

# **STUDENT HANDBOOK**

*Welcome to the Caseville High School.  
All the members of the staff and I are pleased to have you as a student and  
will do our best to help make your experience as productive and successful  
as you wish to make it.*

**Kenneth Ewald, Superintendent**  
**Phone: 989-856-2311 or 989/856-2940**  
6609 Vine St.  
Caseville, MI 48725

# **CASEVILLE MIDDLE SCHOOL**

*School Year 2021-2022*

## **Caseville Middle School Staff**

**Mrs. Candie Feltner- English & Math**  
**Ms. Mary Ginther- Special Education**  
**Mrs. Krystal Huston- Social Studies**  
**Mr. Dru Leppek- Math**  
**Mr. Austin McFarlane- Physical Education & Computer Science**  
**Mrs. Amy Merlington- Science & Social Studies**  
**Mr. Kevin Parker- Principal**  
**Mr. Mike Shilakes- Music & Computer Science**  
**Mrs. Ona Warchuck – Student Services Coordinator**

Please be sure to keep current on all school activities by visiting our website at  
[www.cpseagles.org](http://www.cpseagles.org)

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## LETTER TO PARENTS AND GUARDIANS

Dear Parents and Guardians of Middle School Students:

The middle school years are a time of great change in the lives of our young adolescents. During these years, it is obvious to all that young adolescents go through rapid physical changes. What may be less obvious is that our middle schoolers are also changing socially, emotionally, and intellectually. Schools nationwide have recognized this period in a youngster's life as being quite distinct from the period of self-contained classrooms in the elementary years, and also as very distinct from high school years.

Caseville's Middle School addresses the transitions our youngsters are going through. They are no longer "elementary" children; nor are they ready for the more demanding expectations of an older teenager. We have provided an educational experience to assist our 6<sup>th</sup> through 8<sup>th</sup> graders in making the change from a self-contained classroom to the more independent world of high school. This experience will include the following age-appropriate accommodations:

Caseville's middle schoolers are fortunate in our unique setting. While many middle schoolers face the intensely stressful experience of moving to a new building, sometimes across town on a new bus route, our students merely move to the other end of the building.

Because middle school gradually prepares students for the demands of high school, academic expectations should include more challenging projects and tests, and more homework.

Many students, and their parents, experience anxiety during these years of change. There are some ways you can help your child remain strong academically in this period.

- Ensure that your child has the necessary school supplies, both for school and at home. For school, this may include notebooks, folders and pens or pencils. At home, make sure your child has a quiet, well-lit place to do homework and study. Provide paper, pencils, and a dictionary.
- Arrange a schedule for your child's homework. A daily routine will help your child be more successful at school, and will also help him/her learn a lifelong pattern for discipline.
- Be aware of the marking periods on the school calendar. Progress reports are sent home midway, to alert you of problems in your child's work, and report cards are sent out after the end of each marking period. Four report cards are issued each year.
- Be active in your child's education. Attend parent conferences and school meetings. Ask to meet your child's teacher if you have concerns or questions about your child's progress. Ask questions at home about homework, lessons, projects, so that you can keep up on what your child is working on. It is important to your child to see your involvement.
- Keep the school informed of any important changes that you think may affect your child's school experience.
- Even though your young adolescent is maturing, keep in mind that he/she still requires 8 to 10 hours of sleep each night for best performance during the day. Set appropriate limits in terms of bedtime, and discuss with your child the importance of balancing free time. Too much television or video game playing will result in not enough time on homework or socializing with family and friends.

An old African saying rings true: It takes a village to raise a child. At Caseville Middle School, we strive to help Caseville's young adolescents bridge the transition between childhood and the teenage years smoothly, while providing them with a strong academic base upon which to build their later success.

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

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that students and 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 in this handbook, you are encouraged to talk to the teachers or building administrator.

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

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Ken Ewald, Superintendent

Telephone: 989/856-2311

Telephone: 989/856-2940

The complaint procedure is described on Form 2260 F8. Forms are available in the Principal's Office.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 5 school days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## SCHOOL DAY

**School is open at 7:50 a.m.** Classes begin at 8:00 a.m. and end at 3:00 p.m. Monday through Thursday. Classes begin at 8:00 a.m. and end at 1:50 p.m. on Fridays.

