

CENTRAL MONTCALM HIGH SCHOOL



2020-2021

STUDENT/PARENT HANDBOOK

CENTRAL MONTCALM HIGH SCHOOL
1480 S. SHERIDAN RD
STANTON, MI 48888
PHONE: 989-831-2100
FAX: 989-831-2110
www.central-montcalm.org

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CHAPTER 1: INTRODUCTORY INFORMATION AND GENERAL NOTICES

COMMENTS FROM THE PRINCIPAL

Welcome to Central Montcalm High School! I look forward to assisting you in having a successful school year. High school is an important time of your life as you are beginning to prepare for the next phase of your life as an adult. It is important that you make the most of your time in high school and take advantage of every opportunity to find success.

Please read this handbook and become acquainted with the policies and procedures of the high school. Share this information with your parents, and don't hesitate to ask a school staff member if you have any questions regarding anything contained in the handbook.

On behalf of the staff of Central Montcalm High School, I wish you a pleasant and successful school year. I encourage you to take advantage of the numerous opportunities offered here, including clubs, athletics, and academic interests. School spirit is an important aspect in making a great high school. I hope that each of you will carry with you a spirit that will make Central Montcalm High School a great place to be. The more you become involved as a student, the more rewarding your experience here will be.

Go Hornets!

Marty James, Principal

This handbook has been prepared to give you, as briefly as possible, information that will help you throughout your high school career. Read this book carefully for it will help answer many questions about your needs and what will be expected of you. Please remember this handbook and all policies in it have been adopted by the Central Montcalm Board of Education.



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



FACULTY OF CENTRAL MONTCALM HIGH SCHOOL

TEACHER (Room #)	SUBJECT	EMAIL
Elizabeth Adams (Room 303)	Social Studies	eadams@central-montcalm.org
Jamie Bozung (Room 201)	Special Education - Reading	jammckeown@central-montcalm.org
Kristen Coston (Room 200)	Language Arts/PE	kcoston@central-montcalm.org
Scott Cripe (Room 302)	Social Studies	scripe@central-montcalm.org
Jennifer Davis (Room 307)	Mathematics/Science	jdavis@central-montcalm.org
Ben DeRosia (Room 306)	Mathematics	bderosia@central-montcalm.org
Tara Doolittle (Room 202)	Language Arts	tadoolittle@central-montcalm.org
Brad Hansen (Room 409)	Special Education/Technology	bjhansen@central-montcalm.org
Michele Hoffman (Room 300/301)	Mathematics/Multimedia	mihoffman@central-montcalm.org
April Holman (Room 402)	Science	aholman@central-montcalm.org
Nancy Jerry (Room 403)	Hearing Impaired	njerry@central-montcalm.org
Phillip Kahler (Room 304)	Social Studies/Technology	pkahler@central-montcalm.org
Albert Mayer (Room 505)	Choir	amayer@central-montcalm.org
Christine Nanzer (Room 411)	Special Education - CI	cnanzer@central-montcalm.org
Darren Oles (Room 401)	Science/Mathematics	doles@central-montcalm.org
Amy Pung (Room 310)	Health/PE/Science	apung@central-montcalm.org
Matt Reed (Room 504)	Band	mareed@central-montcalm.org
Gabrielle Rewa (Room 205)	Language Arts	grewa@central-montcalm.org
Laura Ruggles (Room 508)	Art	lruggles@central-montcalm.org
Sheena Sanders (Room 203)	Language Arts/Spanish	ssanders@central-montcalm.org
Jimmy Stabile (Gym)	PE	jstabile@central-montcalm.org
Cheryl Stacer-McVey (Room 400)	Science	cstacer@central-montcalm.org
Kristi Staten (Main Office)	Counselor	kstaten@central-montcalm.org
Shanda Stauffer (Room 204)	Mathematics/Spanish	sstauffer@central-montcalm.org
Jeff Trimper (Main Office)	Student Services Dean	jtrimper@central-montcalm.org

CENTRAL MONTCALM PUBLIC SCHOOLS' MISSION STATEMENT

To Advance Quality Learning

CENTRAL MONTCALM PUBLIC SCHOOLS' VISION STATEMENT

A learning community where all people strive for continuous improvement in everything they do.

CENTRAL MONTCALM HIGH SCHOOL MISSION STATEMENT

The staff of Central Montcalm High School accepts the responsibility to provide all students a safe and orderly climate and a maximum opportunity to grow intellectually, socially, and emotionally in order to become productive and responsible citizens.

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

ELASTIC CLAUSE

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.

