

CASEVILLE PUBLIC SCHOOLS

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HIGH SCHOOL & MIDDLE SCHOOL STUDENT HANDBOOK 2023-2024

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Please be sure to keep current on all school activities by visiting our website at
www.cpseagles.org

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SECTION I - GENERAL INFORMATION

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed herein, you are encouraged to talk to your teachers or the building principal.

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 is effective immediately and supersedes any prior handbook and other written material on the same subjects.

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 December 31, 2011. If any of the policies or administrative guidelines referenced herein are revised after December 31, 2011, the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

Caseville Public School, united with parents and community, is continuously igniting the desire to learn, instilling knowledge and meeting the needs of all students in their pursuit of excellence.

EQUAL EDUCATION OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students – regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background – to learn through the curriculum offered in this District. If students feel that they are not being accorded these opportunities, they should contact their building principal immediately.

Caseville Public School, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Caseville Public School District is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities and admissions.

SCHOOL DAY

The school building is open at 7:50 a.m. Students may enter at that time. Teachers are on duty for extra help from 7:50 - 8:00 a.m. Monday through Friday and from 3:00 -3:15 p.m. Monday through Thursday. Each teacher has a 58-minute conference period per day when parents may set up appointments to meet with them concerning their children. Athletic practice and other activities begin at 3:15 p.m.

DAILY BELL SCHEDULE

Monday-Thursday		Friday	
1 st period	8:00 – 8:58 a.m.	1 st period	8:00 – 8:51 a.m.
2 nd period	9:01 – 9:59 a.m.	2 nd period	8:54 – 9:45 a.m.
3 rd period	10:02 - 11:00 a.m.	3 rd period	9:48 – 10:39 a.m.
Lunch HS	11:00 - 11:30 a.m.	Lunch HS	10:39 – 11:09 a.m.
4 th period	11:33 - 12:32 p.m.	4 th period	11:12 – 12:03 a.m.
Lunch MS	12:02 - 12:32 p.m.	Lunch MS	11:33 – 12:03 p.m.
5 th period	12:35 - 1:34 p.m.	5 th period	12:06 – 12:57 p.m.
6 th period (SOAR)	1:37 – 1:57 p.m.	7 th period	1:00 – 1:50 p.m.
7 th period	2:00 - 3:00 p.m.		

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal. Adult students (age eighteen [18] or older) must follow all school rules.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures for accidents, fires, tornadoes, and other dangerous situations. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the Principal's Office. A student may be excluded from school until this requirement has been fulfilled. If there is any change in this information, new cards must be filed immediately.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

Notice of Pesticide Use: Parents or guardians of children attending the school have the right to be informed before any pesticide application is made to school property. Additionally, parents may make a specific request to be notified prior to pesticide application. In the case of emergencies, however, pesticides may be applied without prior notice, but those parents who ask to be specifically notified will be notified of the emergency application after it occurs. School officials will post a notice in advance of pesticide application at the facility's main entrances.

ASBESTOS STATEMENT

Caseville Public School participates in the U.S. Government and Michigan Occupational Health Divisions' Asbestos Management Program. At this time, Caseville Public School has experienced no changes in the approved abatement plans carried out by government-licensed contractors.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students 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.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The clinic staff will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

ENROLLING IN THE SCHOOL

Students new to the school and under the age of 18 are required to enroll with their parents or legal guardians. When enrolling, the parents must provide copies of the following:

- a birth certificate or similar document,

- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The principal will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state may be temporarily denied admission to the District's schools until the expiration of the period of expulsion or removal. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the student service coordinator. 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 a schedule change.

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Caseville School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangement, returned all school materials and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the principal.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1, F1a, F1b and F1c must be filed with the clinic before the student will be allowed to begin taking any medication during school hours. The forms are available in the school office.
- All medications must be registered with the clinic.
- Medication that is brought to the clinic will be properly secured.
- Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. *Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.*

Non-prescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student. All medication should be kept in the clinic.

Parents may authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under "Use of Medications" will apply. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without authorization, s/he will be brought to the school office and the parents will be contacted. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Lice – In the case of lice infestation for any student, the student will be sent home immediately for treatment. If the problem is of proportions that parents of the other students need to be contacted, the principal or designated personnel will do so. In all cases, the confidentiality of all parties will be respected. Parents will return the student to school to be re-checked. Health Department rules will be followed. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT 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 his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

For the safety of our staff and students, and the community of Caseville, an automatic external defibrillator (AED) has been placed in the building. An AED is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a person's chest wall to the heart. The built-in computer system of the AED assesses the patient's heart rhythm, determines whether defibrillation is needed, and then administers a shock, if necessary. Audible and/or visual prompts guide the user through the process of using the AED.

The AED is located in a box on the wall outside of the west gym doors. It is located in the room at the end of the elementary hall on the left side.

SPECIAL EDUCATION

Caseville Public School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact administration to discuss concerns and available services.

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. Contact the principal at 856-2311 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the principal at 856-2311 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph (individual or group are considered types of directory information); major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships.

Directory information can be provided upon request to any individual or school fundraising group, other than a non-school for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA).

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student's parent or guardian (or of the student, if 18 or older or emancipated), to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: (A) political affiliations or beliefs of the student or his/her parents; (B) mental or psychological problems of the student or his/her family; (c) sex behavior or attitudes; (d) illegal, anti-social, self-incriminating or demeaning behavior; (E) critical appraisals of other individuals with whom respondents have close family relationships; (F) legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; (G) religious practices, affiliations, or beliefs of the student or his/her parents; or (H) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: (A) activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose and (B) the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or 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, D.C. 20202-4605,

www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory Information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States. Parents may ask the school to withhold their child's directory information from military and college recruiters. Request Form 8330-F-13 from the Superintendent's Office.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND CHARGES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Students using school property and equipment may be fined for excessive wear and abuse of the property, including textbooks and equipment. The fine will be used to pay for the damage, not to make a profit. Fees may be waived in situations where there is financial hardship.

SENIOR ACTIVITIES

Various expenses occur over a student's senior year. Approximate cost figures are:

<i>Senior pictures</i>	<i>\$250-\$600</i>	<i>Cap and Gown\$35-\$40</i>
<i>Senior Announcements</i>	<i>\$150-\$250</i>	<i>SAT retake \$65</i>
<i>Senior Trip</i>	<i>\$250-\$400</i>	<i>Yearbook \$40-\$45</i>

SENIOR TRIP

Seniors take a trip in the spring each year. Seniors earn their money for the trip by participating in class activities and fundraisers that have been established by the Board of Education.

In addition, the senior trip is a privilege that must be earned. This is not a student right! Classes may elect not to go. Seniors are expected to have:

1. Good attendance.
2. Seniors are considered in good standing for Graduation.
3. Trip planned out and presented to the Board of Education at the November meeting.
4. No more than three days off school.

Any student who does not abide by the above standards may have his/her senior trip privilege revoked.

The senior class sponsor and/or student(s) must present tentative trips to the Caseville Board of Education at its regular November meeting. The presentations must contain a trip itinerary consisting of dates, cost, destination, transportation, and room/board. Students may not miss more than three days of school in the execution of the trip.

The goal of the senior trip is to provide a learning experience to all students, with as little non-educational/free time as possible.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Students involved in the fundraiser are not to interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fundraising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for ...", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

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

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.

MEAL SERVICE

This year, Caseville Public Schools, students K-12, will each have access to healthy, balanced, and FREE breakfast and lunch due to the CEP, community program. We are pleased to offer this to our students. In an effort to keep accurate record and ordering of food products, students must accurately report their lunch order to their first period teacher each day, to the best of his/her ability.

Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, the parents/guardians should contact the office staff.

NO FOOD IS TO BE CONSUMED IN THE HALLWAYS OR MEDIA CENTER WITHOUT PERMISSION FROM THE ADMINISTRATION.

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of short blasts on the school bell.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will place it on the school's website/facebook and notify the following radio and television stations: WLEW 1340 AM & 102.1 FM, WEYI TV-25, WJRT TV-12, WNEM TV-5, and school messenger. Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

Students may not bring visitors to school.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Equipment carts should not be moved by students. Students may not play in the gym without adult supervision.

LOST AND FOUND

Unclaimed items will be collected by staff and placed in an appropriate lost and found area. Students who have lost items should ask to check these items and may retrieve their belongings. The school cannot be responsible for these items when lost or stolen. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students may use office phones only in emergency situations approved by their teacher or the principal.

STUDENT USE OF CELL PHONES

Caseville staff and administration understands that cell phones are personal property; however, they have been proven to be extremely disruptive to class and to learning. For this reason, students will be expected to keep cell phones off and away during class time, unless directly instructed to use cell phones by a staff member. Pockets for storing cell phones are available in every room, should students choose to store phones in class. Should students comply with this expectation, cell phones students may use their cell phones before school, during class changes, during lunch, and after school. Should students fail to comply with this expectation, the following consequences may occur:

- First offense – phone to office, student can retrieve phone at the end of the day
- Second offense – phone to office, student can retrieve at the end of the day, detention assigned, parent contact
- Third offense – phone to office, student can retrieve at end of day, 2 detentions assigned, parent contact
- Fourth offense – phone to office, parent pick up of phone, possible suspension

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

SECTION II - ACADEMICS

STUDENT SERVICES COORDINATOR

Caseville High School provides a student services coordinator in order to help guide each student through decisions they make during high school. These services include scheduling, dual enrollment, senior college placement, after-graduation placement, scholarship information, testing, and referral to community resources when requested. Parents and students are encouraged to use these services whenever they feel it necessary. Students must notify their teacher in advance of a scheduled appointment for these services. Most testing costs are covered by the school.

CURRICULUM GRADING AND GRADUATION

Following is a list of subjects that may be offered in the Caseville High School. Caseville Public School, in accordance with State Law PA160, allows students to select classes that will be beneficial to each student's needs. Students must choose and plan their education wisely, thus enabling them to achieve their goals. The administration, counselor, and teachers will help each student select classes that will help the student prepare for a future career. Students will have a two-week drop/add period at the start of each semester.

ENGLISH LANGUAGE ARTS

Publications
American Literature
British and World Literature
English 9
English 10

MUSIC

Band

MATHMATICS

Algebra I
Algebra II
Geometry
Pre-Calculus
Calculus
Financial Math

FOREIGN LANGUAGE

Spanish I
Spanish II

PHYSICAL EDUCATION

Health & Conditioning
Physical Education
2 completed athletic seasons
Chemistry

SCIENCE

Physics
Biology
Physical Science
Economics

SOCIAL STUDIES

U.S. History & Geography
World History & Geography
Government

In addition to courses offered directly through Caseville Public School, additional online course content is available to students via one of the following online platforms: Michigan Virtual High School, or Edgenuity. For a complete list of offerings, please contact the office.

A total of 22 credits are required for graduation. A high school student is expected to carry 1,098 hours throughout the school year. This applies to seniors who may have earned 22 credits before the end of their final semester, unless they are dually enrolled with Board approval in accordance with State law. Transfer students, by school board approval, may receive a deviation from credit requirements.

Students transferring to Caseville High School must pass all required courses to graduate. Students transferring to Caseville, from a school district with less than a six-period-day, during the senior year may graduate upon successfully completing 22 credits.

Caseville Public School will allow students to take online classes (Michigan Virtual High school, Odysseyware Edgenuity, and Correspondence Courses) for high school credit. Students who enroll in these classes have until the fourth week of the semester to drop the class without penalty. After the fourth week, the student will be issued an "F" in the class. All students will take these course exams. There will be no exceptions.

COMMENCEMENT

Details for commencement will be announced several weeks prior to the end of school. Students will dress as determined by the Caseville Board of Education. Students should keep in mind that participation in commencement is a privilege, not a right. Students who remain 2+ credits short of the graduation requirement will not be permitted to walk.

