

# Central Montcalm Middle - High School

## Student-Parent Handbook 2024 - 2025



1480 S. Sheridan Rd.

Stanton, MI 48888

(989) 831-2100

central-montcalm.org

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## **School Overview**

### **Welcome**

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



## **Hornet Fight Song**

Go Central High School  
You look fine tonight  
Lift up high the banner  
That is 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

## **Mission Statement**

“To Advance Quality Learning”

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

## **General Information**

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 2024. If any of the policies or administrative guidelines referenced herein is revised after July 2024, the language in the most current policy or administrative guideline prevails. The school administration (building principal) reserves the right to amend any provision in this handbook, which he/she deems to be in the best interests of the educational process. The school administration (principal) retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as they consider necessary.

## **Schedule and Calendar**

### **School Day Times**

Main Office Hours: 7:00 - 3:30

Full School Day: 7:45 - 2:50

Early Release: 7:45 - 12:50

½ Day: 7:45 - 11:10

Doors open for students at 7:30



## Scheduling

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

## Class Schedule

1st hour:	7:45 - 8:35	1st hour:	7:45 - 8:35
SWARM:	8:40 - 9:00	SWARM:	8:40 - 9:00
2nd hour:	9:05 - 9:55	2nd hour:	9:05 - 9:55
3rd hour:	10:00 - 10:50	3rd hour:	10:00 - 10:50
Learning Lab:	10:55 - 11:35	Learning Lab:	10:55 - 11:35
A Lunch:	11:35 - 12:05	5th hour A:	11:40 - 12:30
5th hour B:	12:10 - 1:00	B Lunch:	12:30 - 1:00
6th hour:	1:05 - 1:55	6th hour:	1:05 - 1:55
7th hour:	2:00 - 2:50	7th hour:	2:00 - 2:50

## District Calendar 2024 - 2025

August 21	1st Day - Early Release
August 29	Early Release
August 30	No School
September 2	No School
September 18	Early Release
October 16	Early Release/Conferences
October 23	Early Release
November 1	No School
November 15	No School
November 27	½ Day
November 28	No School
November 29	No School
December 19	½ Day
December 20	½ Day
December 23	Winter Break Begins
January 6	School Resumes
January 15	Early Release
February 7	No School
February 10	No School
February 19	Early Release
March 5	Early Release
March 12	Early Release
March 24 - 28	No School



April 16	Early Release
April 18	No School
April 21	No School
May 26	No School
May 29 & 30	½ Day

For a full calendar of events at Central Montcalm Middle-High School, visit [central-montcalm.org](http://central-montcalm.org)

## **Attendance Procedures**

### **Attendance and Truancy (Policy 5200)**

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. If a student is absent from school, a parent/guardian must contact the school by calling 831-2100. When leaving a message, please leave

- your name
- student's name
- date of absence
- reason for the absence.

Absences may also be excused with a written note turned into the office. The note must be signed by a parent, dated, and specify a reason and date of the absence. When no excuse is provided, the absence will be unexcused and the student is considered truant. Central Montcalm Middle-High School will follow and adhere to the Montcalm Area ISD Attendance and Truancy guidelines.

### **Departure During the Instructional Day**

Prior to leaving during the school day, students must have parental/guardian communication excusing their absence with the school office. Students must sign out in the main office prior to departure. Failure to do so may result in an unexcused absence and discipline.

### **Tardy Policy**

Students will have 3-5 minutes to travel from one class to the next. Each student should realize the importance of starting class on time and the problems created by students entering late. Students will be considered absent (not tardy) if they miss more than ten (10) minutes of a class period.

### **Attendance Requirement for Exam Exemption**

Students that have 2 or fewer absences in a class, may request to be exempt from the semester exam (other eligibility requirements outlined under Exam Exemption section of this handbook.) For exam exemption purposes, an absence that is the result of a medical appointment, dentist appointment, funeral, or specific school related event/activity will not count against a student's two (2) absence maximum.

### **Attendance Requirement for Activity/Athletic Participation**

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



### **Pre-Arranged Absence**

Students should complete and submit to the office, a Pre-Arranged Absence Request form, three (3) days prior to the absence. Forms are available in the office and require approval from the classroom teacher before submission.

### **Withdrawal and Transfer**

Students transferring to another school should 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 to return any textbooks, library books, chromebooks, technology, or school owned equipment prior to leaving.