CENTRAL MONTCALM HIGH SCHOOL STUDENT DAILY SCHEDULE

REGULAR SCHEDULE

Period 1:	7:45-8:45	Period 1:	7:45-8:45
Period 2:	8:50-9:45	Period 2:	8:50-9:45
Period 3:	9:50-10:45	Period 3:	9:50-10:45
A Seminar:	10:50-11:20	1 st Lunch:	10:45-11:15
2 nd Lunch:	11:20-11:50	B Seminar:	11:20-11:50
Period 4:	11:55-12:50	Period 4:	11:55-12:50
Period 5:	12:55-1:50	Period 5:	12:55-1:50
Period 6:	1:55-2:50	Period 6:	1:55-2:50

2 HOUR EARLY RELEASE SCHEDULE

Period 1:	7:45-8:20	Period 1:	7:45-8:20
Period 2:	8:25-9:00	Period 2:	8:25-9:00
Period 3:	9:05-9:40	Period 3:	9:05-9:40
Period 4:	9:45-10:20	Period 4:	9:45-10:20
A Seminar:	10:25-10:55	1 st Lunch:	10:20-10:50
2 nd Lunch:	10:55-11:25	B Seminar:	10:55-11:25
Period 5:	11:30-12:05	Period 5:	11:30-12:05
Period 6:	12:10-12:50	Period 6:	12:10-12:50

2 HOUR DELAY SCHEDULE

Period 1:	9:45-10:20	Period 1:	9:45-10:20
Period 2:	10:25-11:00	Period 2:	10:25-11:00
A Seminar:	11:05-11:35	1 st Lunch:	11:00-11:30
2 nd Lunch:	11:35-12:05	B Seminar:	11:35-12:05
Period 3:	12:10-12:45	Period 3:	12:10-12:45
Period 4:	12:50-1:25	Period 4:	12:50-1:25
Period 5:	1:30-2:05	Period 5:	1:30-2:05
Period 6:	2:10-2:50	Period 6:	2:10-2:50

ACCOMMODATING PERSONS WITH DISABILITES

The American's 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.

ASSEMBLIES

Various school groups periodically plan assemblies for the students at CMHS. The purpose of these assemblies can be of an educational nature, can provide entertainment to the student body, or can present information of honors to the members of the student body. At all times, the student's behavior should be refined and courteous. Unacceptable conduct would include but is not limited to whistling, uncalled for clapping, catcalls, boisterousness, and talking during the program. **ALL STUDENTS ARE EXPECTED TO ATTEND ALL ASSEMBLIES. STUDENTS WHO DO NOT BEHAVE PROPERLY WILL BE DENIED THIS PRIVILEGE.**

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. The library/media center is open daily from 7:30-2:50.

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

Students are not allowed to carry backpacks, bags or purses into classrooms or common areas of the high school building (library, gym, lunch room, etc.). These personal items have been determined to be safety hazards to the student body and school building at large. It is by the recommendation of law enforcement and local safety officials that this policy be enacted. 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.

LOCKERS

Lockers are 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. A student is not required to use a school locker. Please understand that students should be very careful not to house items in their locker that are of great personal value. The school will not be responsible for personal property theft and students must take every measure to assure the security of their locker and its contents. Always be sure that your locker is locked and in good working order. Do not give your locker combination to others and always report damaged lockers and locks to the high school office immediately.

SCHOOL ANNOUNCEMENTS

Each morning the high school office will collect the important announcements for the day. Those 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.

SCHOOL DANCES/PARTIES

The school administration must approve all dances. Approval for building use must be obtained from the Central Office or their designee. For a complete list of rules and procedures for dances, consult the high school office.

- 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 may be allowed at the discretion of the principal. The Central Montcalm student shall be responsible for the behavior of his/her 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 and approved prior (usually one week) to the dance. **School administration does not need to give an explanation for turning down a visitor pass to a school event and all decisions of the high school 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.

FIELD TRIPS

Field trips are an extension of the learning experience for students. Parents/guardians permission is required for a student to participate. A permission form will be sent home for parents/guardians to sign whenever a student is going to be participating in a school-sponsored field trip. Students may be denied the privilege of a field trip, or parents may be requested to accompany their child, when misconduct warrants these measures.

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.

TELEPHONE

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

TEXTBOOKS

Textbooks for students are 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.

VIDEO MONITORING SYSTEMS

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. 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 High School 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.

REVIEW OF INSTRUCTIONAL MATERIALS

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

The Central Montcalm Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs'. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school. The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional equipment. In addition s/he shall, periodically, provide for a systematic review, by the Board, of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process. A student shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence. Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate.

The criteria for the selection of educational materials may include, but not be limited to one (1) or more of the following:

- A. Materials shall be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.
- B. Wherever possible, materials shall provide major opposing views on controversial issues so that students may develop, under guidance, the practice of critical thinking.
- C. Materials shall be factually accurate and of genuine literary or artistic value.
- D. Materials shall be of a quality and durability appropriate to their intended use and longevity.
- E. Materials shall relate to, support, and enrich the courses of study adopted by the Board.

CHAPTER 2: ACADEMIC INFORMATION AND GRADUATION

ENROLLMENT ELIGIBILITY AND ASSIGNMENT

Eligibility to attend Central Montcalm 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.

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 school and senior high school principals.

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 a 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.

COMMENCEMENT

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school 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:

Orientation of eighth graders to the high school

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

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.**

GRADING SCALE

The following grading scale will be used in every course in the high school.

94-100%	A	73-76%	C
90-93%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
77-79%	C+	0-59%	E

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 absence. Work not made up on time will automatically become an incomplete. It is the student's responsibility to make arrangements to complete all course assignments.