CREDIT BY EXAMINATION

Any high school student who wishes to test-out of a course in which they have never been enrolled may do so by successfully taking a final examination for the course, or by demonstrating mastery of the subject matter as determined by an assessment used in lieu of a final examination at least five days prior to the first day of any semester. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement, but may not be counted toward the required number of credits needed for graduation nor be used to determine the student's GPA.

DUAL ENROLLMENT

Caseville Public School will allow students to attend classes at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment". Dual enrollment courses will be weighted on a 5.0 grading scale. The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if the following conditions are met:

1. An 11th or 12th grader may dually enroll, provided they have passed current state testing requirements to qualify or have been approved by administration under exceptions allowable by current guidelines.
2. A school district may require an eligible student to provide, on a form supplied by the district, reasonable verification that the eligible student is regularly attending a dual enrollment course.
3. Caseville School will award high school credit for dual enrollment classes, granting .5 credit for a 3 or 4 hour credit college course, and .25 credit for a 1 or 2 hour college credit course.
4. The local school district must pay tuition fees (subject to limitations described in Section 21b of the State School Aid Act and Public Act 160) of the post-secondary courses to count those courses toward the pupil's FTE membership.
5. Caseville Public School will allow a student to be released one period for each college class that they are registered for. The principal will determine release time.
6. Individual requests will be reviewed by the academic advisor as to travel and availability of courses.
7. Students enrolled in morning or night classes will receive one hour of release time per class. Upon completion of the school district's high school graduation requirements, the student is no longer eligible for school district reimbursement of tuition and fees for a dual-enrollment course.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

GRADES

Caseville Public School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

GRADE DISPUTES

The student is encouraged to ask for clarification of any assignment or question on a test, quiz or exam. The best time for this to happen is at the time it is given. After report cards are sent out, any concerns about marking period and/or final exam grades need to be brought to the attention of the teacher and if warranted, corrected as soon as possible. All concerns must be corrected by the end of the next marking period. NO grade changes will be considered after this date.

The school uses the following grading system:

<i>Grading Scale – Percentage of work completed correctly:</i>			
A = 94-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A- = 90-93	B = 83-86	C = 73-76	D = 63-66

	B- = 82-80	C- = 70-72	D- = 60-62
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GRADING POLICY

Semester:

1. Grades for the marking period will be presented in percentages using the Board approved percentages. Marking period will be approximately 9 weeks in length.
2. Students will be evaluated on effort and coursework, as well as other valid participatory factors, as determined by the classroom teacher and as spelled-out in the classroom rules.
3. Semester grading will be calculated by percentage using the following weights: 40% for each 9-week period; percentage and 20% for the final exam percentage.
4. Seniors will not be required to take their final semester exams in any class in which their semester average is 83% or higher OR an average of 75% or higher as long as they have 90% or better attendance for the semester in that particular class.

GRADUATION REQUIREMENTS

To prepare Michigan's students with the skills and knowledge needed for the jobs of the 21st Century global economy, the State of Michigan has enacted a rigorous new set of statewide graduation requirements that are among the best in the nation.

With these new graduation requirements, students will be well prepared for further success in college and on the job. Michigan is developing a highly skilled 21st Century workforce that will drive the state's economy today and into the future.

On-line Learning Experience – Students must take an on-line course or learning experience; OR have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

World Languages – Caseville Middle School will offer Spanish credit in 7th grade and 8th grade to go towards the high school Foreign Language requirement.

Graduation Credit Requirements (22 credits):

English	4 credits
Social Studies	3 credits
Mathematics	4 credits
Science	3 credits
Health/Physical Education	1 credit
Fine Arts/Music	1 credit
Foreign Language	2 credits
Electives	4 credits

Normally, students in Caseville High School must spend a minimum of eight semesters in a senior high school to be eligible for graduation. In certain situations, provided the student has met all other requirements, this stipulation may be waived if the student obtains written approval from their parent or reaches the age of majority before the start of the spring semester. In addition, one of the following conditions must be satisfied:

1. The student shall have earned a 3.00 scholastic grade point average and shall have been accepted for second-semester college classes.
2. The student must be able to supply evidence that additional economic assistance is needed by the student's family, and that the student has a full time job.

All financial obligations assumed in connection with school must be paid in full before a student's graduation requirement will be considered complete.

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

PERSONAL CURRICULUMS

The Michigan Merit Curriculum has established high school content expectations and credit requirements which students must complete in order to be awarded a high school diploma. The Personal Curriculum is a documented process through which specific credit requirements or content expectations of the MMC may be modified based on the individual learning needs of a student. These guidelines are established to ensure that the process of developing and granting a Personal Curriculum are applied consistently and in accordance with Board Policy. All Personal Curriculums are based on the students Educational Development Plan (EDP).

1. A Personal Curriculum may be requested:
 - To go beyond the academic credit requirements by adding more English language arts, mathematics, science or a world language
 - To modify the mathematics requirements
 - To modify the credit requirements for a student who has transferred from an out of state or from a nonpublic school and is unable to meet the MMC requirements
 - To modify the credit requirements based on the disability of a student with an IEP
2. A Personal Curriculum may be initiated by a staff member, parent/legal guardian, or student, if emancipated or of the age of majority.
3. A Personal Curriculum will take effect after it has been reviewed and agreed upon by the parent, Academic Advisor, and the Superintendent.
4. The Personal Curriculum option allows the board to award a regular high school diploma providing that the student completes the requirements of the PC, including as many of the content expectations of the MMC as practicable.

CLASS RANK

Scholastic distinctions indicating the Valedictorian, Salutatorian, and other honor students are determined by a 4.0 grade point system. Senior honor students are those maintaining a "B" average through four years of high school.

A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	0.67

HONOR STUDENTS, VALEDICTORIAN, SALUTATORIAN

Seniors from the Caseville High School who maintain a minimum of a 3.00 on a 4.00 scale, will have the distinction of being recognized as an honor student at graduation ceremonies.

From the honor students, a valedictorian and salutatorian shall be selected. To be considered for the honor of valedictorian and/or salutatorian, a student must be enrolled in a minimum of four consecutive semesters in the Caseville High School. Any student who is ranked one or two in the senior class, who has not been enrolled for a minimum of four consecutive semesters in the Caseville High School, would be named co-valedictorian or co-salutatorian.

HONOR ROLL

The honor roll will be released at the close of each marking period. To be eligible for the honor roll, a student must have all "A's" and "B's". The All "A's" Honor Roll shall consist of those students who have earned either an A or A- in all of their scheduled classes for each semester. The All "A's" honor plaque will be inscribed with the names of those students 9-12 who have obtained all A's or A-'s in each of their classes for each of the two semesters.

HOMEWORK

Research has shown that appropriate homework assignments maximize student learning and achievement. In general, high school students should expect to spend 7-10 hours weekly on homework each night throughout the school year, in order to receive full benefit and meet the State's academic standards.

At Caseville, we know homework benefits students, and we expect our students to complete all assignments. Parent/guardian support in this area is crucial.

Each night, you can expect homework in the core curriculum areas (Math, Language Arts, Social Studies and Science). This homework will not always be in the form of written assignments; it will also include independent reading, reviewing notes from that day's class or studying for an upcoming test.

Because assignments are based on the work currently being studied in class, it is very important that homework be completed on time. Homework must be turned in by its due date for full credit. Late work will receive a deduction based on the teacher's discretion.

SEMESTER EXAMINATIONS

Examinations are given at the end of each semester for grades 9-12. Final examinations will not be given ahead of schedule unless permission is granted by the principal. Absence from examinations will not be excused except for a very serious reason. Every student must take the exams in order to receive credit in the course. Seniors will not be required to take their final semester exams in any class in which their semester average is 83% or higher OR an average of 75% or higher as long as they have 90% or better attendance for the semester in that particular class. Any student who is exempt from taking a final exam will still be required to attend all other classes on the days final exams are given.

VOCATIONAL PROGRAMS

The Caseville Public School offers to its junior and senior students a wide range of vocational classes taught at the Huron Area Technical Center. Students who have met Caseville Public School requirements and who have a good attendance record will be allowed to attend on a first come, first served basis. Limited space is available, and the final decision as to the students who attend rests with the building principal, after consultation with the student services coordinator. Attendance during the first three hours of the day is mandatory for those attending. The principal may waive this requirement. Any student on the Tech Center On the Job Training Program must be enrolled in three other classes and have a written job description and job objectives approved by the administration before any student will be released for the Work Study Program.

TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possibly disciplinary action.

Terms and Conditions For Use of Internet: Internet access is available to students and teachers in the Caseville Public School. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the Caseville Public School by facilitating resource sharing, innovation and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. Caseville Public School has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The Caseville Public School firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goal project.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, it requires efficient, ethical and legal utilization of the network resources. If a Caseville Public School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The

signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet – Terms and Conditions

1. **Acceptable Use** – The purpose of MichNet, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Caseville Public School. Use of other organization's network or computer resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited. Users must also abide by the MichNet acceptable use policy.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives an account will be part of a discussion with a Caseville Public School faculty member pertaining to the proper use of the network. The school administrators will deem what is inappropriate use and their decision is final. Also, the school administrator may close an account at any time as required. The faculty and staff of Caseville Public School may request the school administration to deny, revoke, or suspend specific user accounts.
3. **Netiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite: Do not get abusive in your messages to ANYONE.
 - Use appropriate language: Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
 - Do not reveal the personal address or telephone numbers of yourself or any students, colleagues, or any other person.
 - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities.
 - Do not use the network in such a way that you would disrupt the use of the network for other users.
 - All communications and information accessible via the network should be assumed to be private property.
 - The downloading, posting and/or printing of unacceptable materials may result in punitive action.
4. Caseville Public School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Caseville Public School will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence or your errors or omissions.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator or school administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to the MichNet Internet backbone. This includes but is not limited to, the uploading or creation of computer viruses.
7. **Updating Your User Information** – Internet may occasionally require new registration and account information from you to continue the service. You must notify staff of any changes to your account information (address, etc.). Currently, there are no user fees for this service.
8. **Exception of Terms and Conditions** – All terms and conditions as stated in this document are applicable to the Caseville Public School and to MichNet and all other Internet access networks. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Michigan, and the United States of America.

PARENT'S RIGHT TO KNOW

As a parent of a student at Caseville Public School, you have a right to the following:

Your child's teacher's qualifications

- If your child is being taught for more than four weeks by a teacher who is unqualified per state regulation
- When your child will participate in a statewide assessment
- You have the right to opt-out of having your child take the state assessment
-

ATHLETICS, EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS

Athletics: Caseville Public School is proud of its athletic achievements and looks forward to added success again this year. Caseville Public School adheres to the rules and regulations of the Michigan High School Athletic Association. Additional training rules, which are beneficial to our athletic program, are made by the head coaches with the approval of the administration. Each athlete is responsible for returning school equipment issued to him/her. Lost equipment is the responsibility of the student, who must pay the cost for replacement of missing equipment issued.

Caseville Public School is proud of exhibiting good sportsmanship at school activities. The showing of respect for the opponents and the officials at all times is the spirit of good sportsmanship. Recognizing athletic skills in performance, regardless of team membership, is an outstanding gesture of good sportsmanship. Good sportsmanship is the willingness to accept and abide by the final results of the athletic event. Good sportsmanship is the Golden Rule of Sports.

Interscholastic Sports Programs Offered:

Football – Varsity and Junior High
Basketball (Boys and Girls) – Varsity, Junior Varsity, Junior High
Track – Varsity and Junior High
Softball – Varsity
Baseball – Varsity
Volleyball – Varsity, Junior Varsity, and Junior High

Admission per game, season tickets, family tickets and silver pass costs for [2023/2024](#) are \$100 for a family pass, \$60 for an adult pass and \$30 for a student pass. All passes are honored at all home games except tournaments. There may be a price reduction on junior high games.