## **General Procedural Information**

### **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

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](mailto:OCR.Cleveland@ed.gov)

### **Individuals with Disabilities**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.

### **English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact the school office.





## **Review of Instructional Materials and Activities**

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

## **School Announcements**

Announcements will be displayed on the school's video announcement monitors which are located at various points in the building. It is very important that all students pay attention carefully to these announcement monitors as many announcements may pertain to students specifically or in general. Announcements can be added by submitting a request into the office one day in advance. All announcements must be approved or signed by a teacher and/or administrator.

## **Library/Media Center**

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

## **Backpacks/Bags/Purses**

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

## **Lockers**

All students in grades 6th, 7th, and 8th will be assigned a locker and expected to use it. High school students may request a locker assignment through the main office. 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. Damaged lockers and locks must be reported to the school office immediately. The school will not be responsible for personal property theft. Students must take every measure to assure the security of their locker and its contents. Students must remain in the assigned locker unless authorized by the building principal.

## **Meal Program**

Breakfast and lunch will be made available to all students. For the 2024-2025 school year, all students will receive breakfast and lunch at no cost. All CM families will need to complete the Household Information Report form. This form should be submitted through Final Forms.

## **Field Trips**

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



## **Office Telephones**

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

## **Textbooks**

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

## **Closed Campus**

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

## **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.

## **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.

## **Dances & Celebrations**

Celebrations to acknowledge achievements and other goal completion may include participation in activities at school or off campus during the school day. Permission for students to participate in these activities is granted with the permission slip/signature page in Final Forms. The school administration must approve all dances. Approval for building use must be obtained from the Central Office or their designee. Visitors are not allowed at middle school dances. Visitors may be allowed at high school dances at the discretion of the principal. The Central Montcalm student shall be responsible for the behavior of their visiting guest. All visitors must sign a guest pass and are subject to all student rules for dances/parties. Visitor passes must be submitted to the high school office TWO weeks prior to the dance for approval. (Friday by 3 pm TWO weeks prior if dance is on a Saturday) [Additional Dance Information can be viewed here.](#)

## **Video Monitoring System**

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.



## Visitors

By state law, all persons who are not school personnel must report to the Main Office to sign in and state their reason for being on school grounds or in the building. As to whether the person can remain, is entirely up to the administration. This law is for the protection of students and staff and will be enforced. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **Academic Information**

### Enrollment

Eligibility to attend Central Montcalm Middle-High School is determined by the criteria outlined in [Board Policy 5111](#). The Superintendent shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing their fullest educational potential. The building principal shall assign students in their 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.

### Grading Procedures

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

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

### Promotion and Retention (Grades 6th - 8th)

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

### Graduation Requirements

Language Arts (4 credits):

1 credit in 9th ELA, 1 credit in 10th ELA, 1 credit in 11th ELA, 1 credit in 12th ELA.

Science (3 credits):

1 credit in Earth Science, 1 credit in Biology, 1 credit in Chemistry/Physics

Mathematics (4 credits):

1 credit in Algebra I, 1 credit in Geometry, 1 credit in Algebra II, 1 credit in Math or Math-related course in final year Beginning with Class of 2028, 0.5 Financial Literacy credit

Social Studies (3 credits):



1 credit in American Studies/Geography, 1 credit in World History/Geography, 1/2 credit in Economics, 1/2 credit in U.S. Government (Civics)

Physical Education (1 credit):

1/2 credit in Physical Education, 1/2 credit in Health Education

Fine Arts (1 credit):

Art, Band, Choir, Web Design, or Multi-media (Each semester = ½ credit)

World Language (2 Credits):

World Language Electives

### **Early Graduation**

Under certain circumstances, it may be possible for a Central Montcalm High School student to graduate ahead of their class. To be considered for early graduation, a student must meet or exceed the following criteria:

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

\*Requirements #1, 2, and 3 above must be completed within the first 45 days of the academic year in which the student is seeking graduation. Individual students who fulfill the aforementioned requirements shall be eligible to graduate early; however, said student(s) shall not be eligible to graduate with honors nor will he/she be eligible to receive the honor of valedictorian or salutatorian. The Board of Education has the sole authority to approve or disapprove requests for early graduation.

### **Commencement**

Commencement exercises will include only those students who have successfully completed requirements as certified by the principal by 3:00 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.

### **Dual Enrollment**

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. Application and admission to the postsecondary institution are the responsibility of the student. 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. [Additional Dual Enrollment Information can be viewed here.](#)



## 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. Permission to earn such credit must be obtained from a counselor or the principal prior to enrollment. No required courses may be taken via correspondence unless the student attempted to complete such courses at CMHS first. The student is responsible to make sure that he/she has fulfilled all responsibilities associated with completion of such courses. 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 first Friday in May in order to participate in the graduation and commencement ceremonies sponsored by the school.