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

Science	<u>3 credits:</u> 1 credit in Earth Science 1 credit in Biology 1 credit in Chemistry/Physics
Mathematics	<u>4 credits:</u> 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	<u>3 credits:</u> 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	<u>1 credit:</u> 1/2 credit in Physical Education 1/2 credit in Health Education
Fine Arts	<u>1 credit:</u> Art, Band, Choir, Web Design, or Multi-media
<i>World Language</i> (Class of 2016)	<i>2 Credits:</i> World Language Electives

Required courses	<u>16 credits:</u>
Elective courses	<u>5 credits:</u>

TOTAL	<u>21 credits:</u> 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. In order to be considered for early graduation, a student must submit a **letter of intent to the high school principal** before the conclusion of the academic year preceding the academic year in which they want to graduate. (Example – If 2021 is the desired graduation year, letter of intent must be submitted before the conclusion of the 2020 school year.) The letter of intent must include the reason(s) the student feels he/she is qualified and his/her educational plans for the future.

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.

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.

REPORT CARDS

Report cards will be issued at the conclusion of each nine weeks (quarter).

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 course work 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

CHAPTER 3: ATTENDANCE

CLASS ATTENDANCE AND CREDIT

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 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 reason 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.

CENTRAL MONTCALM PUBLIC SCHOOLS 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 (10th) absence. The required excuse from a medical doctor must give the specific date(s) of the required absence(s) and furthermore, the medical doctor's excuse must be presented to the high school office within three business days of the absence(s). 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.

ABSENCES

Students absent from school must either:

- * Have a parent/guardian call the school on the day or days of the absence. This call can be made anytime, day or night, to either **831-2100 or 831-2102**
or
- * Upon their return to school a written note signed by a parent/guardian shall be turned in to the office. This note should be dated and give a specific reason for the absence(s) and the date(s) of the absence(s).

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.

LEAVING SCHOOL EARLY

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 coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TARDY POLICY

Students will have 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 who are tardy to class will receive the following consequences:

1. Warning
2. Final Warning
3. Referral to Student Services and parent notified. Student may be required to complete a plan of action which will outline the details of how the student will rectify their tardiness and the plan will also help the student gain awareness of the negativity that tardiness has in relationship to life and job skills. The student will need to have the plan approved by their parent and return the signed plan to student services.
4. Lunch detention
5. Student will lose their passing time.

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

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 who's 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.**

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 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 high 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.

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. **Effective with the start of the 2018-19 school year: Students desiring to transfer to The Success Virtual Learning Center**

(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).

CHAPTER 4: STUDENT FEES AND MEAL COSTS

SCHOOL BREAKFAST/LUNCH

Hot lunch and breakfast will be made available to all students and staff. For the 2020-21 school year, all CM students will receive breakfast and lunch at no cost. All CM families will need to complete the "Household Information Report" form. This form is available on the school's website.. Lunch times are listed in the daily schedule on page 5 & 6 of the handbook.

CHAPTER 5: TRANSPORTATION AND PARKING

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 HS bus loop or in the spaces along the MS 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 or around the MS bus loop 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 the high school principal due to reckless driving, violating the Career Center's policies, misbehavior at CMHS or the MAC, poor academic performance at CMHS 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.

CHAPTER 6: DISCIPLINE AND STUDENT CODE OF CONDUCT

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.

***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 administrations 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 student 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.

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 be as follows:

- 1st Offense: The students will be referred to Student Services
- 2nd Offense: The student has earned a Lunch Detention
- 3rd Offense: The student has earned a full day In-School Suspension (ISS)

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.*

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 instruction 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 purpose (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.
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 parent contact, re-teaching of expectation, student conference, behavior modeling 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, video taping 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 video taping 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. 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; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be

considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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. Suspension: One to ten days, pending further investigation of the incident by administration
2. Suspension of more than ten days
3. Recommendation for expulsion
4. Restitution of property (if applicable)
5. Conference with parents or guardians before readmitting students

OTHER MISCONDUCT VIOLATIONS

1. E-Cigarette or “Vaping”

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

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|-------------------|---|
| First Violation: | 1 Day In School Suspension (ISS) with the successful completion of a vaping awareness module |
| Second Violation: | 2 Day Suspension with 90 days social probation. Social probation prohibits a student from attending all social events outside the school day (dances, games, etc.) |
| Third Violation: | Possible ten-day suspension with 90 days social probation. The ten-day suspension may be reduced to a five- day suspension if the student and their parent(s) agree to attend all sessions of a vaping education small group. |
| Fourth Violation: | Refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS |

2. Public Display of Affection: kissing, or other inappropriate bodily contact between students during school hours, during school activities or on school property.

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|-------------------|--|
| First Violation: | Student will be issued a warning |
| Second Violation: | Student is referred to student services |
| Third Violation: | Possible suspension and a parent intervention meeting will be called to address the problem. |
| Fourth Violation: | Possible three-day suspension |
| Fifth Violation: | Refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS. |

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 IN VIOLATION OF SCHOOL RULES AND REGULATIONS

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.
- Misconduct of any kind will be dealt with by a referral to RTC or other disciplinary action.