## DAILY BELL SCHEDULE

### Monday-Thursday

1 <sup>st</sup> period	8:00 – 8:58 a.m.
2 <sup>nd</sup> period	9:01 – 9:59 a.m.
3 <sup>rd</sup> period	10:02 - 11:00 a.m.
4 <sup>th</sup> period	11:03 – 12:02 p.m.
Lunch	12:02 - 12:32 p.m.
5 <sup>th</sup> period	12:35 - 1:34 p.m.
6 <sup>th</sup> period (SOAR)	1:37 – 1:57 p.m.
7 <sup>th</sup> period	2:00 - 3:00 p.m.

### Friday

1 <sup>st</sup> period	8:00 – 8:51 a.m.
2 <sup>nd</sup> period	8:54 – 9:45 a.m.
3 <sup>rd</sup> period	9:48 – 10:39 a.m.
4 <sup>th</sup> period	10:42 – 11:33 a.m.
Lunch	11:33 – 12:03 p.m.
5 <sup>th</sup> period	12:06 – 12:57 p.m.
7 <sup>th</sup> period	1:00 – 1:50 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 for their fellow students and the staff. Students will be 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 assistant principal or academic advisor.

## **STUDENT WELL-BEING INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office staff. If minor, a notification slip will be sent home or a telephone call will occur with all incidents. The student will be treated and may return to class. If medical attention is required, the office staff 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.

# **SECTION I - GENERAL INFORMATION**

## **ENROLLING IN THE SCHOOL**

Students who are new to the school are required to enroll with their parents or legal guardian. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. 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 office 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.

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.

## **EARLY DISMISSAL**

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

## **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 office.

## **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 extra-curricular 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:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. 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.
- C. All medications must be registered with the clinic.
- D. 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.
- E. 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.
- F. 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.
- G. 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***

Middle School -- 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 Non-prescribed Medications will also apply to non-prescribed medications. 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.

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.

### **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.

### **CONTROL OF NONCASUAL-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.



## **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. To inquire about the procedure or programs, a parent should contact the Special Education Coordinator.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The Americans 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 who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Superintendent to inquire about evaluation procedures and programs.

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 the Superintendent.

## **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 superintendent 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. Expect 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 (if an adult, or an emancipated minor), or, if an unemancipated minor, his/her parents, 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 a program or for receiving financial assistance under such a programs).

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 office.

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 for 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 20202-4605*  
*Washington, D.C.*  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto: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.

## **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 suggest useful supplies for these purposes.

Students using school property and equipment can 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.

## **STUDENT FUNDRAISING**

Middle school students may participate in fundraising on occasion. You will be contacted if this occurs. 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 fund-raisers.

- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fundraising activity for a group in which s/he is not a member without the approval of the office.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- No house-to-house canvassing is allowed by any student for any fundraising activity.
- Any fundraisers that require students 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.
- No student may 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. In the middle school, all toys are to be left at home.

## **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.

## **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 post this on the school's webpage/facebook and notify the following radio and television stations: WLEW Radio, WNEM TV-5, WEYI TV-25, WJRT TV-12, 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 check in at the office upon entering the school. Any visitor found in the building that did not sign in shall be reported to the principal. 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.

## **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.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher. Books may be checked out for a period of two weeks. To check out any other materials, contact the person/persons in charge.

## **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 safe-keeping of any equipment or facility they are allowed to use. Students should not move equipment carts. Students may not play in the gym or workout without adult supervision.

## **LOST AND FOUND**

The lost and found area is in the middle school science hallway. Students who have lost items should check there and may retrieve their items. 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 administration. 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.

## **STUDENT USE OF CELL PHONES**

Caseville staff and administration understands that cell phone is 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 will be available to students 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 Middle School provides a Student Services Coordinator in order to help guide each student through decisions they make during middle school. Parents and students are encouraged to use the student services coordinator's services whenever they feel it necessary. Student must notify their teacher in advance of a schedule appointment with the advisor.

### COURSE OFFERINGS

Caseville Middle School maintains a highly effective program. The special education, Chapter I, and At-Risk programs concentrate on the special needs of the students.

Regular Program: The core curriculum follows a whole group approach with grouping according to specific skills.

All curriculum is based on State content standards. Hands-on activities, computers, and calculators are available in all classrooms.

Special Programs: The special education teacher, school social worker, psychologist and speech therapist serve the special needs of the individual students. The specialized personnel are available to serve the children.

Foreign Language Program: The Caseville Middle School has adopted a foreign language program in an effort to expose our young people to a different language and different cultures at a time when student interest level is high. Students have the opportunity to earn high school credit in Foreign Language. (7<sup>th</sup> grade Spanish – ½ credit; and 8<sup>th</sup> grade Spanish ½ credit.)