## Testing Out Courses

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 still earn a minimum of 21 credits for graduation. Applications will be available in the high school counseling office in early April. Completed applications will be due in the high school counseling office at the end of April. Class test-out packages will be available to applicants in May. All required coursework as outlined by the department for which testing out is requested, must be completed prior to the start of the next school year. 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.

## Academic Honor 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 their senior year if he/she has an incomplete on their 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:

1. Must have been enrolled in Central Montcalm no later than the first semester of their sophomore year
2. 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)
3. Be on a diploma track.
4. Must have taken the Mstep/SAT and/or other state required assessments



If there is a tie in student grade point averages with two or more students, the valedictorian and salutatorian will be determined by the highest Spring SAT score.

### Assessment

To measure student progress, students will be tested in accordance with State standards and District policy. District assessments for math, reading & writing will take place during school hours and students will also be administered required Michigan assessments. Counselors are responsible for coordinating the assessment program. In addition to coordinating the administering of the assessments, counselors may assist in interpreting assessment results to students, parents, and teachers.

### Exam Exemption

In order to help prepare students for academic life beyond high school, all Central Montcalm high school courses will require a student to take an end of the semester (both first and second semester if applicable), cumulative exam. As outlined below, if a student achieves a level of academic success in combination with exceptional attendance, they may have the choice to be exempt from one or more semester exams. If a student has been absent in a class (excused or unexcused) only two (2) times in a semester, they may request to be exempt from that semester's exam if they also have an 85% (B) or better grade at the conclusion of the semester. It is at the sole discretion of the classroom teacher to determine the final semester grade point average for the purposes of exam exemption. Furthermore, attendance must be verified by the classroom teacher in whose class the exam exemption will take place. Students must complete and submit the necessary paperwork by the deadline in order to be eligible for exam exemption in any of their classes.

### Incomplete/Late Work

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

### Homebound/Hospitalization Services

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

### Release Time for Religious Instruction/Observation

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### Parent Involvement

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. [Additional Information regarding Parent Involvement can be viewed here.](#)

## **Internet and Technology**

### **Student Computers**

It is the intent of Central Montcalm Public School to provide laptops for student's use to enhance and expand their 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. Please review the [District's Acceptable Use Policy](#).

### **Laptop User Agreement**

#### Terms of Agreement for Parent/Guardian

1. I understand that my student is responsible for the care and appropriate use of the laptop that he/she is designated to use during any portion of the school day.
2. I understand if my student violates the guidelines agreed to in the [District Acceptable Use Policy \(AUP\)](#), their privileges may be restricted or removed and they may be subject to disciplinary action.
3. 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 \$500 per incident if malicious intent has been found.
4. I understand that laptops remain the property of Central Montcalm Public Schools.
5. I understand that the laptop is for my student's educational use, and will support that use.

#### Terms of Agreement for Student

1. I agree to care for the laptop in my possession and to make every attempt to protect the laptop from damage.
2. I will use the laptop to improve and expand my educational experience.
3. I will take responsibility for any misconduct on my part, which contributes to the loss of, or damage to the laptop.
4. 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.
5. I agree to abide by all school rules regarding the use of the laptop and other school technology.
6. 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.

\*\*By signing the "Signature Page" in Final Forms, I agree to the terms stated above.

### **Personal Technology (Cell Phones)**

For purposes of this policy, "Personal Technology" means a privately owned device used for audio, video, or text communications. Personal Technology includes, but is not limited to, cell phones, smartwatches, headphones or earbuds, personal laptops, MP3 players, any non-school issued personal technology. Students are allowed to have cell phones and/or personal technology devices at school; however, they are not allowed to be used or visible during the time a student enters school until the school day ends, unless prior approval is given from a staff person. Cell phone use is prohibited during school hours without the permission of the classroom teacher or other school staff. If parents need to communicate with their student, they can send their student an email or call the office and get a note sent from the office.



## **PBIS Behavior Expectations & Student Code of Conduct**

### Student Code of Conduct ([Policy 5500](#))

The code of conduct, which pertains to all school related activities and school property, confirms that students come to school for an education and that the school should provide a wholesome atmosphere for a good experience. Central Montcalm Public School recognizes that proper student conduct is essential in all programs and activities of the school. Proper conduct is essential

- to develop and maintain a healthy teaching/learning environment
- to develop and maintain those conditions necessary for an orderly, safe and efficient operation of the school and the school program
- as a teaching tool, illustrating the fact that orderly conduct is a requisite to cooperative and productive participation in adult life.

