

DECKERVILLE JR. / SR. HIGH SCHOOL

STUDENT / PARENT HANDBOOK

2018-2019



DECKERVILLE COMMUNITY SCHOOLS
2633 Black River St.
Deckerville, MI 48427
(O) 810-376-3875
(F) 810-376-3115

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

It's hard to believe but it's that time of the year again - the beginning of a new school year. Welcome to the 2018-2019 school year! You play a vital role in your child's / children's education.

Your child / children receive the best education when you and our dedicated teachers work as a team. It's a parent's enthusiasm, support, and involvement that inspires children to do their best; and a teacher's ability to teach what they need to learn. Together we can achieve wonderful things.

I encourage you to fully embrace the moment and urge you to take the time from your busy schedule to become actively involved in your child's / children's education. Please create a homework-friendly home environment that will allow your child / children to excel and promote a positive school-home connection that reflects academic and behavioral support.

Thank you in advance for your commitment to your child's / children's education and I look forward to working with you in the very near future.

Respectfully,

Matthew Connelly

Matthew Connelly, Principal
Deckerville Jr. / Sr. High School

Telephone Numbers:

| | | |
|---------------------------|----------------|-----------------------|
| Principal | (810) 376-3875 | Mr. Matthew Connelly |
| Guidance Counselor | (810) 376-3875 | Mrs. Michelle Ford |
| High School Secretary | (810) 376-3875 | Ms. Monica Warczinsky |
| Superintendent of Schools | (810) 376-3615 | Mr. Michael Hagan |

**Deckerville Community Schools
2018-2019 School Calendar**

| | |
|-------------------------------------|---|
| August 28 | Teacher In-Service Day |
| August 29 | Teacher In-Service Day |
| August 30 | Teacher In-Service Day |
| August 31 through September 3 | Labor Day (No School) |
| September 4 | First Day for Students |
| September 27 | In-service after school 3:15 – 4:45 pm |
| October 5 | End of Progress Reports |
| October 12 | Student Progress Reports Go Home |
| October 25 | In-service after school 3:15-4:45 p.m. |
| November 2 | End First Marking Period |
| November 13 | Parent-Teacher Conf. 4:00 -- 7:00 p.m. |
| November 15 | Parent-Teacher Conf. 5:30 – 8:30 pm |
| November 21 through November 23 | Fall Recess |
| November 29 | In-Service after school 3:15 – 4:45 pm |
| December 14 | End of Progress Reports |
| December 21 | Student Progress Reports Go Home |
| December 24 through January 4, 2018 | Winter Recess |
| January 7 | School Resumes |
| January 17 | ½ Day of school for students – 12:15 dismissal Full day for teachers |
| January 18 | End of 2 nd marking period ½ day of school for students – 12:15 dismissal |
| January 24 | In-Service after school 3:15 – 4:45 pm |
| February 18 | No School -- President's Day |
| February 21 | In-Service after school 3:15 – 4:45 pm |
| February 22 | End of Progress Reports |
| March 1 | Student Progress Reports Go Home |
| March 7 | In-Service after school 3:15 – 4:45 pm |
| March 22 | End 3 rd Marking Period |
| March 25 through March 29 | Spring Recess |
| April 1 | School Resumes |
| April 25 | In-service after school 3:15-4:45 p.m. |
| May 3 | End of Progress Reports |
| May 10 | Student Progress Reports Go Home |
| May 19 | Commencement 1:00 p.m. |
| May 27 | No School -- Memorial Day |
| June 11 | 12:15 dismissal for students, Full day for teachers |
| June 12 | End of 4 th Marking Period Last Day for Students / Records Day |
| June 13 through 19 | 11:30 a.m. Dismissal for Students 1½ Hours – Individual Teacher In-Service |

2018-2019 Student Council

STUDENT COUNCIL:

Sponsors: Sulyn Schumacher

President: Morgan Armstead

Vice-President: Emma Beaver

Secretary: Lauren Flanagan

Treasure: Aubre Cashman

Seniors:

Sponsors: Sulyn Schumacher and Phyllis Ridley

President:

Richie Barker

Vice-President:

Kyla Smith

Secretary:

Treasurer:

Representative:

Sean Eugster

Juniors:

Sponsors: Ashley Lacy and Christi Pavlovics

President:

Emma Beaver

Vice-President:

Mickaela Warczinsky

Secretary:

Aubre Cashman

Treasurer:

Kaylee Wagester

Representative:

Lauren Flanagan

Sophomores:

Sponsors: Ryan Eugster and Denneil Park

President:

Riley Regentin

Vice-President:

Adam Eugster

Secretary:

Brett Dumaw

Treasurer:

Aaron Wilcox

Representative: Breanna Lundgren and Kaylyn Kappen

Freshmen

Sponsors: Jodie Kandler and Denise Sudderth

President:

Michael Harris

Vice-President:

Karly Kappen

Secretary:

Heather Paterson

Treasurer:

TJ Reid

Representative:

Autumn Michaels

8th Grade

Sponsors: Adam Klee and Krista Omstead

President:

Shelby Flanagan

Vice-President:

Maddy Garza

Secretary:

Jessie Bragg

Treasurer:

Leah Trigger

Representatives:

Naythan Gough

Kris Kosal

7th Grade

Sponsors:

President:

Johanna Kubacki

Vice-President:

Brooke Barker

Secretary:

Isabelle Wilson

Treasurer:

Cassandra Trigger

Representatives:

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook also contains information about student rights and responsibilities, each student and parent(s) is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook supersedes all prior handbooks and other written and/or oral statements regarding any item in this handbook. 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 September 6, 2016. If any of the policies or administrative guidelines referenced herein are revised after September 6, 2016 the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

It is the policy of Deckerville Community Schools 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, ethnicity, color, creed, disability, religion, gender, sex, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social, political, 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: Mr. Michael Hugan, Superintendent - (810) 376-3615

Complaints will be investigated in accordance with the procedures as described in board policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SCHOOL SPIRIT

Prepared to learn
Responsibility
Integrity
Dependability
Earn and give respect.

School spirit means representing yourself and the school in a respectable manner. A respectful student supports his school and does his/her utmost to keep his/her scholastic and activity standards at the highest level.

Two-hour Delay Plan

Please discuss and prepare a morning plan for your child / children in the event we must utilize a two-hour delay. Please also prepare a plan in the event that the two hour delay turns into a cancellation. Buses would pick up students two hours after the normal time. The start times and other important information for each school are shown below. This plan was put into place starting February 4, 2014. Two-hour delays will be announced on the local radio and television stations.

On a two –hour delay

- No breakfast will be served.
- High School Career Center students will not attend the Career Center, however, Career Center students can arrive to school before their required 5th hour course. Student s arriving early should report to high school library.
- The first two-hour delay will be Plan A, the second two-hour delay will be Plan B, and the third two-hour delay with be Plan C. The plans will be repeated as needed to follow the number days in a semester.

Plan A: Elementary will start at 10:05 a.m., Junior High / High School will start at 10:05 a.m. with 3rd hour and follow the rest of the day' normal schedule.

Plan B: Elementary will start at 10:05 a.m., Junior High / High School will start at 10:05 a.m. with 2nd hour, then 4thhour and follow the rest of the day' normal schedule.

Plan C: Elementary will start at 10:05 a.m., Junior High / High School will start at 10:05 a.m. with 1st hour, then 4th hour and follow the rest of the day' normal schedule.

Deckerville High School Parent Involvement Policy

Deckerville High School is committed to creating an exceptional learning environment through the shared responsibility of the school and parents/guardians (“parents”). This partnership is derived from a mutual commitment towards developing and implementing each student’s educational goals. Therefore, the school and parents together, will take the following actions:

For the benefit of all students, Deckerville High School Will:

- ◆ Utilize a wide variety of strategies to educate diverse learners
- ◆ Provide assessments results to parents including report cards, standardized test results, parent-teacher conferences, and Skyward
- ◆ Maintain an educational environment that promotes safety and security
- ◆ Develop curriculum that is consistent with the State of Michigan’s standards and graduation requirements
- ◆ Provide teachers school e-mail address for communicating with parents
- ◆ Enlist parents to work collaboratively with the staff on School Improvement/Title I
- ◆ Inform the community of after school programs such as tutoring, athletics, plays and sponsored clubs
- ◆ Educate staff members on the value of parental contributions and how to communicate with parents as partners in the education of the student.

For the benefit of all students, parents will:

- ◆ Actively participate in and support school functions and committees
- ◆ Support the high school staff in maintaining a safe and exceptional learning environment through the enforcement of the dress code and code of conduct, as well as subsequent discipline resulting from misbehavior
- ◆ Return all necessary communications back to the school in a timely manner
- ◆ Attend parent-teacher conferences and other school events
- ◆ Foster a healthy attitude towards education by providing a suitable home environment for studying and taking a personal interest in student’s daily assignments and projects

DECKERVILLE JUNIOR HIGH AND HIGH SCHOOL PARENT-STUDENT-TEACHER COMPACT

A Promise of Commitment

Parent/Guardian Agreement

As a parent, I agree to support my child's learning by encouraging him/her by doing the following:

- See that my student is punctual, and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Review and discuss the Deckerville Student Code of Conduct with my student
- Encourage my student's efforts to do his/her best
- Stay aware of what my student is learning by using Teacher Homework pages on the school's website and Skyward
- Be aware of my student's daily for assignments
- Communicate with teachers and/or school officials
- Attend Parent-Teacher Conferences
- Establish a quiet time and place for completing homework
- Limit television, video games and internet usage during this study time
- Read classroom expectations

Student Agreement

As a student at Deckerville Junior High and High school, I agree to:

- Come to school each day, be in class on time, and bring required materials
- Understand that I have a responsibility to review and follow the Deckerville Student Code of Conduct
- Be aware of my class assignments
- Have my homework completed and turned in on time
- Show respect for my school, all, staff, other students and myself
- Set aside a regular time and place each night to complete homework
- Check teacher homework pages on the school's website

Teacher agreement

Deckerville Junior High and High School Staff want their students to be the best they can be. Therefore, they will do the following:

- Provide a safe and supportive learning environment
- Review and discuss the Deckerville Student Code of Conduct with students
- Teach classes with an interesting and challenging curriculum that promotes student achievement
- Remind students to record their assignments
- Exhibit a genuine concern for the welfare of my students
- Keep my grade book (Skyward) and lesson plans on the website current
- Be available for parent-teacher conferences
- Be available before school, after school and during prep time for parent/guardian questions

TIME SCHEDULE

High School

7:10 – 8:00 Early Bird
8:00 – Warning Bell
8:05 – 8:57 1st hour
9:01 – 9:53 2nd hour
9:57 – 10:49 3rd hour
10:53 – 11:45 4th hour
11:45 – 12:15 Lunch
12:19 – 1:09 5th hour
1:13 – 2:03 6th hour
2:07 – 2:57 7th hour

Junior High School

8:00 – Warning Bell
8:05 – 8:57 1st hour
9:01 – 9:53 2nd hour
9:57 – 10:49 3rd hour
10:49 – 11:19 Lunch
11:23 – 12:15 4th hour
12:19 – 1:09 5th hour
1:13 – 2:03 6th hour
2:07 – 2:57 7th hour

- Students should arrive to school no earlier than **7:45 a.m.** daily, unless you are a 12th grade Early Bird student. Please make an arrival arrangement through the High School Principal if needed.

BULLYING / CYBERBULLYING POLICY

The Deckerville Jr. / Sr. High School Bullying Committee reviews this policy annually to maintain a Bullying Policy which ensures the safety of the student population and provides consequences to deter hazing and threatening behaviors which are inconsistent with the educational goals of the school.

For the purposes of Deckerville Jr. / Sr. High School, bullying is defined as:

- A person willfully and repeatedly exercising power or control over another with hostile or malicious intent (ie: repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group).
- Bullying can be physical, verbal, psychological, cyber/ electronic or a combination of all three. Some examples of bullying include, but not limited to:
 - A. **Physical** – hitting kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
 - B. **Verbal** – taunting, malicious teasing, insulting, name calling, making threats.
 - C. **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion / shunning, extortion, or intimidation.
 - D. **Cyber / Electronic** – Facebook, Snap Chat, Twitter, email, text messages, instant messaging, or any App used to target a student.

Bullying / Cyber bullying is repetitive conduct that meets all of the following criteria:

1. is directed at one (1) or more students;
 2. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
 3. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
 4. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.
- such behavior is considered harassment or bullying whether it takes place on school grounds, at any off campus school sponsored event, or in a school vehicle.

Any student who believes he / she has been or is the victim of bullying should immediately report the situation to the building principal or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

Any act of bullying is a violation of the Student Code of Conduct and is subject to consequences defined by Deckerville Jr / High School and Deckerville Jr./ Sr. High School Bullying Committee. The following consequences apply strictly to isolated acts of bullying.

- 1st offense – student is warned and parent is notified
- 2nd offense – student is suspended for three (3) days
- 3rd offense – student is suspended for ten (10) days
- Repeated offenses will result is a recommendation for expulsion / long-term suspension

BULLYING / CYBERBULLYING POLICY cont.....

Consequences for acts of bullying may include, but not limited to:

- Student mediation
- Parent Conference
- Out of school suspension
- Referral to law enforcement
- Referral to Child Protective Services
- Recommendation for expulsion / long-term suspension
- Removal from athletic team / band

How to report bullying incidences?