DRESS CODE, ABUSE, DETRIMENTAL BODY CONDITIONS (GENERAL MISCONDUCT)

Student dress and grooming will be the responsibility of the individual and his/her parent/guardian within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.
3. Dress and grooming will not be such as to disrupt the teaching-learning process. Student apparel shall remain within the bounds of common decency. Guidelines to be followed are:
 - a) students are expected to wear clean, neat clothing
 - b) hair shall be neat and well groomed
 - c) by state law, footwear is required on all students

Students whose dress or appearance interfere with or disrupt the educational process, within the classroom, school building, or on school premises shall not be allowed in school. Suggestive clothing shall include but not be limited to phrases referring to alcohol, tobacco, sexually vulgar or obscene behavior or controlled substances (drugs). The following is a guideline of unacceptable clothing, which will be used in determining administrative action:

1. suggestive or vulgar clothing with offensive pictures or slogans
2. apparel with slogans or pictures that have a negative or offensive double meaning
3. short shorts/skirts/dresses- length is defined as no shorter than 10 inches from the student's waist to the shortest part of the garment on the students outside hip/leg. For clarification purposes, if a student chooses to wear shorts/skirts/dresses, those garments must cover a 10-inch length no matter how the

garment fits a student's body type. Also for clarification, "High Waist" shorts will follow the same 10-inch rule from the student's waist/hip and not from the waistline of the "high waist" shorts. Pants/Shorts are expected to be worn properly (on or very close to the hip). "Sagging" pants/shorts or pants/shorts that reveal undergarments and/or any portion of the buttocks are not acceptable

4. cutoffs, beach wear, spandex shorts, or any clothing full of holes where the holes allow for the visibility of undergarments or holes that are within the 10-inch length rule as stated in #3 above.
5. loose fitting tank tops, halter-tops or tube tops
6. exposed under garments in any capacity
7. clothing that is revealing, such as bare midriff tops or tops that show cleavage
8. inappropriate or no undergarments
9. clothing which advertises alcohol, drugs, or tobacco products or gang affiliation
10. hats or caps, may be worn as long as they do not have offensive pictures or slogans and/or negative or double meaning slogans or logos on them. **Bandanas or the hood of a sweatshirt may not be worn at any time. Furthermore, it is at the discretion of the classroom teacher to determine if there are times when hats can not be worn in the classroom setting**
11. wearing or carrying a "chain" or similar item that can be used as a weapon. Chains, wallet chains, spiked collars, or spiked bracelets are prohibited on school property
12. If there is any doubt about dress and appearance, the building principal will make the final decision.

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; or
- (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 insure the safety of all students.

STUDENT RIGHTS OF EXPRESSION

The freedoms of speech, press, assembly, and petition are often collectively referred to as the freedom of expression, and the U.S. Supreme Court has developed a separate body of case law regarding the free expression rights of students. Essentially, within a public school setting, the U.S. Supreme Court has determined that a student possesses their First Amendment rights in regards to freedom of expression unless that expression is going to cause harm or violence towards the student or others in the school, is of a lewd or vulgar nature, or it disrupts the teaching and learning (pedagogical) process of the school.

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)

NOTIFICATION OF PARENTS/ GUARDIAN OF SUSPENSION: 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 damages 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:
Written notice shall be given of the time, date, and place of the hearing
The student or parent/guardian may be represented by an attorney or other advisor of their choosing
 - a. Witnesses may be presented at the hearing and the student or his/her representatives may question witnesses testifying against the student
 - b. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing
 - c. 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
 - d. 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.

CHAPTER 7: 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 or www.michigan.gov/immunize. ****All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

Entry Requirements for All Public & Non-Public Schools		
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 OR 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 th 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 th grade or higher
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR 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 noncasual-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.

Noncasual-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

The Board of Education recognizes that the existing law enables school employees to administer medication under certain conditions. Therefore, the Board authorizes, but does not mandate, the administration of medication(s) to students at school. If a student is required to take medication during school hours, and the parent/guardian is unable to administer the medication, the Principal or his/her adult designee may administer the medication in compliance with the written instructions of a physician and the written permission of the parent/guardian. The necessary physician and parent forms are available in the office. The exact dosage, method of delivery (oral, topical, etc.) and frequency of administration must be clearly marked on the prescription label of the medication container, and the request form, or written instructions signed by the health care professional. The school is prohibited by law from dispensing aspirin, Tylenol or other over-the-counter pain medication without written permission from the doctor and parent on the appropriate forms. The parent/guardian must assume responsibility for informing the principal's office in writing of any change in the child's medication and for providing a new prescription or health care professional note to change the original prescription dosage and/or directions. The parent/guardian is also responsible for keeping track of the amount of medication at school and transporting the medication to and from school. Students may not carry medication to and from school. It is the student's responsibility to report to the office on time to receive their medication. Unused medications will be destroyed one week after the termination date or one week after the close of school if not picked up by the parent/guardian.

Injections: The Michigan Attorney General's opinion (No. 5679, April 11, 1980) allows a school administrator, teacher, or designated employee to administer medication in the form of an injection in an emergency if he/she is properly trained to perform the injection and does so pursuant to the instructions of a physician. School personnel in emergency situations shall follow the following procedures:

1. An attempt to contact the parent/guardian will be made.
2. Injections from a physician-prescribed kit may be administered by the individual requiring the injection or by a school employee under the supervision (written orders/instruction) of a physician.

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 989-831-2100.

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 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 AND PEST MANAGEMENT

Central Montcalm 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.

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

_____ Dated: _____

Signature of Parent/Guardian of record

CHAPTER 8: INTERNET AND TECHNOLOGY

BOARD OF EDUCATION PROPERTY CENTRAL MONTCALM SCHOOL DISTRICT 7540.03

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, to services through its Educational Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District's Education Technology and the Internet for instructional purposes.