Middle School Music Program: Caseville Middle School offers instrumental music to grades 6-8. In seventh grade, students continue with instrumental music. All fifth and sixth graders are required to participate in instrumental music.

Middle School Physical Education Program: The purpose of the Caseville Middle School physical education program is to give every student life-long skills in proper physical fitness for a longer, healthier life.

Middle School Computer Literacy Program: The purpose of the Caseville Middle School computer literacy program is to give students an opportunity to learn technology at an earlier age so technology is a part of their lives now and throughout the future.

Special Education Program: Caseville Middle School strives to provide its special education students with intense, well-rounded instruction. The school offers a K-12 program for students regardless of handicapping conditions. The needs of each student are constantly evaluated and programming is planned and based on individual need.

The students of Caseville Middle School are exposed to a well-rounded and modern academic program with an emphasis on individualized care and concern. New this year is devoted SOAR time every afternoon, Monday-Thursday. This time will allow students with daily interventions and extensions of learning based on their individual needs.

### 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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent. (Check the back of the handbook for a general permission slip for all in-district trips.)

Attendance rules apply to all field trips.

### GRADES

Caseville 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.

The school uses the following grading system:

Grades 6-8

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

**GRADING PERIODS**

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term. Marking periods will be approximately nine weeks in length.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the MSTEP tests. 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 academic advisor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the advisor's room.

**COMPUTER 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.

**SECTION III - STUDENT CONDUCT**

**SCHOOL ATTENDANCE POLICY**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning results from active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers. Perfect attendance is defined as not more than 10 minutes of absence during a semester excused or unexcused.

**EXCUSED ABSENCES**

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- Personal illness but not illness in the family unless the circumstances are approved by the principal
- Death in the immediate family
- Bona-fide religious holiday
- Professional appointments that cannot be scheduled at non-school times
- Absences approved by the principal for good cause

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence preferably by 8:00 a.m. on the day of the absence but at least by the following day. Please call the office and explain the reason for the absence. If possible, parents should pre-arrange for missed assignments when an absence is foreseen.

Students who are excusably absent for more than five days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If the frequent absences continue, the truancy officer may be contacted.

## **SUSPENSION FROM SCHOOL**

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

## **UNEXCUSED ABSENCES**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

## **NOTIFICATION OF ABSENCE**

Parents must contact the school office by 8:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

## **TARDINESS**

A student who is not in his/her classroom by 8:00 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

When a student is going to be absent on a known day, arrangements should be made in advance with the office. The pre-absence is intended to serve two purposes:

1. To notify the school in advance of the absence.
2. To allow students to arrange, with the approval of the teacher involved, for makeup work in each class.

When unusual circumstances exist concerning absences not covered by the above rules, parents are expected to contact the school office. Following the FIFTH absence/tardy for the semester, the principal will mail a written notice to the parent. Upon the SEVENTH day of absence/tardy from school per semester, the principal will contact the parents of the student and discuss the student's absenteeism. Upon the TENTH day of absence/tardy from school per semester, the principal will again contact parents. 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 principal is required to inform the County Truancy Officer.

## **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. If a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact his/her teacher as soon as possible to obtain assignments.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test.

## **ATHLETICS, EXTRA CURRICULAR ACTIVITIES, SPORTSMANSHIP AND RESPONSIBILITY**

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. The head coaches with the approval of the administration make additional training rules, which are beneficial to our athletic program. Each athlete is responsible for returning school equipment issued to him. Replacement costs for lost equipment will be charged to the student.

Caseville Public School is proud of exhibiting good sportsmanship at school activities. Demonstration 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.

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 maintain a proper diet are a few of the attitudes necessary for the development of discipline.

### **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 non-participants 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 comply with the Code of Conduct at school events, regardless of the location.

### **CODE OF CONDUCT**

A major component of the educational program at Caseville School 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 classrooms and common areas, as posted

### **DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?



- Are there obscene, profane, drug-related, alcohol or cigarette-related, gang-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to him/herself or others, he/they may be removed from the educational setting.

Parents' judgment regarding proper clothing for winter and summer months is essential. Boots, hats, and gloves/mittens will generally be required during the winter. Students are requested to keep a pair of dry gym shoes at school for use during physical education instruction and for classroom use on wet days. Students will not be allowed to sit in class without shoes, or in wet, muddy footwear.