In order to insure each student's right to educational opportunity in the school system, expectations and responses governing student conduct and discipline have been developed. This code is an attempt to list the main violations and the response of each, but other acts not listed could be disciplined if the act is

- disruptive to the educational process
- hinders other students' learning
- deemed inappropriate for a school setting

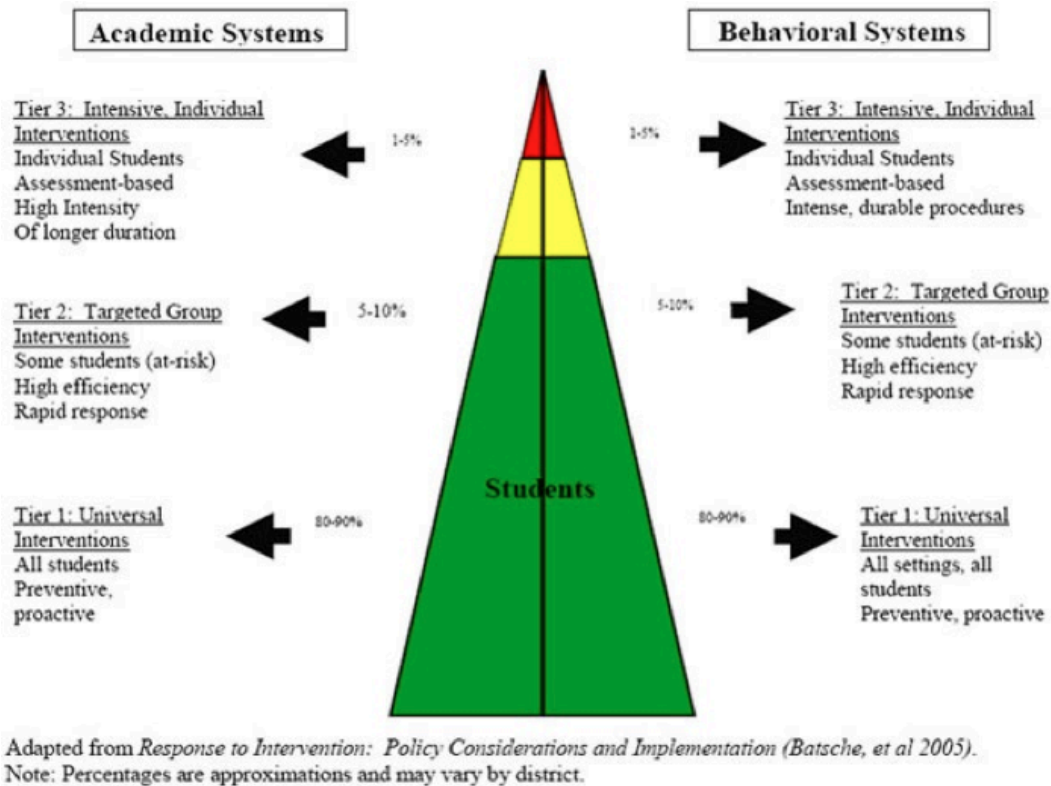
Students aiding or abetting another student in the commission of any school violation may receive a penalty equal to that of the violator. Provisions of the student code of conduct are in effect during all field trips, extracurricular activities, and other activities that are an outgrowth of the school program. The board considers its authority to discipline to extend beyond the school day and on or off school property where a student's misconduct is directed toward any school employee or relates directly to some action taken by the school. Discipline is the joint responsibility of students, parent/guardian and the school. When a student violates a school regulation, the support and cooperation of both student and parent/guardian are essential to the value of the school disciplinary measures taken. The school is charged with the responsibility of administering a discipline that is educational, rehabilitative, reasonable, fair and that takes into account individual student rights. The school shall keep a confidential written record of student misconduct and the disciplinary measures taken.

### PBIS - Positive Behavioral Interventions & Supports

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).





### Teaching Positive Behavior Expectations

The [schoolwide SWARM matrix](#) outlines positive expectations for students. [Michigan State Board of Education Positive Behavior Support Policy can be reviewed here.](#)

1. We teach the expectations aggressively over the first three weeks of school. We re-teach expectations several times initially and strongly reinforce them 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.