Michigan High School Athletic Association Rules/Eligibility:

1. An athlete must have been enrolled in high school not later than Monday of the fourth (4th) week of the present semester.
2. An athlete must be under 19 years of age and only 19 if his/her birthday occurs on or after September 1st of that year.
3. An athlete must have no more than four seasons of competition in a sport.
4. An athlete must not be enrolled for more than eight (8) semesters with the seventh and eighth being consecutive.
5. An athlete must not be a high school graduate.
6. An athlete must not accept any award for athletic performance other than an emblematic award. The value of an emblematic award may not exceed \$15.00.
7. An athlete must not accept any money or other valuable merchandise for participating in any form of athletics, sports, games, or for officiating in interscholastic athletic contests.
8. Any student participating in interscholastic athletics is required to have a physical examination.

Caseville Public School Athletic Department Rules and Regulations:

1. The use or possession of any alcoholic beverages, tobacco, and/or drugs that are not administered by a doctor shall result in a suspension of competition for three games. On-campus possession will be an imminent suspension. Off-campus violation disciplinary action will take place upon a documented police report. During the first offense suspension, the athlete must still continue to practice each and every day. Upon the second offense, the student will be removed from the team. All appeals will be made to the Athletic Director. One of the criteria for receiving an award is to complete the season as a member of the team.
2. **All athletes must be present at the awards program for that sport in order to receive their school award. Exceptions to this policy can only be granted by the principal prior to the awards program.**
3. The eligibility rules are for athletes, team managers, cheerleaders, statisticians, etc.
 - a. An athlete must be passing three classes with a "D-" semester average or better in order to be eligible to compete during the next semester. IEP's, 504 recommendation plans and other such assessments will be taken into consideration.
 - b. If an athlete earns less than 60% in two classes, that person would be ineligible from the first Thursday morning after such failure is reported to the Athletic Director/Principal until the succeeding Thursday morning. Athletes, however, will be offered one grace period per sport, with mandatory study time if a school-sponsored tutorial is in place, whereby the student will have one week after the determination of ineligibility to bring grades up to an acceptable level. Students, during this grace period, will be allowed to participate in athletic competition if all the conditions are met, as determined by the athletic director.

- c. If an athlete is declared ineligible, they will, and must continue to, practice and attend all team meetings during the first week of ineligibility. Upon the second consecutive week of ineligibility, the athlete will not be allowed to attend any games. Upon the third consecutive week of ineligibility, the athlete will not attend any practices, team meetings, or games and he/she will forfeit his/her right to any athletic letter in that sport for that year. With the fourth consecutive week of ineligibility, that athlete will be removed from the team.
- d. Each Tuesday morning, students' current grades will be checked to indicate any athletes who have below a 60% average for the class at that point in the marking period. If any athletes' grades fall below 60% in two classes, they will be determined ineligible.
- e. No elementary students will be allowed as daily and/or traveling team managers.
- f. Any student who plans on enrolling in college as a freshman and wishes to participate in Division I or Division II athletics, must be certified by the NCAA Initial Eligibility Clearinghouse. Enrollment forms may be obtained from the principal.
4. A student who is absent from school on the day of a scheduled event will not be allowed to participate in that event. A student must attend the 4th, 5th, and 6th hours of the school day of the scheduled event to participate. Special accommodations may be approved by the principal upon request.
5. Coaches make and enforce reasonable rules regarding the dress and seating of athletes during same-sport competitions at different levels (e.g., varsity players during junior varsity games, etc.)

All school-sanctioned extra-curricular activities are covered by these regulations.

Sportsmanship and Responsibility

A well-conditioned mind in a well-conditioned body is an unbeatable combination. A proper mental attitude just doesn't appear; rather, it is something planned, developed, nurtured, and built to a point where it becomes an asset ready to play an important part in the athlete's overall personality. Perhaps the most important factor in developing a proper mental attitude is for squad members to accept discipline in its various forms. Discipline learned during the day and at the practice area will carry over and produce discipline under stress in a game. Reporting to practice on time, general good conduct throughout the school day, following instruction, keeping training rules, and maintaining a proper diet are a few of the attitudes necessary for the development of discipline.

School objectives for the athletic program are:

1. To provide an educationally sound, student-centered program that integrates well with the total educational program of the school.
2. To provide an opportunity for interscholastic athletic competition.
3. To develop a good team spirit and discipline.
4. To promote a winning spirit and an ability to compete with schools of a similar size and classification.
5. To develop the athlete to the best of his/her ability.
6. To develop leadership qualities.
7. To make the athletic program a source of pride for the school and community.

An athlete should be a leader in his/her school and community. Others often follow him/her as an example. With this responsibility, it is necessary to have some well-defined rules to ensure that the example given will be a good one. Conduct on and off the field, in-season and out-of-season, should bring credit to the athlete, his/her school, and his/her community.

1. The contest demands that the athlete:
 - a. Play fair at all times.
 - b. Demonstrate good sportsmanship to opponents and spectators at all times.
 - c. Play for the joy of participation and the success of the team.
 - d. Play hard to the end.
 - e. Respect the officials and expect them to enforce the rules.
2. Doesn't "grandstand", quit, cheat or bet.
3. The school demands of the athlete:
 - a. Displays in-school, out-of-school and out-of-town conduct is of the highest form.
 - b. Faithful completes all school work as evidence of loyalty to the team and the school.
 - c. Completely observes the school rules and training rules as a duty to the school, to the team, and to him/herself.
 - d. Displays sportsmanship toward visiting teams, officials, and spectators.
 - e. Gives full credit to opponents when they win and using this as a means to correct one's own faults through failures—showing modesty and consideration when the athlete's team wins.

Though there are many attitudes that are desirable in the development of young athletes, a few are of such importance that special emphasis must be placed on them. There are rules and regulations that fit in that category and that no member of the athletic squad can disregard without hurting himself and the team. These rules and regulations will be provided to the athletes and parents in this student handbook, as well as by coaches in their handouts. Practice, obligations, and curfews will be determined by the coaches with the approval of the Athletic Director.

Physicals

All athletes must have evidence, on file with the Athletic Director's Office, of a current physical by a licensed physician indicating that they are physically suited for athletic competition. Without this evidence on file, the athlete will not practice or participate in any athletic competition. No exceptions will be granted. There must be a new physical for each school year.

General Conduct

The general conduct of a Caseville athlete must be exemplary at all times. An all-out effort aimed at the successful result is expected of all athletes whether they are at home, at work, at school, in the classroom, or participating in an athletic activity. Misconduct is any conduct that does not exemplify an athlete and student of Caseville Public School.

Misconduct in school, in a game, in the community, in practice, or at a hosting team's facility or town may lead to the missing of a contest or suspension from the sport as determined by the coach, principal, or athletic director. In particular:

1. Under Michigan State law, the Caseville Public School reserves its right to randomly drug test student athletes.
2. Being present at an activity, party or function that involves the use or possession of alcoholic beverages, drugs or narcotics is a violation of the athletic training rules. It is the athlete's responsibility to avoid participation in events that include any of the above. Guilt by association will be considered a violation, and the school will act upon receiving an official police report, with exceptions being made on a case-by-case basis (depending on mitigating circumstances) by the principal.
3. Any sale or delivery of drugs, illicit substances, or narcotics results in suspension of the athlete, as mentioned above.
4. Violations of the student handbook may subject a student to athletic consequences, as well as behavioral consequences through the office of the principal. Individual infractions will be dealt with fairly and, consistently, by the athletic director/principal, and/or the athlete's coach.
5. Training rule violations will be stricken from the student's record if he/she does not violate another rule for a two-year period commencing from the date of the athlete's last training rule violation.
6. The general rules listed above apply to all CHS athletes from the first day of practice to the last day of participation.
7. Any student suspended from school or athletics for any reason may not participate in any extracurricular contest. However, the student should be at all practices in his/her sport to perform at the coach's discretion.

Note: The term "suspension" is used in the ATHLETICS section of the handbook. In most cases, this refers to "suspension from athletics" rather than "suspension from school". If in doubt, please contact the principal for clarification.

Due Process Procedure for Athletic Decisions/Appeals

"Due process" is a procedure that courts of law recognize as a necessary part of any rules and regulations. "Due process" recognizes the rights of the individual since it outlines his/her recourse in the event he/she feels that a wrong decision has been made. The "due process" outlined here is the procedure for an athlete and his/her parents to follow in appealing decisions relating to eligibility. It should be understood that athletes and parents are expected to follow the "due process" steps in the event legal action should be initiated at some later date. NOTE: The suspensions below and the corresponding due process procedures apply to athletic/extra-curricular activities only. The procedures are different for suspension from school, as outlined in the disciplinary section.

1. After a ruling of conduct-based ineligibility resulting in suspension from athletics has been made, the Athletic Director will place his/her decision in writing and send a letter that same day by registered mail to the parents outlining the details relating to: (1) violation of the rules, (2) date of infraction, (3) period of suspension, and (4) any other pertinent information. The athlete will be suspended from athletics until after the appeal hearing has made a determination, up to and including until "after" a Board of Education hearing, if the issue proceeds to that level.
2. Within two days of receiving the letter, the athlete and/or his/her parents may formally appeal the decision in writing to the Athletic Director. After the Athletic Director has received the letter of appeal, a hearing will be set up no later than three school days after receipt. Present at the hearing, in addition to the Athletic Director/Principal and/or Superintendent, shall be the athlete, the parents, and the coach of that sport.
 - a. The athlete will be provided with an opportunity to testify and present other evidence on his/her own behalf at the hearing.
 - b. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the athlete and his/her parents. If the athlete and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The Athletic Director or Principal must receive in writing a request for a second hearing before the Board of Education, within two (2) days of the mailing and the

outcome of the original hearing. NOTE: Provisions outlined in #2 above, including items (a) and (b), will be applicable to the second hearing.

c. The ruling of the Board of Education will be final.

Public Act 31—Steroids

As per Public Act #31, a person who knowingly uses an androgenic anabolic steroid in violation of Section 17766a of the Public Health Code Act No. 368 of the Public Act of 1978, being Section 17766a of the Michigan Compiled Laws, is guilty of a misdemeanor, punishable by imprisonment for not more than ninety (90) days, or a fine of not more than \$100.00, or both. A person who knowingly possesses an androgenic anabolic steroid in violation of Section 17766a of Act No. 368 of the Public Acts of 1978 is guilty of a misdemeanor punishable by imprisonment for not more than ninety (90) days, or a fine of not more than \$100.00, or both. A second or subsequent violation is a felony, punishable by imprisonment for not more than four (4) years, and a fine of not more than \$2,000.00, or both. A person who knowingly delivers or knowingly possesses with intent to deliver an androgenic anabolic steroid or counterfeit androgenic anabolic steroid to another person in violation of Section 17766a of Act No. 3668 of the Public Acts of 1978 is guilty of a felony, punishable by imprisonment of not more than seven (7) years, or a fine of not more than \$5,000.00 or both. *Possession, delivery, and/or use of steroids in school shall be disciplined under the Alcohol/Drug section of the student handbook.*

EXTRA-CURRICULAR ACTIVITIES

Involvement in extra-curricular activities is important to each student and the Caseville Public School. Some of these activities include: Student Council, National Honor Society, Publications Staff, drama, band, robotics, and athletics.

Regulations for Extra-Curricular Activities

Involvement in such activities is a privilege and can be denied to any student who does not live up to the rules of the School Code of Conduct.

Students who wish to participate in and be eligible for committees, courts (homecoming court, etc.), or any other extra-curricular and/or honors are held to the same standards of behavior as our school athletes. Violating the school code of conduct, both in-school and out-of-school, may prevent students from receiving awards or recognitions.