Some students come to school without jackets or sweaters in the spring and fall. If the weather warms during the day, the students are not forced to wear their jackets outside. Remember – weather changes very rapidly in Michigan, and we strive to protect your child. Please check the forecast. During very hot (70 degrees and over) weather, shorts may be worn. Shorts should be of the longer variety, not short gym-type shorts. Students are not permitted to wear attire advertising alcohol, tobacco, drugs or any improper language. Middle School students are not allowed to wear spaghetti strap shirts that would allow the undergarment straps to show. Students may not wear shirts that allow the stomach to show. When in doubt, call the principal. If necessary, parents will be called to bring proper attire for their child.

New fashions, e.g. "low-rise" pants and shirts that do not tuck in, need to be monitored by parents. Parents – please watch the length of shorts, shirts and skirts. They are not fashionable in a classroom.

Students who are representing Caseville School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, band, field trips, and other such groups.

## **GANGS**

Gangs which 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 which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which 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 Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The discipline chart provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does

not mean that such conduct does not violate the discipline code or cannot be punished. The explanation is available in this handbook.

## **HOMEWORK**

Homework will have different purposes at different age levels. It is designed to foster positive attitudes and habits in younger children. As the children grow older, it will facilitate the gaining of knowledge in specific areas. The frequency of mandatory assignments will vary according to age level. Students in sixth through eighth grades will be given assignments lasting approximately 45 minutes per day.

The parent, student and school are responsible for phases of the homework policy. Each has a specific position in the partnership of developing educational work habits.

The teacher has the responsibility to assign homework that practices and reinforces lessons. Homework can also provide enrichment activities. The student should understand the assignment. Parents should not be expected to formally instruct their child. Homework will not be assigned as busywork or punishment. Assignments will be checked and reviewed and feedback given to the student.

Parents/guardians have the responsibility to inquire if their child has homework. Parents should expect homework to be brought home. If it is not, the teacher should be contacted. Parents should allocate a study time on a daily basis for homework and reading.

The students must assume the responsibility for their homework. They must ask for clarification if they don't understand. The students will be responsible to take the necessary materials home and to complete the assignments on time. They must return the assignments to the teacher. When a student is absent, assignments shall be obtained and completed.

Homework should not be confused with class work that is not completed. Students are responsible for finishing their class work. Work is due on the date designated by the teacher. If students do not complete their work in the time given in school, they may be asked to bring it home to complete. If this becomes a problem, the parent should contact the teacher.

Homework helps to develop the necessary skills for independent study and learning outside of school. The parents, students and teachers should work together to accomplish the desired outcomes for each student.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State and National standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

## **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 assign 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 afterschool Monday - Thursday from 3:05 – 4:00 p.m.
- 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 book (no phone) by the start of the detention period, or it will not count.

## EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Discipline issues will be handled using the behavior matrix discussed when appropriate. Should an issue come to the office, the tiered system below may be applied. The following offenses/infractions have been separated into two tiers of severity. Tier I is considered a minor infraction while tier II is a major infraction. Consequences are as follows:

### Tier I:

- First Offense- phone call home, possible lunch detention
- Second Offense- phone call home, after school detention
- Third Offense- phone call home, two days after school detention

### Tier II:

- First Offense- phone call home, minimum two day suspension
- Second Offense- phone call home, four day suspension
- Third Offense- Phone call home, minimum five day suspension, School Board review and hearing with student and parent/s

### 1. Aiding or Abetting Violation of School Rules: Tier I

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.

### 2. Alcohol – Possession, Use, Under the Influence of Alcoholic Beverages: Tier II

- a. **First offense** – Five day in-school restriction, 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.

### 3. Arson: Tier II

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.

### 4. Assault or Threats of Violence on Staff: Tier II

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.

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.

### 5. Bomb Threats: Tier II

Charges pressed indefinite suspension and recommendation for expulsion.

### 6. Bullying: Tier II

The discipline imposed on a student for violating this code of conduct may vary depending on the seriousness of the offense. An administrator may deal with a violation with discipline ranging from a student conference to making a recommendation of expulsion.

### 7. Closed Campus, Violations of/Disregarding the rules pertaining to: Tier I

- a. **First offense** Two day detention
- b. **Second offense** – One day in-school suspension
- c. **Third offense** – Three day in-school suspension
- d. **Fourth Offense and beyond** – Five day in-school suspension

## **8. Computer Misuse: Tier I**

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.

## **9. Criminal Acts: Tier II**

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.