**Any parent or lawful guardian who does not want their child's picture or information published electronically should inform the child's building level administrator in writing.

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)
47 C.F.R. 54.520

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 the use of 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.

CHAPTER 9: SPECIAL EDUCATION

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.

CHAPTER 10: STUDENT RECORDS AND PRIVACY

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:
 - 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 - 2. Mental or psychological problems of the student or the student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom the students have close family relationships;
 - 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 - 8. Income, other than that required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of* –
 - 1. Any other protected information survey, regardless of funding;
 - 2. 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
 - 3. 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 –
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. 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

Instructional Material- A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

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 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

5. **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.
6. **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.

CHAPTER 11: PARENTAL RIGHTS AND NOTIFICATION

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 high school office.

EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

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

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
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

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.

CHAPTER 12: 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

*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.

Central Montcalm Public Schools



Positive Behavior Intervention Supports, Handbook and Policies

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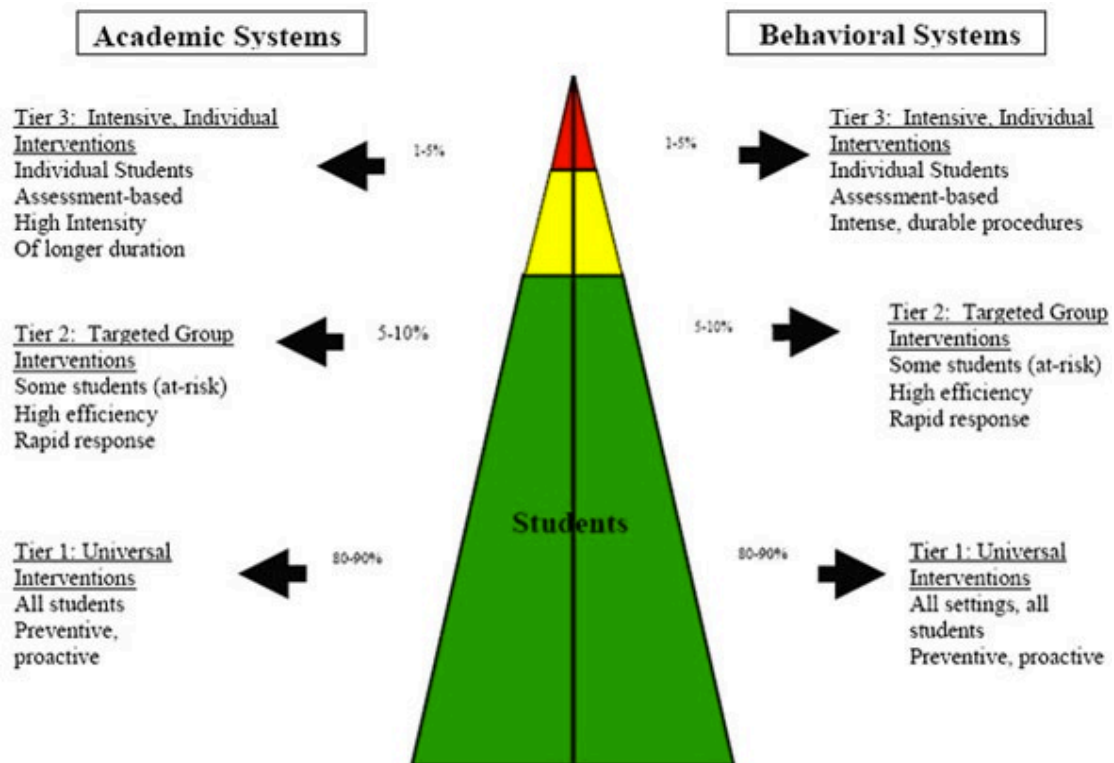
Introduction to PBIS

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).

3-Tiered Model of School-Wide Support



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

Introduction to PBIS (cont.)

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.

	Classroom	All School Related Activities (Any event involving CMHS)	Parking Lot/ Transportation	Public Areas (Restroom, Hallway, Cafeteria, School Grounds, Media Center)	Technology
Teachable Be willing to:	Follow all classroom expectations Try new things Accept constructive criticism Take an active role in learning Come to class prepared	Follow all school-related activity expectations as defined in the handbook Try new things (be coachable) Accept constructive criticism	Follow all parking lot and bus expectations as described in the handbook and on posted signs Park appropriately even in snow-covered conditions Put safety first Enter school through the office after main doors are locked	Follow all public area expectations as defined in the handbook	Follow all technology expectations as defined in the handbook
Respectful I will:	Address others appropriately Assume the best in others Be courteous of	Represent CMHS in a positive manner Strive for positive	Respect staff, students, self, and property Wait my turn Avoid excessive	Use appropriate language Maintain appropriate personal space Keep the hallway	Follow individual classroom procedures and handbook expectations Care for and maintain classroom computers