School Sponsored Activities:

1. All school activities must have the principal's approval.
2. The building must be reserved in the main office, by the principal, prior to the activity.
3. All dances are closed dances. Visitors may be permitted if they are accompanied by a Caseville student, and have prior approval from the principal. No one below ninth grade will be admitted to a dance.
4. Activities are usually scheduled for Friday night. Any class activity held on weekday nights must be over by 10:00 p.m., Friday and Saturday nights by 11:00 p.m. The area must be left clean.
5. The class holding the activity will be held responsible for any and all damage incurred during the activity.
6. It is requested that a minimum of two sponsors be present at all class activities. One of them must be a school employee or administrator.
7. Any deviation from the above rules must be approved by the high school principal.

Class Elections

Class elections are held in the spring of each year. Each class elects a President, Vice President, Secretary, Treasurer and one Student Council representative from its ranks of fulltime students. The class president will serve as the other student council representative. Each class should have a minimum of two room parents (five are recommended). Any student receiving a failing grade for semester grades will be removed from their office and a new candidate will be appointed by the student council and the principal

Student Council Elections

Candidates for President, Vice President, Secretary and Treasurer must be fulltime students and will be nominated in May. Candidates must be sophomores or juniors at the time of nomination, and be nominated by nomination petitions. The candidates should have "B" or better average and have not received a failing grade from the previous semester. Students in grades 7-11 will vote.

National Honor Society

The Phoenix and Prometheus Chapter of the National Honor Society has a long-standing history of bringing prestige and honor to those students who have been selected and inducted as members.

The procedure at Caseville Public School that qualifies a student for the NHS begins in September of each year. The preliminary qualifications for consideration require that candidates must have been in attendance for a period equivalent to one semester in this school. Sophomores, juniors and seniors are eligible to apply and must have a minimum 3.00 scholastic grade point average. Eligible candidates must then provide evidence of service, leadership, and character. All qualifications must be maintained in full after selection, or the student may be subject to dismissal proceedings. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty.

Selection

1. The school academic advisor and/or NHS advisor to determine scholastic eligibility will review students' academic records.
2. Students who have met the scholastic criteria for membership must complete the following procedure: Fill out all materials legibly, accurately, and with a great deal of care and consideration for detail...and meet all deadlines and timelines as posted.
3. The confidential faculty committee will then meet with the NHS advisor and principal and shall make a determination as to the acceptance or non-acceptance of candidates based on leadership, service and character. The principal and NHS advisor shall not vote on student selections. Qualified students are selected by a majority vote of this five-member council, which is appointed by the NHS advisor.
4. Students will be notified by letter regarding their acceptance or non-acceptance to the National Honor Society. General information concerning students not selected for membership can, at the discretion of the principal with the consent of the faculty advisor, be shared with the students involved and their parents. The principal or NHS advisor may offer parents and students some "general reasons for non-selection" with an interest in turning what is for all involved a disappointing situation, into a teaching experience that will help the student to further develop the qualities under consideration. In every instance, the principal or advisor will listen to the concerns of students and parents. The National Council and NASSP shall not review the judgment of the faculty council regarding selection of the individual members to the CHS chapter.

Procedurally, while students not selected for membership in the NHS are not entitled to any kind of a formal hearing or other kind of due process, but as a common courtesy, they would be graciously received, along with their parents, to have the selection process re-explained to them. For more information, interested parties are invited to view the National Honor Society's national website nhs.org.

NHS Dismissal

Membership in the NHS is both an honor and a responsibility. All members are required to maintain the 3.00 GPA after each semester. Members are also expected to continue to demonstrate the qualities of character, leadership and service. The advisor will periodically review member's records and will bring each instance of rule or non-participation violations to the faculty council. The council will accord the affected students (and parents) an opportunity to attend a hearing in which due process procedures of notice, opportunity for explanation and evidence, timeline notification, and an opportunity for appeal will be given. In short, members will have all of the same due process rights to appeal as they would in any school suspension and/or expulsion situation. The council will render its decision fairly and justly based on the information it has at its disposal. Students who are dismissed will not wear NHS artifacts and/or apparel to senior activities, including commencement.

SECTION III – STUDENT CONDUCT

ATTENDANCE

Caseville students are responsible to themselves, as well as to their parents, to attend school regularly. It is the obligation of the school to set minimum standards of attendance to promote success in the courses taken. The school will keep parents informed of student absenteeism on reports cards and as provided below.

A parent/guardian should call the school the morning of an absence to inform office staff of their child's absence. If a call is not received by 9:15, office staff will call the parent/guardian to confirm the absence. If the absence is not confirmed, a note from the parent explaining the absenteeism will be required upon the student returning to school the next day or the student's absence will be considered "unexcused" and may be subject to disciplinary action.

Attendance will be recorded on a class hour basis in Skyward. Absences with parent verification consist of: illness with parent confirmation, doctor/dentist appointments, hospitalization, court appearances, guidance appointments, death in the family, and other excuses deemed acceptable to the principal as they arise. Proof of such absences will be required to classify the absence as "excused".

In addition, the principal will use discretion in relation to doctor and dental appointments, taking into consideration travel time, length of appointments and frequency. Every effort should be made to schedule these appointments after school hours unless necessary for immediate health needs. For all appointments, a note signed by medical personnel must be presented as verification of the appointment.

In accordance with the grading policy, students are required to make up assignments missed for all absences. Furthermore, it is the student's responsibility to obtain make-up assignments from teachers. Teachers are available for student assistance from 7:50 – 8:00 a.m., and 3:00 -3:15 p.m., Monday through Thursday. Students will have one day for each day absent to make up work to receive credit.

Any student leaving with an early dismissal note for a schedule appointment or without permission before the end of the class period is to be recorded as absent for the entire period. Students with an early dismissal note who leave class within the last 10 minutes of the period will be marked tardy.

Attendance during the fourth, fifth, sixth, and seventh hours of the school day of extracurricular activities is mandatory for the student to participate in or to attend that activity. This applies to participation in all school activities, unless the principal has made exceptions.

Students who become ill or injured during the school day must report immediately and directly to the clinic for assistance or can be subject to discipline for skipping and/or insubordination. Teachers are required to report the names of all ill or injured students to the office.

If a student arrives late or leaves early, they MUST sign in/out in the office.

In case of hospital confinement or home confinement under a doctor's care, parents should notify the school immediately so arrangements can be made with the homebound teacher.

When a student is going to be absent on a known day, arrangements should be made in advance by completing the Prearranged Absence Form. The form is intended to serve two purposes:

1. To notify the school in advance of the absence.
2. To allow students to collect work they will be missing.

Juniors and seniors are allowed two college campus visits per school year. In order for the visits to be marked as school related and not count as an absence, they must complete and submit the College Visit Form.

When unusual circumstances exist concerning absences not covered by the above rules, parents are expected to contact the school office. Following the FIFTH absence for the semester, the administration will mail a written letter to the parent. Upon the SEVENTH day of absence from school per semester, the administration will contact the parents of the student to discuss the student's absenteeism and mail a written letter to the parent. Upon the TENTH day of absence from school per semester, the administration will schedule a meeting and mail a written letter to the parent. The meeting participants will include the principal, pupil accountant, teacher, parent, and student. The preceding procedures on absenteeism may be waived on an individual basis at the discretion of the principal for unusual or extenuating circumstances. At THIRTEEN absences, the administration is required to inform the County Truancy Officer. If a senior reaches THIRTEEN absences, they may have to meet with the school board to determine if they will receive the privilege to walk at graduation.

TARDIES

- 1st Tardy: teacher warning
- 2nd Tardy: teacher warning
- 3rd Tardy: lunch detention
- 4th Tardy: lunch detention
- 5th Tardy: after school detention
- 6th Tardy: after school detention and meeting with parent

Student Dismissal

The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. Telephone request for early dismissal of a pupil shall only be honored if the caller can be positively identified as the pupil's parent/guardian. Parents/Guardians are asked to put the request in writing, unless it is an unexpected emergency. Students leaving class early will be marked absent for the entire class period or tardy if there are less than 10 minutes remaining in class. Students of divorced, separated or unmarried parents may be released to a parent or legal guardian only upon the request of the parent whom the courts hold directly responsible for the child and who is the parent or guardian registered on the school record. The school shall not be a party to arrangement with the other parents.

Working Students

All students are expected to be in attendance during the regular school day. Work should not interfere with school or school activities. Any exceptions to this policy will be left to the discretion of the principal. Work permits are issued in the main office.

Court Intervention

Caseville Public School will petition the Probate Court to intervene when: the child willfully and repeatedly absents himself/herself from school or other learning programs intended to meet the child's educational needs, or repeatedly violates rules and regulations of the school or other learning program. Petitioning will only occur after other interventions involving the child, the child's parents/guardian/custodian, and school officials/personnel and/or alternative agency have failed to provide acceptable results.

Closed Campus

Caseville Public School operates under a "CLOSED CAMPUS" policy. Once students arrive at school, they may not leave until dismissal at the end of the day or with permission by a parent or guardian and an administrator. Leaving without permission will subject a student to disciplinary action. Closed campus allows school officials to ensure the safety of all students.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork missed due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments must be obtained from the teachers before the first day of a suspension. Make up of missed tests shall be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must be in attendance fourth, fifth and sixth hours on the day of the event to participate, unless granted permission from the principal. Students must comply with the Code of Conduct at school events, regardless of its location.

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;

- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.
- maintain proper behavior in all common areas as posted.

Dress and Grooming:

Students are in school to learn, and the integrity of the teaching/learning process is of paramount importance. Thus, students are expected to dress in a manner that is meant to prepare them for the professional world. Although personal expression is valued and student dress is a parental responsibility, school personnel may confer with students and parents, and/or take corrective measures as necessary in instances where dress and grooming are dangerous to safety, detrimental to good health, or interfere with the teaching and learning process. The final decision on dress will rest with the administration.

Any rendition of dress, accessory, hairstyle, body marking, or personal hygiene which disrupts the educational process or presents a safety risk to persons or property cannot be permitted. For example, pocket chains and laser pointers will not be allowed in school as they could be used to harm others if used inappropriately. The administration also prohibits articles of clothing that cause school maintenance problems such as cleats and trousers with metal inserts that scratch furniture. Additionally, existing laws and/or school regulations may require the wearing of protective clothing, eye shields, or other dress for the health and safety of students. For example, a hair net or cap may be required where long hair may impose a health or safety threat near open flames, moving machinery or food.

The following are guidelines on student dress in the Caseville Public School:

- Students shall not wear clothing bearing printing, slogans, mottos and advertisements that do not meet reasonable contemporary community standards of good taste. Printing, buttons, insignias, etc., depicting alcohol, tobacco, tavern, or illicit substances will not be permitted on clothing or personal artifacts worn while students are on the school grounds.
- Articles of clothing and accessories containing violent or sexually suggestive images or messages will not be allowed in school.
- Costumes are not permitted unless approved by administration during school events.
- Tops should consist of over the shoulder support while covering the entire torso from armpit to waist with opaque material. Tops which display a bare midriff or cleavage, are prohibited. Tops should be long enough to be tucked in and still allow for regular movement.
- Students may wear shorts/skirts year round. The shorts should be as long as the student's fingertips with the arm fully extended at the side. Sweat pant-type shorts, sleepwear (pajamas) and "boxer" undershorts are not permitted as outside garments.
- Headwear (hats, hoods, etc...) shall not be worn in the building during normal school hours.
- Jackets and coats designed for wear outdoors are not to be worn inside during school hours unless authorized by staff.
- Body markings that are distracting to the educational environment, or not in good taste, should be covered during school hours.
- Appropriate footwear, for safety reasons, must be worn at all times unless otherwise authorized by the administration. Footwear should consist of a hard weather resistant bottom that is designed for indoor and outdoor use.
- Appropriate foundation garments and underclothing must be worn at all times and should not be visible to others.
- All pants must be fastened at and worn around the waist without exposing underwear.
- Chains fastened to wallets or clothing are not allowed.
- Clothing that appears too tight is to be avoided in school.
- Students who are representing Caseville Public School at official functions or public events may be required to follow specific dress requirements. This applies to athletic teams, band and students participating in extracurricular events.