## **10. Dangerous Weapons: Tier II**

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

## **11. Demonstrations, Sit-ins, Congregating in Groups and Walk-Outs: Tier II**

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:

- a. **First Offense** – Out-of-school two-day suspension for each student involved, and possible conference with parent/guardian
- b. **Second Offense** – Out of school five-day suspension for each student involved and conference with parent/guardian
- c. **Third Offense** – Indefinite suspension, and recommendation for hearing with the Board of Education

## **12. Destruction of School Property-Willful: Tier I**

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

## **13. Displays of Affection: Tier I**

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 five day detention
- b. **Second Offense** – Three day detention
- c. **Third Offense** – Five day detention

## **14. Disrespect: Tier I**

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** – 1-2 day detention
- b. **Second Offense** – 3 day detention
- c. **Third Offense** – possible in school suspension

## **15. Disturbing Class or Other Pupils: Tier I**

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 detention, call to parent/guardian
- c. **Third Offense** – Three to five-day detention
- d. **Fourth Offense** – treated as Tier II

Blatant disturbances of a severe nature may result in more serious consequences.

## **16. Drugs – Possession, Use, and Under the Influence of Drugs and/or Illicit Substances: Tier II**

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.

- 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

### **17. Possession of Electronic Equipment/Using Camera Cell Phones: Tier II**

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. She/He also faces automatic 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, one – two day suspension
- b. **Second Offense** – three – five day suspension, restriction of use, possible police involvement

### **18. 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: Tier II**

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.

### **19. Fire Alarms/False Alarms: Tier II**

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 suspension, and possible Board hearing for expulsion.

### **20. Fighting: Tier II**

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

### **21. Fireworks/Explosives: Tier II**

- a. **First Offense:** Five day 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.

### **22. Forgery/Cheating/Plagiarism Tier II**

- a. **First Offense** – Two day detention and loss of credit for assignment
- b. **Second Offense** – One day in school suspension, loss of credit for assignment

### **23. Gambling: Tier II**

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

## **24. Gross Misbehavior: Tier II**

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.

## **25. Harassment: Tier II**

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

- A. 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;
- B. 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;
- C. 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:

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

## **26. Indecency: Tier II**

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 as necessary
- b. **Second Offense** – Suspension, two to five days or more, parental contact
- c. **Third Offense** – Suspension, five to ten days, parent conference, possible referral to counseling
- d. **Fourth Offense and beyond** – Indefinite suspension, possible Board hearing

## **27. Knowledge of Dangerous Weapons or Threats of Violence: Tier II**

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 to twenty days' suspension or more, and possible expulsion

## **28. Leaving the Office Bench Area While Waiting for the Principal: Tier I**

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.

## **29. Littering/Spitting: Tier I**

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
- d. **Fourth Offense** – Discretionary restriction

## **30. Loitering or Trespassing by Unauthorized Person: Tier I**

- 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

## **31. Major Theft/Extortion: Tier II**

Extortion is the use of treat, 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 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

## **32. Non-Sanctioned Organizations/Cults/Gangs (Affiliation or Involvement): Tier II**

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.

- a. **Students and visitors are prohibited from:**
  1. 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; or
  2. Making, possessing or displaying any paraphernalia, signs or communication (written, verbal, or gesture), which symbolizes non-sanctioned/cult/gang membership, recognition or support.

b. **Discipline:**

1. 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
2. The student's parent/guardian shall be contacted and, at the discretion of the administrator, the student may be sent home to change; and
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

c. **Graffiti:**

1. Daily checks for graffiti shall be made throughout the school, including restroom walls, doors, and on students' personal belongings, if noticeable.
2. 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.
3. 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.

### **33. Off-Campus Behavior: Tier II**

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).

### **34. Paraphernalia, Including Vapes: Tier II**

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 restriction or suspension from school. First offense will result in two days of ISS and completion of an online program educating students of the dangers of alcohol, tobacco, and vaping use.

### **35. Persistent Disobedience: Tier II**

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.

### **36. Petty Theft/Willful Destruction of Personal and Student Property: Tier I**

- 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

### **37. Possession of a Firearm, Arson, and Criminal Sexual Conduct: Tier II**

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.

### **38. Profane, Obscene Behavior/Visual Gestures/Language: Tier II**

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

### **39. Refusing to Accept Discipline: Tier II**

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
- c. **Third Offense** – Ten to twenty day suspension

### **40. Robbery/Burglary: Tier II**

Entering a school building or any vehicle on school property without permission and for illicit purposes.

Consequence will be indefinite suspension, police contact, parent conference, and possible Board hearing for expulsion

### **41. Skipping School: Tier I**

Skipping 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 skipping school.