	<p>others opinions</p> <p>Respect others including personal property and personal space</p> <p>Accept consequences of my actions</p>	<p>interactions with staff, students, and self</p> <p>Make the world around me better by respecting my surroundings</p> <p>Respect all property</p>	<p>tire, engine, and speaker volume</p> <p>Use a level 2 voice on the bus</p>	<p>clear of congestion</p> <p>Use a Level 2 voice</p> <p>Be respectful of all school rules and expectations</p> <p>Respect staff, students, and self</p>	
<p>Accountable I will:</p>	<p>Encourage others to stay on T.R.A.C.K.</p> <p>Cooperate and stay on task</p> <p>Engage actively in group work</p> <p>Demonstrate integrity</p>	<p>Encourage others to stay on T.R.A.C.K.</p> <p>Report any inappropriate /suspicious behavior</p> <p>Be an active participant</p> <p>Use appropriate language and voice level for the setting</p>	<p>Encourage others to stay on T.R.A.C.K.</p> <p>Report any inappropriate or suspicious behavior</p> <p>Obey all laws and safety rules</p> <p>Park in designated areas/spaces (between the lines)</p> <p>Enter the building immediately upon arrival</p> <p>Keep public areas clean</p>	<p>Pick up after self (trash and possessions)</p> <p>Encourage others to stay on T.R.A.C.K.</p> <p>Stay in designated areas during designated times</p> <p>Report any inappropriate or suspicious behavior</p> <p>Use resources properly</p>	<p>Encourage others to stay on T.R.A.C.K.</p> <p>Immediately report any technology problems, cyber-bullying, or inappropriate behavior</p> <p>Use in a school-appropriate way</p>
<p>Committed I will strive to:</p>	<p>Be present physically and mentally</p> <p>Take ownership for learning</p> <p>Persevere and ask for help</p> <p>Complete quality work</p>	<p>Show school spirit</p> <p>Finish what I/we start</p> <p>Do everything asked of me/us</p> <p>Persevere</p>	<p>Follow school and traffic rules</p> <p>Drive safely</p>	<p>Keep our school clean</p> <p>Use passing time wisely</p>	<p>Follow the Student Handbook and Acceptable Use Policy</p> <p>Use technology (Chromebook, cell phones, & earbuds/headphones) for educational purposes only</p>
<p>Kind I choose to always:</p>	<p>Respect staff, students, and self</p> <p>Make others feel welcome at CMHS</p> <p>Use manners and be polite</p> <p>Know my classmates</p> <p>Cooperate with adults and peers</p>	<p>Make others feel welcome at CMHS</p> <p>Use manners and be polite</p> <p>Cooperate with adults and peers</p>	<p>Respect staff, students, and self</p> <p>Make others feel welcome at CMHS</p> <p>Use manners and be polite</p> <p>Cooperate with adults and peers</p>	<p>Make others feel welcome at CMHS</p> <p>Use manners and be polite</p> <p>Cooperate with adults and peers</p> <p>Keep public areas clean</p>	<p>Make others feel welcome at CMHS</p> <p>Use manners and be polite when collaborating with technology</p>

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 ON T.R.A.C.K. Ticket Acknowledgments

- All staff members need to have "ON T.R.A.C.K." 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.

ON T.R.A.C.K. Ticket Example

You're on T. R. A. C. K!!!	
	
Student _____	
Grade _____	Mr. James

Correcting & Responding to Behavior



Central Montcalm High/Middle School Problem Behavior Definitions & Continuum of Responses



		Minor-Staff Managed	Major-Staff Managed	Major-Office Managed
		<ul style="list-style-type: none"> • Teach/Model/Practice Expectations • Proximity • Change seating/Location • Withdrawal of Materials • Verbal redirection • Signal/Look • Student Conference • Planned Feedback • Pre-Correction • Planned Ignoring • Parental Contact • Time Owed • Loss of Privilege • Restitution 	<p><u>Previous Responses plus:</u></p> <ul style="list-style-type: none"> • Teach/Model/Practice Expectations • Individualized Instruction • Behavior Improvement Form • Chillout • Student observation by behavior coach/consultant • Parental Contact 	<p><u>Previous Responses plus:</u></p> <ul style="list-style-type: none"> • Teach/Model/Practice Expectations • Individualized Behavior Intervention Plan • De-Escalation • Exclusionary Time out • Emergency Restraint/Seclusion • Interagency Support • Parent Intervention/Contract • Alternative Placement • In-School Suspension • Out-School Suspension • Bus Suspension • Expulsion
	Defiance Insubordination Non-Compliance	Non-Compliance Not following classroom expectations,, directions, procedures; Unprepared for class	Defiance/Insubordination Continually not following classroom expectations, , procedures; Continually unprepared for class	Defiance/Insubordination Student is unable to re-engage after several attempts to redirect
	Inappropriate/ Abusive Language Profanity	Inappropriate language Student speaking calmly in a conversation and inappropriate language is used	Abusive/Profanity Foul language in the classroom that exceeds conversation voice	Abusive/Profanity Profanity that is directed towards another person (Teacher/Student/Staff/Etc.)
	Bomb or School			The delivery of direct or

	Threat			technology-based messages that involve any threat to school safety
	Bullying			The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling that substantially interferes with a pupil's ability to participate in the school's educational programs or activities.
	Disrespect	-Talking back to staff Being rude to other students; Non-verbal actions that show contempt	Repeated actions but student is able to re-engage when redirected	Student is unable to re-engage after attempt(s) to re-direct
	Disruption	-Distracting peers -Talking out of turn -Out of seat, wandering, intentional noises or distractions	Behavior that disrupts the entire class for a short period of time, but the student can be redirected to the task	Behavior disrupts the entire class over a long period of time and the student cannot be redirected to the task
	Dress Code Violation	Student is asked to modify or change inappropriate clothing and complies		Student is unable or noncompliant in changing or modifying clothing