Dress Code Violation

In the event a student is in violation of the school dress code, they will be asked to alter their outfit. If appropriate clothing is unavailable or unable to be dropped off by a parent, appropriate clothes will be kept in an administrative office. Students who come to school dressed inappropriately may be asked to change into the clothes provided by the school if necessary.

- First Offense: The student will be asked to change their outfit to comply with school regulations.
- Second Offense: The student will be asked to change their outfit to comply with school regulations. Parents will be notified.
- Third Offense: Repeated violations of the dress code will be considered as a defiance and will be dealt with accordingly. Any absence for such a violation is unexcused.

Gangs

Gangs that initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

STUDENT DISCIPLINE CODE

The administration retains the right to provide and/or impose discipline upon students who are at, or on the way to and from, any school-sponsored activity, and/or on school property at any time during the school year, summer months, or while on vacation. This discipline imposed on a student for violating the student code of conduct may vary depending the seriousness of the offense, the student's prior disciplinary history, administrative discretion, and other matters deemed pertinent. An administrator may deal with a violation of the student code of conduct with discipline ranging from a conference with the student to making a recommendation of expulsion. The administrator may separately or concurrently refer the student or the incident to the appropriate government authority. The matter could be referred to the police if the offense is serious enough. In all matters mentioned in this handbook, as well as those that have yet to be discovered and logged in writing, the administrator has the authority to use discretion in imparting consequences, tailoring specific disciplinary consequences and/or creative disciplinary solutions to the specific, unique situations that confront students. Students will not always be treated "equally" - better yet, they will be treated equitably, fairly, and appropriately.

Discipline Powers/Various Situations

The school system retains the right to make regular inspections of its property, including school lockers, and under certain circumstances, to conduct special locker searches when reasonable suspicion arises that something of an illegal or dangerous nature, as well as something that violates school rules and procedures, is inside a locker. When practical, students will be asked to be present when their lockers are searched. A student's person and/or his/her or personal effects (e.g. pockets, purse, book bag, etc.) may be searched by administrators or designees whenever the administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Questions of Students By the Administration

If a breach of school policy, discipline, health and safety of the students or student body, or presence in the school building or grounds of illegal and unauthorized material is involved, a school official may question the student without the presence of parent/guardian regardless of the source of information. They may also require the student to generate a written statement. Refusal to answer questions or a refusal to write and sign a statement is grounds for disciplinary action.

Interrogations and Searches

The following rules shall apply to the search of students, their belongings, or of the school property assigned to a specific student (locker, desk, etc., and their seizure of items in his/her possession).

1. There must be reasonable cause for school authorities to believe that there is possession of the item in question and that the possession constitutes a rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his/her presence in most situations.
4. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities.
5. Items that are used to disrupt or interfere with the educational process will be temporarily removed from student possession.
6. Any evidence obtained from a search of a locker or its contents shall not be inadmissible in any court or administrative proceedings.
7. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy.
8. Any section of this document or portion thereof, found by legal counsel to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

Searches of lockers, desks, students, and personal effects of students in Caseville Public School shall be conducted according to the following rules:

1. Student lockers and desks are school property and remain under the control of the school district at all times. The school district exercises exclusive control over school property, including student 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. However, students are expected to assume full responsibility for the security of their lockers and desks. Students are responsible for whatever is contained in desks and lockers issued to them by the school district. School authorities for any reason may conduct periodic, general inspections of lockers, desks, and other school property at any time without notice, without student consent, and without a search warrant.
2. No law enforcement officer may search any locker without a search warrant unless he/she is doing so at the request of a school administrator and the administrator accompanies the law enforcement officer.
3. Students are prohibited from placing locks, other than the lock issued by the school for that specific student, on their lockers – unless approved by an administrator. An administrator shall remove any unauthorized lock.

Personal Searches

1. A student's person and/or personal effects (e.g. purse, bookbag, etc.) may be searched by an administrator whenever the administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
2. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that are not illegal but violate school policy, rules or regulations may remain in the custody of the building administrator, unless such items are turned over to a law enforcement official. An administrator shall, in cases where students refuse to allow administrators to search them or their belongings, attempt to contact the parent(s), advise him/her of the immediate situation, and request that he/she come to school at once. If the parent(s) of the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement official(s) will be notified, and the matter turned over to them. If the parent(s) refuses to come to the school or is unable to be notified and the student continues to refuse to cooperate, an administrator shall notify law enforcement officials and inform them of the facts that give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of a law enforcement official(s) with a valid warrant. Once the administrator has relinquished control of the student to the law enforcement official(s), the administrator or a representative shall remain with the student and will be present during any search of the student made by law enforcement official(s) on school property. Parents who arrive and take their students off school property before a search is authorized and/or conducted, should note that they may be turned over to protective services and their child may be recommended for possible expulsion to the Board of Education. A safe environment cannot be guaranteed for students and community if school officials are not allowed to search based on a reasonable suspicion that a search is needed and may uncover unauthorized or unsafe materials.
3. School authorities shall conduct no strip searches.
4. Again, a refusal to allow a search will be possible grounds for a recommendation for long-term suspension and/or expulsion.

Drug Dog Search

General inspection of school property, including but not limited to, hallways, lockers, locker rooms, parking lots and common areas, as well as inspection of items, such as purses, backpacks, and personals not attached to students may be handled with the use of a drug dog. The school shall be in a state of lock-down during these searches. Students who are insubordinate and do not stay in their assigned location during these searches may be recommended to the Board of Education for expulsion.

Use of the Preliminary Breath Tester

Caseville Public School students and/or guests found to be in the possession of, under the influence of, or involved in the use, transfer, distribution, or sale of alcoholic beverages or what is represented to be alcohol while in school buildings, on school property or at school-sponsored events, are in violation of school board policy and subject to the appropriate disciplinary action as outlined in this handbook. Evidence of alcohol in one's body is also a violation of this policy. A student may be found to have used alcohol or be under the influence of alcohol even though the amount of alcohol consumed is minimal. Students who are reasonably suspected of using or being under the influence of alcohol because of observable behavior may be requested to take a breath-alcohol test. Observable behavior includes but is not limited to impaired speech, impaired coordination, glazed eyes, the smell of alcohol on the breath or clothing, or other overt behavior causing reasonable suspicion that alcohol has been consumed. Only the high school principal or his designee shall administer this breath-alcohol test.

1. School officials may request a student to take a breath-alcohol test only if there is reasonable suspicion to believe that the student has consumed alcohol. The reasonable suspicion must be based upon observable behavior sufficient to establish that the student has in fact consumed alcohol. The request that the student take a breath-alcohol test shall be considered an opportunity for the student to prove his/her innocence.
2. Refusal to take a breath-alcohol test shall not be construed to indicate or establish that the student has consumed alcohol.
3. School officials may take appropriate disciplinary action for alcohol consumption even though a student refuses to take a requested breath-alcohol test, provided observable behavior establishes the student has consumed alcohol.
4. Students and parents/guardians will be informed of this policy, in this handbook or such other means as may be deemed appropriate, and the implementation procedures to be used for the administration of the breath-alcohol test.
5. Results of a positive breath alcohol test shall not be used as the sole factor for determining alcohol consumption.

Parent/Guardian/Administrator Available: If a student is suspected of violating school rules or policies relating to consumption of alcohol, the following procedures shall be implemented as closely as possible:

1. An administrator shall attempt to contact a parent/guardian to request the parent/guardian to come to the school.
2. When the parent/guardian arrives at the school, the administrator shall explain to the parent/guardian that there is reasonable suspicion that the student has consumed alcohol. The basis for the reasonable suspicion shall be explained to the parent/guardian.
3. The parent/guardian will be advised that the student has the opportunity to take a breath-alcohol test in order to prove the student's innocence. The parent/guardian will be requested to direct the student to take a breath-alcohol test.
4. If the student's observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, and smell of alcohol on the clothing or breath, or other overt behavior) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.
5. Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police to administer a breath-alcohol test to a student reasonably suspected of having consumed alcohol.
6. The student will be informed of the student's right of refusal to take the breath-alcohol test and such refusal shall not be construed as an admission of guilt.

Types of Disciplinary Action

Teachers will establish rules concerning general student behavioral procedures that contribute to positive learning experiences in the classroom. Violations of these classroom rules are to be handled by the individual teacher on a reasonable basis. If teachers choose to assign discipline and the student fails to comply, a referral to the office may result. Discipline of students will involve the investigation of unacceptable student behavior. The student will be given the opportunity to describe the incident and hear the evidence of their unacceptable behavior. The student should understand that if a preponderance of evidence exists that they violated school rules, disciplinary action may result. Circumstances that arise that are not covered by the District's Code of Conduct will be handled at the discretion of the principal. In some cases, recent legislation through the State of Michigan will ensure that schools handle certain offenses with certain consequences...weapons possession, as well as verbal and/or physical threats to administrators, faculty and staff are some examples. As legislation takes effect, handbook updates will be mailed to students and families.

Restrictions, Suspensions and Expulsions

Restrictions, as defined by the Caseville School District, are to be interpreted as follows:

- Action may be taken by the principal/administration
- Cause for action is violation of school rules or regulations
- Students will be responsible for gathering assignments prior to their restriction.
- Out-of-school suspended students are forbidden to be on school property and are not allowed to attend school functions while on suspension unless they receive prior authorization by the administration.

General provisions for suspension – The legal authority to suspend students rests with the Board of Education. Only those persons authorized by the Board to act on their behalf may suspend a student from school. Students may only be suspended for good cause. The length of suspension must be in relation to the severity of the offense. The length of a student's suspension may vary depending upon the seriousness of the offense, the student's prior disciplinary history, and other matters deemed pertinent.

After School Detention

In an effort to deter behavior that creates a distraction to the learning environment and does not promote success in school, the secondary school will begin assigning after school detentions when appropriate. The following provides details regarding how this policy will work:

- Administrators will assign detentions and document
- When a detention is assigned, an attempt will be made to contact home
- Students will receive a detention slip, and they have one week from the date the detention was assigned to fulfill the obligation
- Failure to serve an initial detention will result in an additional date being assigned. An additional failure to serve will result in refusing to accept discipline, a tier II offense and suspension
- Detention will be held after school Mondays – Thursdays from 3:05 pm – 4:00 pm.
- If assigned a detention, it is the student's responsibility to arrange for transportation if needed
- When serving a detention, students must be in the room with schoolwork or a book (no phone) by the start of the detention period, or it will not count.

Expulsion

As defined by the Caseville School District, is to be interpreted as follows:

- Removal from school shall be on a permanent basis.
- This action may be taken by the Board of Education only after an opportunity for a hearing is given.
- Causes for expulsion are those defined in the Michigan School Code and school handbook.
- The school administration shall recommend cases for expulsion to the Board of Education through the Superintendent.
- Parents shall be notified of this action prior to the invocation of the Board.
- The Board of Education is vested with final authority in all cases of expulsion.
- The Superintendent shall notify the parents of the decision of the Board of Education.

Rationale for Suspensions and Student/School Responsibilities

These guidelines are instituted with the expressed intent of instilling in students a sense of responsibility for their academic requirements while they serve a suspension from school. Further, these requirements will foster in students a deepened understanding of the fact that behaviors that hinder the teaching and learning environment, in and of themselves, are detrimental to the students who exhibit these behaviors. Students involved with these behaviors should not be given an unfair advantage in the completion of make-up work – unfair to students who choose to follow the rules – for attainment of full credit. Although the purpose of this section is not to punish students, it is to impart in the students a keen awareness that the teaching/learning environment of a classroom can never be replicated outside of that setting, and that students who choose - through their behavior – to be removed from that environment must take additional steps to achieve credit for work that others are completing in the proper school setting at the times provided. In short, the high school's objectives are to:

- Provide a fair system for make-up work completion.
- Offer clear, navigable avenues for achieving full credit.
- Illustrate to students that attendance is important; they may have to participate in remedial courses or spend additional time completing activities during person time in order to achieve credit.
- Instill in students a belief that proper, institutional behavior is a must in an educational setting.

