contest. Students are also required to be at school to participate in any team activities.

4. Eligibility concerning other types of absences (i.e. Funerals, emergencies, etc.) will be determined by the athletic director.

### **ATTENDANCE INFORMATION**

Student-athletes are required to attend all practices and games. When missing practice or a game is unavoidable, inform your coach prior to the day of your absence. In addition, a written excuse or note from your doctor must be given to your coach to excuse the absence.

### **SCHOOL ATTENDANCE THE DAY OF A CONTEST/PRACTICE**

Student-athletes must be in school the day of a contest and/or practice. Student-athletes leaving school early or arriving late because of illness will not be allowed to participate that day. Occasionally, a student must be absent the day of a contest and/or because of pre-arranged extenuating circumstances. To be able to participate in that day's contest, he/she must clear his/her absence prior to being gone with the athletic director.

### **EQUIPMENT**

School equipment issued to or checked out by a student-athlete becomes the responsibility of the student-athlete. Within this responsibility is keeping equipment clean and in good repair. It is the responsibility of the student-athlete and his/her parent(s)/guardian(s) to pay for equipment that has been lost, stolen, or damaged.

### **TRANSPORTATION**

Central Montcalm Public Schools will only provide transportation to and from athletic events held on normal school days (Monday-Friday). For athletic contest(s) held on non-school days, parents are expected to provide or arrange transportation to and from the events for their child. When Central Montcalm Public Schools provides transportation, all student-athletes are expected to travel to and from out of town contests in transportation provided by the school. If parent(s)/guardian(s) choose to provide transportation home for their student-athlete after away contests, the parent(s)/guardians(s) are required to provide written documentation to the coach. The student-athlete is then required to ride home with his//her parent(s)/guardian(s). Students are not allowed to ride to or from an event with anyone other than their parent(s) or guardian(s).

## **BUS RULES**

All team members are expected to follow the rules for proper bus behavior. Any players who have lost bus privileges on regular bus routes will not be permitted to ride the bus to away games.

## **SPORTSMANSHIP**

Central Montcalm Middle-High School is dedicated to providing a healthy atmosphere, which generates the highest level of sportsmanship. All persons involved (student-athletes, parent(s)/guardian(s), coaches, students, teachers, fans, board of education members, and school administrators) have a part in making sportsmanship a successful venture. In order to make a healthy athletic atmosphere a reality, the CMMHS athletic department asks all persons involved to adhere to the following:

1. Treat opponents and officials with respect.
2. Cheer for our team from a positive approach.
3. Applaud opposing athletes when they make outstanding plays.
4. In general, treat our opponents and officials, as we would like to be treated.

## **CONDUCT AT OPPOSING SCHOOLS**

Central Montcalm Middle-High School student-athletes are required to be examples of good sportsmanship while in attendance at athletic contests hosted by opposing schools. Our expectations include leaving locker rooms clean and not damaging facilities in any way. In addition, student-athletes should not leave the building for any reason. Inappropriate conduct at opposing schools falls under the jurisdiction of CMMHS and will result in appropriate consequences, up to disqualification for the remainder of the season.

## **ATHLETIC INJURY POLICY**

Parent(s)/guardian(s) and student-athletes should be aware that, as in all phases of life, the possibility of serious injury, and even death, are possible while participating in athletics. To minimize the possible risks involved with participation in athletics, the following precautions should be followed:

1. Listen carefully to instructions regarding correct technique for fundamental skills.
2. Check your equipment from time to time and ask for repair or replacement if you feel there is a defect.
3. Be sure that an adequate physical has been given prior to the beginning of each year.
4. Report all injuries to your coach.
5. Do not return to practice or competition on your own after an injury until cleared by a doctor.

In addition, student-athletes who are injured in a sport and go to doctor must have a doctor's permission to play before returning to practice or competition. It is also required that student-athletes who are ill or injured for an extended period of time have a doctor's permission before returning to practice or competition.

## **CONCUSSION/HEAD INJURIES**

Effective June 30, 2013, all coaches and athletic personnel are required to receive training in recognizing and responding to students athletes suspected of suffering a concussion and/or head injury. The coaches and/or athletic staff have a duty and obligation to remove from competition any player they suspect has suffered a concussion or other head injury. The coach and/or athletic staff will inform parents of the suspected concussion and/or head injury and advise parents to seek medical attention for their child. If a student is withheld from competition due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the written clearance of an MD or DO. A release form to be completed by a MD or DO may be obtained from the coach and/or the athletic director.

## STUDENT-ATHLETE TEAM/INDIVIDUAL PARTICIPATION

A student who becomes a member of a Central Montcalm athletic team may not participate with any club, team, or in any individual competition in the same sport during the same seasons as the student is participating in at Central Montcalm. The student is not permitted to participate in any event, game, or contest that is in the same sport during the same season that is not sponsored by Central Montcalm Middle-High School. Students may however participate in sports other than those they are currently participating in at Central Montcalm Middle-High School.

## LIMITED ROSTERS

It may be necessary to make cuts to limit teams to manageable numbers. The team rosters will be as follows: boys/girls basketball teams may be limited to 12 players. Volleyball teams may be limited to 12 players also.

## FOOTBALL PARTNERSHIP (7th/8th Grade)

### **CM ATHLETIC PROGRAM**

- MS Athletic Director will oversee administration of the football program as it complies with the athletic code, MHSAA compliance and academic standards.
- High School Football program/Varsity Football Coach will assist with technique, fundamentals, and scheme and support middle school coach.
- Varsity Football Coach will make recommendation to MS Athletic Director for selection of the middle school coach.

### **YOUTH FOOTBALL PROGRAM**

- Manage participation and registration (fee to participate),
- Promote and support through game management, coordination with high school football staff, and financial support (including transportation costs).

**CENTRAL MONTCALM MIDDLE-HIGH SCHOOL ATHLETIC DEPARTMENT  
ATHLETIC REGULATIONS ACKNOWLEDGEMENT FORM**

**I. RESPONSIBILITY FOR ATHLETIC INJURY**

Central Montcalm Schools will not assume any responsibility or liability relative to doctor or hospital expense. Athletics are a voluntary program in which students may participate if they so desire. But, they do so at their own risk of injury. Therefore, all athletes must have a Statement of Responsibility for Athletic Injury on file.

**II. STATEMENT OF RESPONSIBILITY FOR ATHLETIC INJURY**

I assume responsibility for any medical expenses incurred for an athletic injury to \_\_\_\_\_ . Also, I grant permission to those in charge to seek medical attention when it seems reasonable to do so.

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Date

Please complete the following information:

Family Doctor \_\_\_\_\_

Preferred Hospital \_\_\_\_\_

Special Medical Need(s) \_\_\_\_\_

Where you may be reached \_\_\_\_\_

**III. SIGNATURE OF STUDENT-ATHLETE AND PARENT(S)/GUARDIAN(S)**

I have read and understand the athletic regulations contained in the Athletic Handbook provided for student-athletes and their parent(s)/guardian(s). I accept my personal responsibility for following these guidelines.

\_\_\_\_\_  
Student-Athletes Signature

\_\_\_\_\_  
Date

I acknowledge receiving the Central Montcalm Middle-High School Athletic Handbook for student-athletes and their parent(s)/guardian(s) and accept my responsibility in helping my son/daughter live up to these responsibilities and obligations of an athlete.

\_\_\_\_\_

\_\_\_\_\_



Parent(s)/Guardian(s) Signature

Date