	Inappropriate Display of Affection		Making out, Lingering hugs Student engages in inappropriate consensual verbal and/or physical contact	Student continues to engage in (or repeatedly engages in) inappropriate consensual verbal and/or physical contact
	Harassment			-The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class -Unwelcome touching
	Forgery/Theft Plagiarism		Claiming others' work as their own Not taking ownership of one's actions	Signing a school staff member's name or initials Stealing others' property Claiming others' work as their own
	Lying/Cheating		Using words or other form of communication in an untrue way	Using words or other form of communication in an untrue way
	Physical Contact/Physical Aggression	Physical Contact Not keeping hands to self when playing or goofing around.	Physical Aggression/Contact -Non-consensual touching -Continual horseplay that	Physical Aggression Fighting, hitting, punching, biting, scratching or other violence -Continual non-consensual

		may result in injury	touching
Property Misuse/ Damage Vandalism	Property Misuse Using school property inappropriately or not as intended	Damage/Vandalism Throwing/misuse of school property, technology devices (without breaking it) Writing on walls, desks, or other school property	Damage/Vandalism Inappropriate use of school property resulting in damage.
Skip Class		Student leaves without permission	Student doesn't come to class or leaves class resulting in staff concern for student safety.
Tardy	First or second tardy	Third to fourth tardy	Fifth or more tardy
Technology Violation	Having device out and active at unauthorized times without staff permission Using technology for a non-educational purpose without permission	Refusal to comply with staff directives regarding device	Repeatedly refuses to comply with directive regarding device. Student violates internet user agreement
Use/Possession of Alcohol			Student is in possession of or is using alcohol.
Use/Possession of Combustibles			Student is in possession of or is using combustibles.
Use/Possession of Drugs			Student is in possession of or is using drugs.
Use/Possession of Tobacco			Student is in possession of or using tobacco.
Use/Possession of Weapon			Student is in possession of or is using a weapon.

How to Set a Positive Tone and Increase Direction Following- Helpful Hints to Parents.

- 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:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
- B. Providing a mutually supportive school and home environment, which encourages learning.
- C. Supporting a consistent and shared approach to child guidance and discipline.
- D. Providing for the proper health, safety, and well-being for their child.
- E. 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:

- A. Provide parents with their child's individual assessment results, reading results, progress reports, report cards and parent conferences.
- B. Provide parents with the school's Code of Conduct.
- C. Arrange flexibly scheduled parent/teacher conferences and parent requested conferences.
- D. Publish in the District's school newsletter(s) information regarding the Parent Involvement Plan and parent involvement opportunities.
- E. Encourage home reading programs. Books may be provided for students to read at home.
- F. Maintain a consistent District wide effort to communicate regularly with parents.
- G. 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.
- I. Encourage active faculty participation in PTA or similar school parent groups.
- J. Have students perform for parents and community.
- K. Encourage parents to serve as chaperones for class field trips and other school activities.
- L. Recognize parents and volunteers who have helped throughout the year.
- M. 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
Adopted 3/14/05

Appendix D

Central Montcalm Public Schools

COVID-19 Secondary Student/Parent Handbook 2020-2021

Message for Parents

Dear Parent(s) and/or Guardian(s),

CMPS has created this Handbook with the essential information to assist families as we navigate the reopening of our schools during the COVID-19 Pandemic. While no public operation can ensure the absence of COVID-19, CMPS is working diligently to ensure all safety measures are put into place while still providing instruction to our students. As the situation with COVID-19 continues to change, changes will need to be made at CMPS. Changes are made based on information from the Centers for Disease Control and Prevention (CDC) and Mid-Michigan Health Department (MMHD) along with federal, state, and local agencies.

Communication

Ongoing communication is a critical element. The following tools will be used to communicate with families:

Communication Tool	Purpose	How to Access the Tool
Central Montcalm Website	To provide updated information regarding our education plan, announcements, and resources	https://www.central-montcalm.org
Central Montcalm Middle School or Central Montcalm High School Facebook Page	To provide updated information regarding our education plan, announcements and resources.	You must have a Facebook account and Like us on Facebook
School Messenger	Announcements will be by text or by email.	Go to schoolmessenger.com Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.* You can participate in this free service* just by sending a text message of "Y" or "Yes" to our school's short code number, 67587

		Updated phone numbers and emails in our school database system will be used.
Google Classroom	This is the learning platform for online instruction. The teacher will be putting learning materials, assignments, and announcements here.	Instructions will be given by the teacher
Zoom	This tool will allow you to communicate directly with professional staff. This has the capability for audio and video.	An invite will be sent to you. You will need to have Zoom on your device.
Phone calls	To communicate individually with staff. CMMS-831-2200, CMHS 831-2100, Transportation 831-2240, Food Service 831-2106, Central Montcalm Board Office 831-2000	

Preparedness Plan

Phases 1-3

- In Phases 1-3, no in-person instruction will take place. Instruction will be offered through online platforms. The platform will be Google Classroom or Edgenuity.
- Packets may be used.
- Teachers will also be provided with other ways to deliver content and will be communicating regularly with families and students.