- Foster the development of good work habits and collaborative behavior in students so that these behaviors can be transferred to the workplace upon graduation.

- Provide an equitable, fair, and defensible system for maintaining the integrity of our classroom teaching/learning environment and the teaching and learning therein.

Make-Up Work

Students are responsible to contact their teacher for all make-up work due to absences, the burden of responsibility is on the students. Students should contact a teacher at school before or after school hours. If suspended, in order to receive any credit for work missed and/or assigned during that suspended students must do the following:

- Complete their assignments within the guidelines and timeliness established by the teacher for the completion of the assignment.

- Seek out assignments before suspension begins. Students may take responsibility for the initiation of all communications with their teachers through phone or e-mail using the teacher's preference.

Appeal Procedure

If there is a disagreement with the action of the principal in cases of suspension over five days, the student's parent or guardian may request a review of the action with the superintendent of school or his/her designee. Such review by the superintendent or his/her designee shall be completed within two school days of the date of the suspension. Students will remain out of school with full credit for completed assignments if the appropriate make-up work request procedure is followed and teacher's standards are met – except those that cannot be replicated outside of the classroom until the superintendent issues a decision concerning the appeal.

Hearing Procedure

In all cases where long-term expulsion from school is requested, an opportunity for a hearing shall be given to the affected pupil. If persistent disobedience is one of the grounds for which exclusion from school is sought, a statement of past instances of insubordination or disobedience must be included in the written notice of hearing.

The principal will hold such hearings at their initial level. Subsequent appeal hearings may be held by the Board of Education or a member or committee of the Board of Education designated by the Board of Education or by a hearing examiner appointed by the Board of Education. If the hearing is held by less than a majority, a report shall be made to the Board of Education outlining the facts as determined and a recommendation or not as it sees fit. No person shall be appointed as hearing examiner who has been a part of the disciplinary proceedings affecting the student.

The rule of a preponderance of evidence shall be followed during the hearing and minutes of the hearing shall be made or in the alternative, the hearing may be recorded by electronic means such as a tape recording. The student shall be entitled to such representation, be it legal counsel or persons for testimony having pertinent information to the consideration of the matter, as such student or his parent or guardian desires.

Due Process Rights

The purpose of this information is to provide students with their due process rights: procedures followed concerning suspension and expulsion; and rules, regulations and procedures, which are required of all students.

Due process of law is the phrase used to indicate that students have the Fifth and Fourteenth Amendment rights regarding life, liberty, and property. The school has the responsibility to inform the student concerning procedures of suspension and expulsion and indicate the infractions that can cause this action to be carried out.

Due Process Procedures

Short-Term Procedures: A student being considered for suspension of ten school days or less must be provided an informal administrative hearing. The hearing will consist of a meeting between the principal or other administrator and the student. The purpose of this hearing is to notify the student of the charges and to provide the student an opportunity to defend himself/herself.

1. The administrator convening the hearing must give the student verbal or written notice of the charge.
2. If the student denies the charges, the administrator must provide an explanation of the evidence and an opportunity for the student to provide his or her version of the facts, circumstances, and implications. The administrator has the discretion to provide or withhold the name of any student who has provided information concerning the charges if the possibility of student-on-student retribution exists.

3. A judgment is made by the administrator based on the evidence and the student's admission of his/her version of the facts, circumstances, and implications.
4. Where there is justification to suspend, the administrator shall provide verbal notice to the student and where possible, the parent/guardian should be notified in writing. The notice will include the length of the suspension and any special conditions relating to it (e.g. suspension from the bus only, requiring the student to get to school on his or her own, procedures and requirements to make up lost work, etc.).

Long-Term Suspension or Expulsion: A student being considered for a suspension of more than ten school days or for expulsion must be provided a formal hearing and Board of Education involvement in accordance with state law.

1. The administrator convening the hearing will attempt to provide oral notice and will provide written notice to the student, parent or guardian regarding the time and place of the hearing and the charges of alleged misbehavior.
2. At the hearing, the administrator must provide an explanation of the evidence. The administrator has the discretion to provide or withhold the name of any student who has provided information concerning the charges.
3. At the hearing, the student and his/her parent/guardian will have an opportunity to present his/her version of the facts, circumstances, and implications. The student, parent/guardian may be represented by an advisor of their choice, who may or may not be an attorney. Parent/guardian authorization for the advisor should be on file in writing with the administrator at or before the time of the hearing.
4. Any staff person making the charges of misbehavior or who had provided information concerning the charges shall be present at the hearing, if requested by the administrator. The student and/or parent/guardian may offer other evidence and present witnesses to support their versions of the facts, circumstances, or implications.
5. Within two (2) school days of the hearing, the administrator will communicate with the student and/or parent/guardian by regular first-class mail and attempt phone contact to advise them of:
 - a. The decision concerning whether the student engaged in any of the misbehavior charged;
 - b. What the disciplinary action will be (if the charge or a portion of the charge was sustained) and any special conditions relating to it; and
 - c. Any right to appeal and the procedures provided in these regulations for instituting such appeal.

DISCIPLINARY INFRACTIONS AND PROCEDURES

Misconduct Violations and Penalties

A reasonable attempt will be made to contact parents or guardians in all necessary cases. In all instances involving "indefinite suspensions", parents will be contacted and a letter will be sent within 48 hours outlining the date, time, and place of the formal hearing that will determine the exact length of the suspension in question. The consequences listed below are written and published with the intent of giving parents and students a general idea of how most situations will be handled. The list also helps the administration establish "consistency" in dealing with students involved with disciplinary actions. The office, using administrative discretion in instances requiring alternative strategies because of mitigating circumstances, may from time to time, alter consequences. The administration's decision on consequences, as well as exceptions, shall be final in all instances involving consequences that are less severe than a suspension of over five days.

Issues will be handled using a behavior matrix when appropriate. The following offenses/infractions have been separated into three intensities of severity. Intensity I is considered a classroom redirection and is to be handled by teaching staff. Intensity II is considered a minor infraction, while Intensity III is a major infraction. Once a disciplinary issue comes through the office, it may be treated as such. Consequences are as follows and based on administrator's discretion:

Intensity I

Inappropriate classroom behavior will be addressed by classroom teachers according to the guidelines of Intensity I behavior. Intensity I behaviors are not typically classified as a disciplinary infraction. However, if corrective responses to Intensity I behavior are unsuccessful in redirecting student action, or the behavior is severe enough to warrant an Intensity II response, the infraction will be documented as an Intensity II (minor) office referral. Office referrals will be reviewed by administration where further action will be decided.

Inappropriate Classroom Behavior

Instructionally Inappropriate Behavior:

Passive off-task behavior (e.g., head on desk, staring out the window)
Not listening/not paying attention
Not following directions correctly
Distracting Others
Rocking, tilting, falling out of seat
Not being in a designated or specified area
Leaving seat without permission
Computer/Technology Violations (Minor)

Socially Inappropriate Behavior:

Tattling
Lying

Verbally Inappropriate Behavior:

Calling/Shouting/Blurting out answers
Talking out of turn
Inappropriate tone or volume of voice
Talking with Neighbors/Others without Permission
Socializing with peers
Inappropriate language

Physically Inappropriate Behavior:

Touching Things that are Not Yours
Horseplay/Play fighting
Running in class

Possible Corrective Responses

Teacher uses a "Stop & Think" prompt
Teacher visual, non-verbal, or physical prompt
Teacher proximity
Teacher verbal redirect
Teacher warning

Student needs to apologize to teacher/class/peer
Teacher ends activity for the student
Student may remain in room while other students completed the activity
Teacher puts name on the blackboard

Intensity II

Minor handbook violations will be addressed by classroom teachers according to the guidelines of Intensity II behavior. If corrective responses to Intensity II behavior are repeated but unsuccessful in redirecting student action, or the behavior is severe enough to warrant an Intensity III response, the infraction will be documented as an Intensity III (major) offense, which will initiate principal involvement. Major violations will be reviewed by the administration where further action will be decided.

Inappropriate Behavior (Minor Violation)

Instructionally Inappropriate Behavior:

Passive Defiance
Poor attitude/Rudeness
Cheating (homework)
Computer/Technology Violations (Minor)

Socially Inappropriate Behavior:

Staring/attempting to non-verbally intimidate another student
Inappropriate hand gestures
Non-sexual Harassment
Vandalism (Minor—e.g., item, cost, extent of damage)
Stealing (Minor—e.g., item, cost, motive, method)

Verbally Inappropriate Behavior:

Non-speech noises that disrupt the class
Arguing with the teacher/Talking back
Name-Calling
Teasing
Swearing

Physically Inappropriate Behavior:

Hands Inappropriately on another Student (Poking, Invading another Student's Space)
Pushing/Inappropriate Physical Contact—No injuries
Leaving the Room without Permission
Inappropriate Physical, Sexual, Aggressive Behavior—Instinctive Reaction/No Injury

Possible Corrective Responses

Write-up in discipline log/book
Student needs to model the appropriate behavior
Teacher ends activity for the student
Student is removed to hall while other students completed the activity
Phone contact with parent

Note sent home with parent signature required
Teacher calls home with student from the classroom
Loss of lunch recess time to make up for lost class time
Student needs to write an action/remediation plan
Loss of extra privileges
Student/teacher conference

Intensity III

Major handbook violations will be addressed by administration according to the guidelines of Intensity III behavior. Resulting discipline measures will range from after school detention to suspension. The infraction will be documented as an Intensity III (major) offense, which will initiate principal involvement. Major violations will be reviewed by administration where further action will be decided based on the severity and frequency of the offense.

Inappropriate Behavior (Major Violation)

Instructionally Inappropriate Behavior:

- Active Defiance
- Cheating (quiz/test/plagiarizing)

Verbally Inappropriate Behavior:

- Inappropriate language (e.g., racial, sexual)
- Verbally Threatening Behavior
- Verbal Taunting/Verbal Aggression
- Sexual/Racial/Other Verbal Harassment

Socially Inappropriate Behavior:

- Bullying/Cyber-bullying
- Sexual harassment
- Hazing
- Spitting on floor
- Spitting on others
- Vandalism (Major—e.g., item, cost, extent of damage)
- Stealing (Major—e.g., item, cost, motive, method)
- Throwing furniture/dangerous materials
- Sexually inappropriate behavior (e.g., touching/showing)

Physically Inappropriate Behavior:

- Inappropriate/Disrespectful Touching
- Physically Threatening Behavior
- Inappropriate Physical, Sexual, Aggressive Behavior—
With Intent/ No Injury
- Inappropriate Physical, Sexual, Aggressive Behavior—
Minor Injury

Possible Corrective Responses:

- Write-up in discipline log/book
- Student needs to repair or replace damaged items
- Detention
- Phone contact with parent
- Parent/teacher conference
- Parent/student/teacher conference

- Student needs to write an action/remediation plan
- Sent to the office
- In-school suspension
- Out-of-school suspension
- Loss of extra privileges
- Move the student to another seat in the classroom

EXAMPLES OF ANTI-SOCIAL OR DANGEROUS OFFENSES

Aiding or Abetting Violation of School Rules:

If a student assists another student in violating any school rule, he/she will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Alcohol – Possession, Use, Under the Influence of Alcoholic Beverages:

- a. **First offense** – Five day suspension, ticketing by police and court involvement
- b. **Second offense** – Indefinite suspension and recommendation to the Board of Education for possible expulsion, police and court involvement.