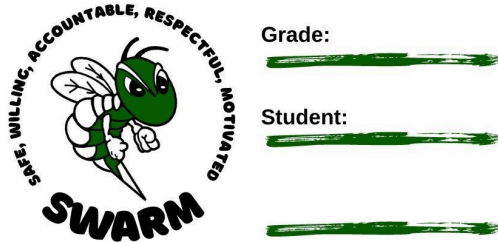
### Acknowledging Appropriate Behaviors

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

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



Staff members have S.W.A.R.M. tickets to give to students. Tickets are generously given for targeted behaviors. Staff explain and give examples to students about which behaviors result in earning tickets and ensure that 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. Students are acknowledged students as part of their school-wide acknowledgement system. SWARM tickets example is below:



## Problem Behavior Definition & Continuum of Responses ([Continuum](#))

### Classroom Managed Problem Behaviors (Level 1)

Classroom managed problem behaviors are not required to be documented. Definitions of the problem behaviors are outlined below.

1. **Academic Dishonesty** - Unintentionally using another person's work as own or sharing material, information, notes, study aids, or devices
2. **Abusive/Inappropriate Language/Profanity** - Student is speaking casually in a conversation and inappropriate language/gestures are used; when directed the behavior stops
3. **Non-Compliance** - Not following expectations; ignoring requests of others (including other students)
4. **Disrespect** - Talking back to staff; eye roll/faces; shoulder shrug; negative comments about other students; verbal noises (groans, moans, sighs); belittling or mocking others
5. **Disruption** - Distracting peers; talking out of turn/blurting; 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 deescalates
6. **Dress Code Violation** - Not following dress code provided in student handbook
7. **Physical Contact** - Not keeping hands to self when playing or goofing around; fighting or rough play without intent to harm
8. **Material/Property Misuse** - swinging on doors, using school property inappropriately or not as intended
9. **Technology Violation** - having device out and active while in class; walking with technology; holding technology inappropriately; accessing additional applications/sites outside staff directives

Possible responses to Classroom Managed Problem Behaviors include:

- Teach/Model/Practice Expectations
- Proximity
- Change seating or location
- Withdrawal of Materials
- Verbal redirection
- Signal/Look
- Student Conference



- Restorative practice led by teacher
- Planned feedback
- Pre-correction
- Planned ignoring
- Parent/guardian contact

### Staff Managed Minor Problem Behaviors (Level 2)

Staff Managed Minor problem behaviors are documented as a Minor. These problem behaviors require completion of a Behavior Incident Form for documentation in SWIS. Definitions of the problem behaviors are outlined below.

1. **Academic Dishonesty** - Non-serious use of another person's work as their own or engaging in unauthorized use of material; information, notes, study aids, devices, or communication during an academic exercise.
2. **Abusive/Inappropriate Language/Profanity** - Student is speaking and using intentional foul language/gestures; language is not directed at another person
3. **Defiance/Insubordination** - Refusal to do what is expected, with minimal disruption to student learning; level of defiance deescalates or maintains with redirection
4. **Disrespect** - Continuous disrespect (Talking back to staff; eye roll/faces; shoulder shrug; negative comments about other students; verbal noises - groans, moans, sighs; belittling or mocking others) to staff or students with minimal disruption to the learning; level of disrespect deescalates or maintains with redirection
5. **Disruption** - Distracting peers; talking out of turn/blurting; out of seat, wandering, intentional noises or distractions; behavior that disrupts the entire class and continues to escalate in duration/intensity/frequency; does not respond to several redirects with wait time in between
6. **Inappropriate Display of Affection** - low intensity, inappropriate, consensual verbal and/or physical gestures or contact of a sexual nature to another
7. **Inappropriate Location/Out of Bounds** - Student is in an area outside of the classroom activity boundaries, and the behavior is managed by the referring staff member
8. **Lying** - Delivering fictional messages, student takes ownership of actions, students engage in copying and/or claiming others work as their own; student responds to redirection
9. **Physical Contact/Physical Aggression** - using body/object to move, harass or intimidate with or without intent to harm; level of physical contact/physical aggression deescalates with redirection
10. **Material/Property Misuse** - throwing or misuse of school property, items, objects; writing on walls, desks, other school property
11. **Skip Class** - Student hesitates around door, challenges or threatens to leave; student is redirected, returns to class
12. **Technology Violation** - refusal to comply with staff directive regarding device; continually accessing additional applications/sites outside staff directives
13. **Theft** - Student is in possession of objects of minor value without the permission of the owner; student returns items and takes ownership; student commits an act of plagiarism but takes ownership