Phases 4-5

- In-person instruction will occur with safety precautions in place as included in the CM preparedness plan and provided by the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- Details are outlined below.

Face Coverings (Phases 4-5)

- Face coverings may be homemade or disposable level-one (basic) grade surgical masks. Homemade mask covering must be washed daily.
- Facial coverings must always be worn in the school building (classrooms, hallways and common areas). Also, masks must be worn on the bus.
- Students who are capable of wearing a face covering and refuse to do so will be offered a face-covering by a school official (teacher, paraprofessional, administrator, school secretary, etc.) and asked to put the face-covering on. The instance will be documented as an act of defiance.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of non-compliance by the school. If a student is moved to remote learning, they may not be allowed to return to in-person instruction until the beginning of a semester. This will include being banned from being on school premises at any time or at school-related events.
- All staff will be notified of students exempt from wearing masks.

Health Screening: (Phases 4-5)

- Families will screen students for symptoms of Coronavirus (COVID-19) before sending them to school.
- Any child exhibiting the COVID-19 Symptoms below during the day will need to be picked up immediately (as soon as possible, but no longer than 30 minutes for the safety of others). All families will need to have a plan in place to meet the 30-minute requirement.
 - a. Fever over 100.4 degrees Fahrenheit
 - b. Cough
 - c. Headache
 - d. Difficulty breathing
 - e. Sore throat
 - f. Frequent nasal discharge
 - g. Loss of taste or smell
 - h. Vomiting or diarrhea
- While waiting to be picked up, the child will be required to wear a face mask and wait in a designated quarantined area.
- If a student has a fever only, the student will be required to stay at home until he/she is fever free without medication for 72 hours.
- If a student has multiple COVID-19 systems, the student is required to stay at home for a minimum of seven days with at least three days fever-free.
- If there is any diagnosis or exposure to COVID-19, CMPS will be following the guidance of the Mid-Michigan Health Department.
- Parents are required to notify the school if their child has COVID-19 or someone in the home has COVID-19 or if the student/family has been exposed due to close, direct contact to COVID-19.

Transportation

- Families are to do a Health Screening before going to the bus.
- All students must use hand sanitizer before entering the bus.
- The bus driver, staff, and all students must wear a mask if medically feasible.
- There will be assigned seating.
- Busses will be cleaned before and after routes.
- If students are sick during the day, parent(s)/guardian(s)/emergency contact person must pick them up. Sick students are not allowed to ride the bus.
- Weather permitting, windows will be open.

Visitor/Parent Restrictions (Phases 1-5)

Visitation into the buildings will be restricted.

- Visitors will not be allowed in the building. Rather, visitors can relay messages through the front office.
- If deemed necessary to enter the office, visitors/parents will need to wear a mask and pass the Health Screening.
- No large gatherings are allowed in Phases 1-4.
- There will be no after school activities, with the exception of MHSAA/CSAA approved athletics/activities.

Hygiene: (Phases 4-5)

- Teachers will encourage students to practice proper hygiene techniques (handwashing, cough in elbows or covering with a tissue, sanitizing, and limiting the use of shared material)
- Students and teachers will have a scheduled handwashing/hand sanitizing opportunity with each change of class.
- Limited use of shared materials or disinfected between uses.
- Proper classroom cleaning procedures will be followed.
- Students will use water bottles as drinking directly out of the drinking fountain will not be allowed. Bottle filling stations will be available throughout the building.

Social Distancing and Other Precautions Phases 4-5

Social distancing is an effective way to prevent potential infection. CMPS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others as much as possible.

- As feasible, arrange desk/tables apart and have students facing the same direction.
- Students will be taught proper spacing in the hallways, bathrooms, and classrooms.
- Students will be eating breakfast and lunch in the classrooms.
- Lockers will not be used. Backpacks will be allowed during phases 4 and 5.

- Students will be expected to move directly to their next scheduled class (no gathering between classes).
- Alternate scheduling may be used to limit the number of contacts throughout the day.
- To minimize gatherings before and after school, the building will not be open to students until 7:40 am. When students arrive, they are to report directly to their first period class. Students will also be required to leave immediately at the end of the scheduled school day. Staggered arrival/dismissal may also be utilized.

Social-Emotional Well-Being Phases 1-6

CMPS recognizes the social-emotional impact of COVID-19. District social workers and counselors will provide resources for parents. Social workers and counselors will work individually with students on any well-being needs. Parents are encouraged to contact the counselor or social worker with concerns.

Phase 4 - 5 Daily Schedule

Full Day	Class	2 - Hour Early Release
7:45 - 8:50	1st Hour	7:45 - 8:30
8:50 - 9:50	2nd Hour	8:30 - 9:10
9:50 - 10:50	3rd Hour	9:10 - 9:50
10:50 - 11:40	Lunch/Seminar	*4th Hour 9:50 - 10:30
11:40 - 12:40	4th Hour	*Lunch/Seminar 10:30 - 11:20
12:40 - 1:40	5th Hour	11:20 - 12:00
1:40 - 2:50	6th Hour	12:00 - 12:50