Arson:

The willful and malicious burning of, or attempt to burn, any building, part of any building, structure, or property.

- a. **First offense** – Police and parent contacted, indefinite suspension, Board of Education hearing, possible expulsion.
- b. **Second offense and beyond** – Progressive disciplinary action.

Assault or Threats of Violence on Staff:

Physical assault at school against a District employee, volunteer, or contractor, which may or may not cause injury, may result in charges being filed, and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.” Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical harm on another person, with a present intent and ability to act on the threat.

- a. **First offense** – The consequence will be automatic indefinite suspension, the police will be contacted, and the Board of Education will be advised, with a hearing possibly taking place for potential expulsion.

Bomb Threats:

Charges pressed indefinite suspension and recommendation for expulsion.

Closed Campus, Violations of/Disregarding the rules pertaining to:

- a. **First offense** Two day detention
b. **Second offense** – One day in-school suspension
c. **Third offense** – Three day in-school suspension

Computer Misuse:

Computer misuse, etc., may result in suspension of computer privileges in accordance with District policy. Suspension may result, depending on the nature of the offense.

Criminal Acts:

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials, as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Dangerous Weapons:

Mandatory expulsion usually results for possession of guns, knives, or any other device capable of inflicting bodily harm and used as such.

Demonstrations, Sit-ins, Congregating in Groups and Walk-Outs:

Any action by a student group that causes them or others to miss class or that disrupts normal school function in any way will be subject to the following consequences. Discipline can range based on severity of disruption from detention to indefinite suspension, and recommendation for hearing with the Board of Education.

Destruction of School Property-Willful:

First offense and beyond – restitution, police contact, restriction or suspension as determined by the severity of the situation including possible recommendation for expulsion.

Disrespect:

Disrespect includes discourteous behavior, snide remarks, dirty looks, non-cooperation with staff and administrators, insubordination, insolence, walking away from a staff member or administrator, ignoring reasonable requests from staff or administration (defiance of authority), and any other behavior that is disrespectful to others.

- a. **First Offense** – One or two days detention
b. **Second Offense** – One to three-day restriction
Blatant disturbances of a severe nature may result in more serious consequences

Disturbing Class or Other Pupils:

Teachers will exhaust all reasonable efforts in the classroom before referring students to the office. Once a referral is made, the following may result:

- a. **First Offense** – One or two days detention
b. **Second Offense** – One to three-day suspension
Blatant disturbances of a severe nature may result in more serious consequences.

Displays of Affection:

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

- a. **First Offense** – One to two day detention
b. **Second Offense** – Three to five day detention
c. **Third Offense** – Suspension

Drugs – Possession, Use, and Under the Influence of Drugs and/or Illicit Substances:

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. Sale also includes the possession or sale of over-the-counter medication to another student. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. The act of vaping and possession of vaping products are included in this category.

- a. **First Offense** – Three to five day suspension, court/police involvement
- b. **Second Offense** and beyond – Indefinite suspension and recommendation to the Board of Education for possible expulsion and police and court involvement

Possession of Electronic Equipment/Using Camera Cell Phones:

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10-day suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, she/he will fail the exam and receive two days of Alternate Day Assignment or be suspended. They also face withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

- a. **First Offense** – Confiscation, student/parent conference, possible police item inspection
- b. **Second Offense** – Restriction as necessary, possible police involvement

Eluding Apprehension, Refusing to Proceed to the Office at the Request of an Administrator, and/or Refusing a Search of a Vehicle, Pockets, Lockers, or Personal Belongings:

Because of the need to ensure a safe, orderly school for students, parents, and community, this is a serious offense meriting a hearing for a long-term suspension and/or possible expulsion.

Fire Alarms/False Alarms:

Michigan State Law penalties for false fire alarms are up to one year in jail and/or a \$500.00 fine. This includes bomb threats. Police will be contacted, parent conference, indefinite restriction or suspension, and possible Board hearing for expulsion.

Fighting:

Note – Students can protect themselves, if they are not the initiators, by means other than punching, kicking, etc. Students who protect themselves by assaulting those who start fights will be suspended with possible police involvement.

- a. **First Offense** – Five day suspension, police report filed
- b. **Second Offense** – 10 day suspension, police report files
- c. **Third Offense** – Possible recommendation for expulsion

Fireworks/Explosives:

- a. **First Offense:** Five day restriction or suspension or more, depending on the severity of the actual and/or potential explosive capacity of the device.
- b. **Second Offense and beyond** – Five to 10 suspension, possible recommendation for expulsion.

Forgery/Cheating/Plagiarism:

- a. **First Offense** – Two day detention and loss of credit for assignment
- b. **Second Offense** – One day restriction, loss of credit for assignment
- c. **Third Offense and beyond** – Five to 10 day restriction

Gambling:

- a. **First Offense** – Restriction of up to three days
- b. **Second Offense** – Three to four day restriction
- c. **Third Offense and beyond** – Five- 10 day restriction

Gross Misbehavior:

This includes behaviors that have a substantial negative impact on the safety and/or order of a school environment. Such behaviors shall include, but shall not be limited to: running from searches and/or seizures, refusing searches, ignoring

directives from the principal, endangering others through words or actions, intimidating school personnel, behaving in a dangerous, careless, or reckless manner which puts yourself or others around you in danger, extremely profane and/or abusive behavior, fomenting demonstrations, etc. Indefinite suspensions and/or recommendations for expulsion will take place in instances of gross misbehavior.

Harassment:

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally-protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy however is not limited to these legal categories and includes any harassment that would negatively impact students.

Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, principal or the superintendent. Complaints will be investigated in accordance with AG 5517. Every student should, and every staff member must, report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for the employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same matter as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District.

- Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.

- The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Indecency:

Indecency is defined as the act of offending against recognized standards or propriety or good taste, including the use of vulgar language.

- a. **First Offense** – Detention or restriction as necessary
- b. **Second Offense** – Restriction, two to five days or more, parental contact
- c. **Third Offense** – Restriction, five to ten days, parent conference, possible referral to counseling

Knowledge of Dangerous Weapons or Threats of Violence:

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

- a. **First Offense** – Three day suspension
- b. **Second Offense** – Five day suspension
- c. **Third Offense** – Ten days suspension or more, and possible expulsion

Leaving the Office Bench Area While Waiting for an Administrator:

If a student chooses to leave the office area after being asked to wait to see an administrator or office member, this will be treated as an incident of insubordination and/or skipping.

Littering/Spitting:

Littering/spitting on school property, including school vehicles will not be tolerated. This includes throwing/leaving garbage, spraying material (such as shaving cream), and spitting anything.

- a. **First Offense** – One-three day detention and/or student-agreed-upon custodial alternative at the administrator's discretion
- b. **Second Offense** – detention one-day, and/or custodial alternative
- c. **Third Offense** – detention, two-day, and/or custodial alternative

Loitering or Trespassing by Unauthorized Person:

- a. Violators of School Board Trespass Policy will be asked to leave
- b. Referral to police if necessary, possible "trespass after warning" citation
- c. Prosecution

Major Theft/Extortion:

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

- a. **First Offense** – Five to 10 day restriction or suspension or more, police contact, and restitution.
- b. **Second Offense** and beyond – 10 to 20 day suspension or more, police contact, possible recommendation to the Board for expulsion

Non-Sanctioned Organizations/Cults/Gangs (Affiliation or Involvement):

State law and Board of Education policy prohibit students from organizing, joining or belonging to organizations, secret societies, or gangs that are not sanctioned by the Caseville School District. Non-sanctioned organizations, cults, and gangs pose a threat to the educational environment and to public safety and order through violence, intimidation, harassment, or other illegal activities. The Board of Education and the administration have a duty and commitment to keep the school district and its students, staff and visitors free from threats or harmful influence of any non-sanctioned organization, cult or gang. Neither non-sanctioned organizations/cults/gangs or non-sanctioned organization/cult/gang activity will be tolerated in the Caseville School District.

Students and visitors are prohibited from:

Wearing, possessing, or displaying any item or article (including but not limited to: apparel, jewelry, accessory, backpack, notebook), or engaging in any manner or grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a non-sanctioned organization/cult/gang. Making, possessing or displaying any paraphernalia, signs or communication (written, verbal, or gesture), which symbolizes non-sanctioned/cult/gang membership, recognition or support.

Discipline:

Any student or visitor violating or suspected of violating the Board of Education policy concerning non-sanctioned organizations/cults/gangs or these administrative regulations shall be referred to an administrator; or

The student's parent/guardian shall be contacted and, at the discretion of the administrator, the student may be sent home to change; and

The student shall be subject to disciplinary action up to and including suspension or expulsion and referral to local law enforcement authorities and/or other appropriate government authorities.

Any visitor to school property (including school transportation) or to a school activity who violates the Board of Education policy or these administrative regulations will be refused entry to school and school events or will be required to leave.

Any article, item or paraphernalia that violates Board of Education policy or these administrative regulations and is possessed by a student on school property (including school transportation) or a school district activity may be confiscated and may not be returned.

If any student misconduct is determined to be non-sanctioned organization/cult/gang related, the disciplinary action may be increased up to and including suspension or expulsion from school.

The procedure for suspension or expulsion of a student for violation of the Board of Education policy or violation of these administrative regulations shall be the procedure set forth in Administrative Regulations Governing Suspension and Expulsion.

If there is a clear and direct connection between the school district and any illegal incident that occur off school property, disciplinary action may be pursued up to and including suspension and expulsion.

Graffiti:

Daily checks for graffiti shall be made throughout the school, including restroom walls, doors, and on students' personal belongings, if noticeable.

Graffiti shall be photographed before it is removed. The photographs may be shared with local law enforcement authorities and used in future disciplinary or criminal action against offenders.

Any non-sanctioned organization/cult/gang graffiti on school district property shall be quickly removed, washed down, or painted over as soon as it has been discovered and photographed.

Off-Campus Behavior:

Behavior that is meant to be offensive to any teacher, administrator, staff member, Board member, or student that is related to a school event or happening, or has its origins in the school community is prohibited. Violations of this nature will be handled initially with an investigatory conference with the student, offended staff or student, principal or his/her designee, and parents and will also be subject to disciplinary action that may include, but is not limited to – suspension, and/or possible referral to authorities, depending on the nature of the offensive behavior. Also, students who are disrespectful or threatening to faculty, staff or administration off school property are subject to disciplinary measures. Moreover, any student who is threatening toward another student during non-school hours and even off school property may be disciplined if the conduct has its roots or can be tied to events that occurred while the students were under the jurisdiction of school authorities (a “nexus”, under educational law).

Paraphernalia, Including Vapes:

Drug paraphernalia, or other paraphernalia which could be used for the ingestion of drugs, illicit substances, or alcohol, is not allowed on school property or at school events. Possession of such materials by students may lead to suspension from school.

Persistent Disobedience:

Habitual violation of school rules may result in suspension, expulsion or placement in the Alternative Education Program. Any misconduct not covered in this student handbook will be dealt with at the discretion of the principal.

Petty Theft/Willful Destruction of Personal and Student Property:

- a. **First Offense** – Restitution, police contact, one to three day suspension
- b. **Second Offense** – Restitution, police contact, three to five day suspension
- c. **Third Offense** – Five to 10 day suspension, police contact, plus expulsion hearing

Possession of a Firearm, Arson, and Criminal Sexual Conduct:

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, any form of knife, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

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

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

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Profane, Obscene Behavior/Visual Gestures/Language:

- a. **First Offense** – One-three day detention or suspension as necessary. In most cases of blatant profanity to students and/or staff, a two to four day suspension may result.
- b. **Second Offense** – Three to five day suspension

Refusing to Accept Discipline:

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

- a. **First Offense** – Three day suspension
- b. **Second Offense** – Five day suspension

Robbery/Burglary:

Entering a school building or any vehicle on school property without permission and for illicit purposes. Consequence will be indefinite restriction or suspension, police contact, parent conference, and possible Board hearing for expulsion.