In addition to a Parent/Guardian contact, possible responses to Staff Managed - Minor Problem Behaviors include:

- Teach/Model/Practice Expectations
- Proximity
- Change seating or location
- Withdrawal of Materials
- Verbal redirection
- Signal/Look
- Student Conference
- Restorative practice led by third party
- Planned feedback
- Pre-correction
- Planned ignoring
- Individualized Instruction
- Timeout/Cool Down within the classroom
- Contingent Observation
- Time Owed
- Loss of Privilege
- Restitution
- Individualized Student Support Plan created with classroom teacher with family involvement and support



- Family Involvement/Contract

### Administrator (Support Team) Managed - Major Problem Behaviors (Level 3)

Administrator (Support Team) Managed - Major problem behaviors are documented as a Major. These problem behaviors require completion of a Behavior Incident Form for documentation in SWIS. Definitions of the problem behaviors are outlined below.

1. **Academic Dishonesty** - Intentionally using another person's work as own; engaging in unauthorized use of material, information, notes, study aids or devices; communication during an academic exercise
2. **Abusive/Inappropriate Language/Profanity** - Student is speaking and using intentional foul language/gestures directed at another person
3. **Arson** - Student lights a fire on school property or in building
4. **Bomb Threat/False Alarm** - Any verbal or written threat of explosive materials being on or near campus; intent to bring explosive materials to campus
5. **Bullying** - Repeated behavior is directed at one or more pupils; it is perceived as being dehumanizing, intimidating, and hostile; it is conveyed through physical, verbal, technological or emotional means; it is motivated by specific characteristics of the victim; it interferes with student learning
6. **Defiance/Insubordination** - Prolonged refusal to do what is expected that disrupts student learning and/or safety; level of defiance continues to escalate
7. **Disrespect** - Continuous and escalating disrespect (Talking back to staff; eye roll/faces; shoulder shrug; negative comments about other students; verbal noises - groans, moans, sighs; belittling or mocking others) to staff or students with disruption to the learning; severe emotional outbursts
8. **Disruption** - Distracting peers; talking out of turn/blurting; out of seat, wandering, intentional noises or distractions; behavior that disrupts the entire class over a long period of time and the student cannot be redirected to the task through the established continuum of consequences; Disrupting behaviors are escalating
9. **Fighting** - Student engaged in activity with intent to harm
10. **Gang Affiliation Display** - Student displays gang affiliation (clothing, gestures, verbal, etc)
11. **Harassment** - Student engages in intentional and inappropriate language/messages/gesture based on gender, ethnicity, sexual orientation, race, religion, disability, physical characteristics
12. **Inappropriate Display of Affection** - Student engages in (or repeatedly engages in) inappropriate consensual and nonconsensual verbal and/or physical contact of a sexual nature to another student
13. **Inappropriate Location/Out of Bounds** - Student has left the building without permission
14. **Lying** - Signing a staff member's or guardian's name or initials; claiming others' work as their own; refusal to take ownership of actions
15. **Physical Contact/Intimidation/Physical Aggression** - hitting, punching, biting, spitting, or scratching or other behavior with intent to intimidate and/or harm; behavior continues to escalate; student is unable to be redirected
16. **Property Damage/Vandalism** - destruction or disfigurement of property Student leaves or misses class without permission; student refuses to return to class after redirection
17. **Tardy** - Student is late to class or at the start of the school day as directed by the school
18. **Technology Violation** - refuses to give device to staff; student violates Acceptable Use Policy, intentionally accessing additional application/sites outside staff directives
19. **Theft** - Student is continually in possession of objects of minor value without the permission of the owner; student is in possession of objects of greater value and refuses to return objects or acknowledge actions; Possession of an item of significant value; student commits an act of plagiarism but refuses to take ownership
20. **Threatening Behavior** - causing fear of injury or harm to people or property
21. **Truancy** - Student is truant as determined by truancy guidelines by principal; and truancy officer
22. **Use/Possession of Alcohol** - student is in possession of or is using alcohol
23. **Use/Possession of Combustibles** - Student is in possession of combustibles
24. **Use/Possession of Restricted Substances** - Student is in possession of or is using illegal substances or imitations
25. **Use/Possession of Tobacco/Nicotine** - Student is in possession of or is using tobacco



26. Use/Possession of Weapon - Student is in possession of knives, guns (real or look alike), or other objects readily capable of causing bodily harm

In addition to a Parent/Guardian contact, possible responses to Administrator (Support Team) Managed - Major Problem Behaviors include:

- Teach/Model/Practice Expectations
- Proximity
- Change seating or location
- Withdrawal of Materials
- Verbal redirection
- Signal/Look
- Student Conference
- Restorative practice led by third party
- Planned feedback
- Pre-correction
- Planned ignoring
- Individualized Instruction
- Timeout/Cool Down within the classroom
- Contingent Observation
- Time Owed
- Loss of Privilege
- Restitution
- Individualized Student Support Plan created with classroom teacher with family involvement and support
- Family Involvement/Contract
- Deescalation
- Exclusionary Timeout/Cool Down
- Emergency Restraint/Seculision
- Interagency Support
- Alternative Placement
- In-School Suspension
- Out of School Suspension
- Bus Suspension
- Expulsion
- Social Probation

### **Dress Code**

The primary responsibility for a student's attire resides with the student and parents/guardians. The school is responsible for seeing that student attire does not interfere with or disrupt the educational process, does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. A student shall dress in a neat, clean, and well fitting manner while on school grounds.

Students MUST Wear:

- Clothing that opaquely covers their body from one armpit directly across to the other armpit
- Clothing that opaquely covers their body from their armpits to approximately 3-4 inches in length on the upper thighs
- Appropriate footwear

Student CANNOT Wear:

- Violent language or images; Hate speech, profanity, or pornography
- Images or language depicting drugs, alcohol, or illegal item/activity
- Images or language that creates a hostile or intimidating environment based on any protected class
- Helmets, headgear, hats, hoods etc that obscures the face. Eyes and ears must be visible

### **Student Rights of Expression**

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

A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,



4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

### **Student Driving/Parking**

Students may park their vehicles on campus between the hours of 7:30-3:20 in any legal space within the first two parking lots as they enter campus. Students will NOT park in any space within the parking lot that is inside the bus loop. Vehicles must be parked between the painted lines and must be driven under the speed limit of 15 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. Students **MUST** register their car in the office and show proof of registration, insurance, and driver's license. Their parking tag must be displayed clearly in the windshield of their vehicle at all times. **There is absolutely no loitering in cars or in the parking lot.** Once a student drives onto school grounds, he/she must park and enter the building promptly. At the end of the school day students are expected to leave promptly, unless participating in a school-sponsored activity. Students who violate this policy will be referred to administration for disciplinary action, which may include the loss of driving privileges. The 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. 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 the Career Center is a privilege and not a right. Students may have this privilege revoked at any time at the discretion of an administrator due to reckless driving, violating the Career Center's policies, misbehavior at CMMHS or the MAC, poor academic performance at CMMHS or the MAC, transporting other students without permission, poor attendance, etc.

### **Sexual Harassment (Policy 5517)**

Sexual harassment has no place in a 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. Additional information can be viewed in the [Sexual Harassment and Sexual Assault Information Guide](#) and [CM Harassment Policy Information](#).



## **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.

## **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.

## **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 sixth grade and above, the waiting period is 180 days. The final decision to reinstate a student rests with the school board. The bill also requires the expulsion of students for up to 180 days for verbal threats, bomb threats or similar threats. (M.C.L.A.: 380.1308, 380.1310, 380.1310a, 380.1311, 380.1311a)



### **Incorrigibility/Persistent Disobedience**

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

### **Gang Affiliation**

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

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

### **Weapons**

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

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

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

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

### **Breathalyzer Policy/Search and Seizure**

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

A student may be required to take a Breathalyzer test prior to attending or participating in or during an extracurricular activity where there is a reasonable suspicion that the student has consumed an alcoholic beverage. If the student refuses





to take the test, the student will not be admitted to the school activity and may be subject to disciplinary action based on observable evidence of the student's misconduct but not for refusing to take the Breathalyzer test.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted for any reason at any time without notice, without student consent and without a search warrant.

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

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

### **Seclusion and Restraint**

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

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

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

### **Due Process**

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

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

An administrator may order the immediate removal of a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, school officials or others, or 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:
  - a. Written notice shall be given of the time, date, and place of the hearing
  - b. The student or parent/guardian may be represented by an attorney or other advisor of their choosing
  - c. Witnesses may be presented at the hearing and the student or his/her representatives may question witnesses testifying against the student
  - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing
  - e. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case
  - f. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.