- a. **First Offense** – One day detention
- b. **Second Offense** – One-three day detention
- c. **Third Offense** – Three to five day detention, parent conference
- d. **Fourth Offense and beyond** – five day in school suspension, referral to court, possible hearing with the Board of Education for a disciplinary determination.

### **42. Smoking, Possessing, or Chewing of Tobacco (including vaping) – Drug Free Zone: Tier II**

- a. **First Offense** – Two day suspension, ticketing by police
- 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

### **43. Snowballing: Tier I**

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.

- a. **First Offense** – One-three day detention
- b. **Second Offense** – One to three day detention
- c. **Third Offense** – Detention, three to five days

#### **44. Stalking: Tier II**

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

#### **45. Suspected Drug/Alcohol/Illicit Substance Abuse: Tier II**

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.

#### **46. Throwing Food: Tier I**

- 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

#### **47. Unsafe Conditions: Tier I**

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

#### **48. Weapons: Tier II**

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.

#### **49. Unauthorized Use of School or Private Property: Tier II**

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.

#### **50. Use of an Object as a Weapon: Tier II**

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.

#### **51. Violation of Individual School / Classroom Rules: Tier II**

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.

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or fear reprisal for the proper expression of a legitimate concern. Suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION IV - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all students who live farther than .5 miles from school. The bus schedule and route is available by contacting the administrative office at 989-856-2311.

Sixth grade 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 office.

A change in a sixth grade student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the office approves. Requests must be submitted by 1pm the day the change is requested.

Seventh and eighth grade students do not need a note for a bus change unless it creates a bus overcrowding situation.

### **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) 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 and from school only
- 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.

## **RIGHTS UNDER FERPA FOR MIDDLE SCHOOL 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*

## APPENDIX A ... Testing Responsibilities for Students

Students are encouraged to do their best on the tests to demonstrate to themselves, the school, and their parents, their knowledge, skills, and abilities.

### EXPECTED AND ETHICAL CONDUCT:

- Do your best on the tests;
- Make sure you understand and follow the assessment directions.
- Respect other students during the assessment.

### INAPPROPRIATE CONDUCT:

You must not:

- \*Communicate or collaborate in any way with another student. This includes written, electronic, verbal or gestured forms of communication.
- Copy another student's answers or request or accept any help from another person.
- Use any material or equipment that is not expressly permitted by the assessment administration manual.
- Answer an assessment question or any part of an assessment for another student or provide assistance to another student before or while that student is taking a state assessment.
- Return to previously administered sections of the assessment after an assessment session is complete.
- Use a prohibited calculator, communication or information storage device.
- Engage in any other practice that has the intent of artificially affecting your score or the score of another student.

## EMERGENCY DISMISSAL

FOR PARENT/GUARDIAN(s) of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students:

Please discuss with your child where you want your child to go in emergency dismissals. The school will not monitor this decision.

\*\* **Generally**, "emergency dismissal" is only called in case of bad weather or similar problems.

## Caseville School Calendar

### 2021/2022

August 24, 25, 26	Teacher Preparation Days
August 31	First day of school
September 3	No School
September 6	No School
September 24	½ Day (Morning Classes)
October 14	Conferences 5:00-8:00 p.m.
October 29	½ Day (Afternoon Classes)
November 5	End of 1st marking period
November 15	No school; County-wide Staff PD
November 19	½ Day (Morning Classes)
November 24	½ Day for Students and Staff (Afternoon Classes)
November 25 and 26	No School
December 17	½ Day (Morning Classes)
December 18- January 2	Winter Break
January 3	School Resumes
January 21	½ Day for Students and Staff (Afternoon Classes); End of 2 <sup>nd</sup> marking period
January 28	½ Day (Morning Classes)
February 18	No School
February 21	No School
February 25	½ Day (Afternoon Classes)
March 3	Conferences 5:00 – 8:00 p.m.
March 25	½ Day (Morning Classes); End of 3 <sup>rd</sup> marking period
March 26 – April 3	Spring Break
April 4	School Reopens
April 15	No School
April 18	No School
April 29	½ Day (Afternoon Classes)
May 27	½ Day (Morning Classes)
May 27	Seniors Last Day
May 30	No School
June 5	High School Graduation @ 2:00 p.m.
June 10	½ Day (Afternoon Classes); Last Day of School
June 10	8 <sup>th</sup> 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

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.

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Signature of School Teacher                      Date

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Signature of Parent                                      Date

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Signature of School Representative              Date

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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 2021-2022 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: \_\_\_\_\_

**PLEASE SIGN AND RETURN**