Skiping School:

Skiping school includes absence from part or all of the school day without consent of parents, guardian, and/or school personnel. Students are to be in their respective classes and not in the hallways without permission of their teachers or the principal. This act will also be considered skiping school.

Smoking, Possessing, or Chewing of Tobacco – Drug Free Zone:

- a. **First Offense** – Two day suspension, virtual tobacco program
- b. **Second Offense** – Three day suspension, ticketing by police
- c. **Third Offense** and beyond – Three day suspension, ticketing by police and/or enrollment in tobacco program if available and at the expense of parents

Snowballing:

Throwing any objects inside the school or outside the school is forbidden. There will be no snowballing or throwing any objects on school property or where students congregate for school functions and transportation.

Stalking:

The act of spying, harassing, peeping, following, or otherwise committing unwelcome contact by phone, in person, on the computer, or in any other way, a student, staff member, or administrator is considered stalking. The consequence will be automatic police contact, indefinite suspension, possible Board hearing for expulsion

Suspected Drug/Alcohol/Illicit Substance Abuse:

Because of their overt behavior and/or appearance, students may be disciplined if administrators make a determination via a preponderance of evidence that they have used, abused, and/or consumed alcohol, drugs, and/or illicit substances. Students may, at the discretion of the administration, prove themselves innocent by taking a test, including a drug test and/or breathalyzer test, however of the possibility that students may be able to flush their system of certain illicit substances, they may be disciplined based on observations by the administration, even if a test does not indicate the presence of a specific substance.

Throwing Food:

- a. **First Offense:** Clean up and one day detention
- b. **Second Offense** – Clean up, removal from lunchroom for one week, two day detention
- c. **Third Offense and beyond** – Clean up, removal from lunch room, five day detention

Unsafe Conditions:

Students may not carry out any act that leads to unsafe or unsanitary conditions to themselves or to other students or school personnel.

- a. **First Offense** – One-three day detention or restriction as necessary
- b. **Second Offense** – Detention, two days or more
- c. **Third Offense** – Detention, three to five days, parent conference
- d. **Fourth Offense** – Suspension, parent conference, possible recommendation to counseling or proper authorities and possible Board hearing

Weapons:

Articles that can be reasonably defined, either by their appearance and/or function, as weapons will be considered “weapons” under school policy, and the person in possession will be dealt with accordingly. B.B. guns, paint ball guns, and other devices capable of projecting a dangerous projectile, may be considered “dangerous weapons”, and students found in possession or in control of such items may be disciplined by the high school in the same manner as is called for in the Gun Free Schools Act, or may be suspended under the dangerous weapons clause of the handbook, or under the Gross Misbehavior section of the handbook. Knives, and other sharp objects, capable of inflicting bodily harm if used in a threatening or harmful manner, may merit disciplinary action, up to and including expulsion from school.

Unauthorized Use of School or Private Property:

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by police and administrative guideline. Violations of this rule could result in suspension or expulsion.

Use of an Object as a Weapon:

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and / or a cause for civil action. This violation may subject a student to expulsion.

Violation of Individual School / Classroom Rules:

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

SECTION IV - TRANSPORTATION

SAFETY CONCERNS

Students should not use roller blades, bicycles, skateboards and scooters in school hallways or District pedestrian traffic areas. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than approximately .5 miles from school. The bus schedule and route is available by contacting the administrative office at 856-2311.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the administrator.

A change in a student's regular assigned bus stop may be granted.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (five-seven minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc. to or from school;
- not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege that may be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. **STUDENTS SHALL PARK ONLY IN THE NORTH PARKING LOT DURING NORMAL SCHOOL HOUR**

The following rules shall apply:

- Students under age eighteen (18) are to have a note from their parents granting permission to drive to school.
- Students shall complete the Student Vehicle Form 5515 F1
- Parking lot speed limit is 10 mph.
- When the school provides transportation, students shall not drive to school-sponsored activities.
- Exceptions can be granted with parents' written request and principal approval.
- No other students are allowed to be driven to a school sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the principal.

RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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



CASEVILLE CALENDAR

2023-2024



August 22, 23, & 24	Teacher Prep Days
August 29	First Day of School
September 1	No School
September 4	No School
September 8	½ Day (Afternoon Classes)
October 4	Count Day
October 5	Conferences
October 6	½ Day (Morning Classes)
November 3	½ Day (Afternoon Classes); End of 1 st Marking Period
November 15	No School
November 22	½ Day for Students & Staff (Morning Classes)
November 23 & 24	No School
December 1	½ Day (Afternoon Classes)
December 21 – January 2	Winter Break
January 3	School Resumes
January 5	½ Day (Morning Classes)
January 15	No School
January 19	½ Day for Students & Staff (Afternoon Classes); End of 2 nd Marking Period
February 2	½ Day (Morning Classes)
February 14	Count Day
February 16	No School
February 19	No School
February 29	Conferences
March 1	½ Day (Afternoon Classes)
March 22	End of 3 rd Marking Period
March 23 – March 31	Spring Break
April 1	School Resumes
April 5	½ Day (Morning Classes)
May 3	½ Day (Morning Classes)
May 19	High School Graduation @ 2:00 p.m.
May 27	No School
June 6	½ Day (Afternoon Classes) Last Day of School
June 6	8 th Grade Graduation @ 1:00 p.m.

Start Time

Monday-Friday: 8:00 a.m.

Dismissal Time

Monday-Thursday: 3:00 p.m.

Friday: 1:50 p.m.

Half Days: 11:20 a.m.

PARENT STUDENT TEACHER COMPACT

Student Name: _____

At Caseville Public School, we believe student academic achievement is a shared responsibility by all staff, parents, students and school community members. As a school-wide Title I school, parents have participated in the development and design of this compact to reflect the needs and culture of the home of the students and is evaluated regularly for effectiveness as part of our continuous improvement processes. This compact outlines the means by which the school and parents will build and develop a partnership to help provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet MI academic achievement standards and is aligned to our district-wide school improvement plan goals.

School Administrator(s)/Staff will...

- Serve as role models to fellow staff, parents, students and school community members adhering to the Michigan Professional Educator's Code of Ethics
- Provide assistance to parents, as appropriate, in understanding such topics as the State's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student;
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parental involvement;
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent possible, in a language the parents can understand;
- Provide such other reasonable support for parental involvement activities as parents may request;
- Provide access to educational resources for parents to use together with their students;
- Continue to communicate the importance of parental involvement and continuous communication at minimum between students, parents and teachers by continuing to require 20 parent-volunteer hours annually per family to facilitate increasing parental involvement and implementation of Parental Involvement Policy.

Teacher(s) will...

- Assist administration in facilitating and implementing the Title I Parental Involvement policy and parent involvement activities;
- Serve as role models to fellow staff, parents, students and school community members adhering to the Michigan Professional Educator's Code of Ethics;
- Advise parents of their student's progress on a regular basis;
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education;
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities;
- Create a partnership with every family in their class making sure all students get help as soon as it's needed including recommendations for attendance to tutorial programs (Summer, During, After);
- Explain their approaches to teaching, expectations, and grading system to students and their families from the start with updates/reminders as needed throughout the school year;
- Continually work on teaching strategies so that they can successfully teach all children in their class(es);
- Assign work that is relevant and interesting and to the best of their ability, collaborate with other teachers so they do not issue too much homework at once and may create shared, cross-curricular assignments;
- Make sure students understand the assignment and what they'll learn from it, and grade it promptly.

Student(s) will...

- Let their teacher and family know if they need help;
- Serve as role models to fellow students striving to be inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced & reflective;
- Work on their targeted skills for their High Priority/Gap areas at home using the materials their teacher sends home;
- Write down assignments, do their homework every day, and turn it in when it's due;
- Keep a journal/log of their progress on their High Priority/Gap areas to help them lead semester parent teacher conferences and make improvements before each marking period ends;
- Give parents/guardians all notices and information sent home by school staff

Parent/Guardian(s) will...

- Support their child's learning at home by monitoring attendance, completion of homework, television watching/internet usage and encouraging positive use of extracurricular time;
- Serve as role models to fellow parents and students striving to be inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced & reflective;
- Volunteer in the classroom and participate, as appropriate, in decisions related to their child's education and school activities on a regular basis;
- Actively communicate with school staff regarding their child's needs and circumstances including letting the teacher know if their child has any problems with learning;
- Be aware of and follow rules and regulations of the school and school district;
- Staying informed about their child's education and communicating with the school by promptly reading all notices from the school or school district either received by their child or by mail and responding, as appropriate;
- Serve, to the extent possible, on policy advisory groups such as being a member of and/or participating in School Improvement Team activities; Parent Teacher Organization and/or other committees as requested;
- Use High Priority/Gap areas materials the school sends home each week to help my child including participating in reading activities with their child at least once a week;
- Help my child see how to use what is learned in school to pursue his/her interests and goals.

Signature of School Teacher

Date

Signature of Parent

Date

Signature of School Representative

Date

Signature of Student

Date

PLEASE SIGN AND RETURN

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

A new school year has started at Caseville Public School. It is an exciting time and can be a confusing time. We hope that putting all of the signature pages into one will make it easier.

We encourage you and your child(ren) to sit down and read the handbook over together. Please sign below to acknowledge that you have read the handbook and understand it. Signing the handbook states that you have become involved in a compact with the staff to educate your children.

PARENT SIGNATURE _____

Date _____

STUDENT SIGNATURE _____

Date _____

PARENT/SCHOOL COMMUNICATION

The staff would like to keep communications open via e-mail. If you would like your child(ren)'s teacher to have your email address, please fill in below.

NAME: _____

E-MAIL: _____

WALKING FIELD TRIPS

The students often take walking field trips throughout the school year. Please sign below to give permission for your child(ren) to go on walking field trips with Caseville Public School during the 2023-2024 school year. You will be notified when these events take place.

PARENT SIGNATURE: _____ Date _____

HUMAN GROWTH & HYGIENE

During the school year, we will be having classes and presentations on human growth and hygiene. There will be discussions of sexually transmitted diseases. According to law PA226 of 1977, you have the right to review the materials to be used in these classes. The Board of Education, in compliance with the statute, has made the materials available for your review. If you wish, please contact the school at 989-856-2311 to make arrangements for review of the materials. Your child is eligible to participate. By law, you have the right to excuse your child from participation if you choose. If you wish to exercise your right to excuse your child, please send written notice to Caseville Public School.

PLEASE SIGN AND RETURN

STUDENT USER AGREEMENT

Students in grades 6-12 will be granted use of the wireless technology supplied by Caseville Public School. In return for use, students must agree to abide by the procedures and rules as listed in the Caseville Student Handbook. These rules are a natural extension of the school's guidelines for computer lab use and for appropriate internet use, as stated in the Student Handbook.

I agree to abide by all the rules concerning the use of wireless technology, and all other technology materials at Caseville Public School. I understand that failure to comply with these simple guidelines will result in consequences, which may include temporary and /or permanent loss of technology privileges, although education will continue to be provided.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

MEDIA RELEASE

Please be advised that your child may be photographed at various times in the school setting and their photo might be published in the local newspaper, school website, and/or school Facebook page.

_____ Yes, I give permission for my child's photo to be published.

_____ No, my child's photo may not be published.

Student Name: _____

Parent Signature: _____ Date: _____

VIRTUAL/ONLINE LEARNING PERMISSION

I give permission to take part in virtual or online learning when needed throughout the school year. Virtual/online learning could consist platforms such as Edgenuity, Michigan Virtual, Google Classroom, Cami, Edpuzzle, iReady, etc. These platforms might only be used in the classroom and/or at home.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE SIGN AND RETURN