## Discipline and 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.*



## Health and Safety

### Immunizations

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

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

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 <b>OR</b> 3 doses if #1 given on or after the first birthday. 1 dose of Tdap for children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher.
Polio	4 doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.	4 doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.
Measles,* Mumps,* Rubella*	2 doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate	None	1 dose for all children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age <b>OR</b> current lab immunity <b>OR</b> reliable history of disease	

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

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

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



Rev. May 7, 2015

### Head Lice & Communicable Diseases

Central Montcalm Public Schools follows the State of Michigan/Michigan Department of Community Health policy recommendation regarding lice and communicable diseases. In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.



### Emergency Medical/Injury Authorization

School personnel have certain responsibilities in case of accidents which occur in school. These extend to summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports and taking to emergency rooms of hospitals. The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

### Medication Policy

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

1. An administration of medication request form will be completed by the parent/guardian for each medication. This form will give the physician's name, prescription directions and will include any precautions that should be taken in administering the medication. This written request is available in the school office.
2. The parent/guardian shall be responsible to notify the office in writing of any change in the medication or its administration.
3. It is recommended that all medication be brought to the school by a parent or guardian in a container appropriately labeled by a pharmacy or physician.
4. Non-prescription oral medications will not be administered by school employees.
5. Parent/guardians may administer medication(s) to their child at the school, if arrangements to do so are made with the principal.

### Injections

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

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



### **Food Allergies and 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 support and accommodations so that they 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.

### **Diabetes Care**

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:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. 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 support and accommodations so they 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/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 and any other safety alert systems utilized in the building. Procedures are posted in the classroom and reviewed annually with students. Staff also debrief with their students after each lockdown drill.

### **Emergency Closings and Delays**

If the school must be closed or the opening was delayed because of inclement weather or other conditions, the School will notify local radio and television stations. Parents and students are responsible for knowing about emergency closings and delays.

### **Tornado Policy**

Tornado Watch - Forecast of the possibility of a tornado.



- In case of a tornado watch, the weather will be closely monitored by personnel. 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.
- Parents/guardians 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, teachers are directed to take their students to the designated shelter area.

### Preparedness for Hazards

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

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

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

### Pest Management Notification

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. 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 submit the following information to Central Montcalm Public School, P O Box 9, Stanton, Michigan 48888 or call 989-831- 2001: Parent Name, Student Name, Street Address, City, Zip, Phone Number

### Student Privacy Protections

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

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



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

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

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

## School Records

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the high school office.
5. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a





student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information.

6. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:  
Family Policy and Compliance Office  
U.S. Department of Education  
600 Independence Ave, SW  
Washington, DC 20202-4605

### **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.

### **Military or Higher Institutions Request**

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 their 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.

### **Transportation/Bus Safety**

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.



## Student Activities

### Athletics - Fall, Winter, Spring

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. During the winter season: Boys and Girls Basketball and Wrestling. During the spring season: Boys Baseball, Boys Golf, Girls Softball, Boys and Girls Track and Field

### School Sponsored Activities

Central Montcalm High School offers the following school-sponsored 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 Activities

Central Montcalm High School offers the following non school-sponsored activities at various times throughout the school year: Equestrian, GSA, Powerlifting, Clay Target Team

### Requirements for Participation

Students must have required documents submitted in order to participate in activities/athletics. Additional information regarding athletics can be found in the [Athletic Handbook](#).

### Eligibility Requirements

1. *Academics* - Academic eligibility will be checked on a day of the week designated at the beginning of the season. Students that are found to be ineligible may miss athletic contests for the week based on the following:
  - a. 1st week that a student is failing two or more classes, the student will receive a warning as communicated by the athletic department.
  - b. 2nd week that the student is failing two or more classes, the student is ineligible for all athletic contests during that week (Monday - Sunday)
2. *Behavior* - Students that do not meet behavior expectations during the season may miss athletic contests communicated to them by the athletic department, based on the following:
  - a. If a student has two documented behavior referrals (Level 2 or 3 as defined in this handbook) during a season or is suspended from school, they will be unable to participate in one contest.
  - b. If a student is issued a third documented behavior referral (Level 2 or 3 as defined in this handbook) during a season or is suspended from school, they will be unable to participate in two contests
  - c. A fourth documented behavior referral (Level 2 or 3 as defined in this handbook) during a season will result in a permanent disqualification for the remainder of the season.
3. *Attendance* - Students must be in attendance for the duration of the school day on the day of a contest in order to be eligible for participation in the contest. If a student is absent without a signed physician's excuse, they will not be allowed to participate in the contest on that day. Eligibility concerning other types of absences (funerals, emergencies, etc) will be determined by the athletic director. Students are also required to be at school to participate in any team activities.