Ok 2 Say (link on school website)

Contact Principal or Guidance Counselor 810-376-3875

Email the principal: mconnelly@deckerville.k12.mi.us

Inform a teacher / staff member

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the High School Principal, Matthew Connelly. The District will provide homebound instruction only for those confinements expected to last at least 5 days.

Application for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities or custody.
- C. Proof of residency
- D. 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. Ms. Paula Starring, Guidance counselor, 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 from Homeless Children with regard to the enrollment procedures.

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian of the student, or a verbal request received from the parent or guardian by the High School office.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student, 18 years of age or older, plans to transfer from Deckerville Community Schools, the student must notify the principal. Transfer will be authorized only after the student has completed the arrangements, 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, Mr. Matthew Connelly, Principal for specific concerns.

OPTIONAL STUDENT ACCIDENT INSURANCE

Guarantee Trust Life Insurance Company offers the availability for parents to enroll and purchase an accident plan for their child/children. Enrollment can now be completed online at www.1stagency.com with the following prompts:

- go to K-12 and choose Michigan
- select “go” to locate Deckerville Community Schools
- coverage can be purchased directly on-line and paid with a credit card

OR

coverage can be purchased with a check by printing the brochure with enrollment form and mailed to First Agency: 5071 West H. Avenue
Kalamazoo, MI 48009

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen will be allowed to withdraw from school without the written consent of his/her parents. When it is necessary for a student to withdraw from school, the student should:

- Present a written note from his/her parents explaining the reason for withdrawing.
- Obtain a withdrawal form from the H.S. Office.
- Obtain signatures from his/her teachers and librarian indicating that obligations have been met.
- Return books, locks, and other school property along with completed withdrawal form to the H.S. office.

Homework

Homework in Deckerville Jr. / Sr. High School is an essential part of the school program.

- Assignments will be modified to meet the needs of the class and will relate to classroom instruction.
- Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction.
- Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility.
- Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. T
- The following policy and guidelines indicate how students, parents, teachers and administrators all have a responsibility for the success of homework.

Homework Policy Guidelines for Students

- Always do your best work
- Understand assignments clearly before leaving class
- Bring home the proper materials to complete the assignments
- Hand in completed assignments on time
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class
- Talk to your parents and teacher if you are having difficulty with homework
- Late Policy for Junior High: 1 day late = 15% reduction; 2 days late = 30% reduction; 3 days late = 50% reduction; 4 days late = 0 points earned
- Late Policy for High School: No late assignments accepted (discretion of teacher to give points)

Homework Policy Guidelines for Parents

- Be familiar with the philosophy and guidelines of the homework policy for each teacher
- Provide a time and place to do homework assignments with limited interruptions (i.e., cell phone; television; video games; instant messaging)
- Actively supervise homework completion, assisting, but not doing the work
- Oversee completion of long-term assignments to assist in understanding time management
- Contact the teacher with questions or concerns especially if your child exceeds the allotted time frame
- Be informed of your child's work completion and progress through Skyward
- Utilize the school website to review daily assignments under the Homework Webpage

Homework Policy Guidelines for Teachers

- Assign homework on a regular basis in keeping with the homework policy
- Assignments may be on a daily basis or of a long-term type, such as a report
- Students are to understand clearly all homework assignments
- Homework may take the form of class, group, or individual assignments
- Group projects should not be assigned as homework, unless students can work on their individual parts independently
- Assignments should be discussed, checked and when appropriate, corrected and returned to students
- Specific policies/practices of teachers are to be submitted to the principal and clearly communicated to students and parents
- Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments

Homework Policy Guidelines for Administrators

- Include this homework policy in all teacher, parent and student handbooks
- Require teachers to communicate homework policy to students and parents
- Make certain that teachers are implementing the homework policy consistently and uniformly
- Assist teachers, when necessary, in implementing this homework policy
- Observe use of homework during classroom visits
- Review homework samples and assignments periodically
- Give suggestions to teachers, when necessary, on how assignments could be improved

USE OF MEDICATIONS

Before any prescribed medication or treatment may be administered to any student during school hours, the student is required to have the written prescription from his/her physician accompanied by written authorization from their parent.

- **All medications must be registered with the high school office and brought to the high school office by a parent / adult.**
- **DO NOT, under any circumstance, send medication(s) to school with your child. This could result in disciplinary action for possession / distribution of prescription drugs.**

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver.

- 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 Guidance Office.

Immunization Requirements, Unless given a waiver, students must meet the following requirements:

Diphtheria Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Tetanus Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Pertussis Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Polio Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Measles Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Rubella Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Mumps Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Due to the volume of students that come into contact with one another, 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 NONCASUAL CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, a communicable disease, 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 insure 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, HIV (Human-immunodeficiency), Hepatitis B, 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.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (A.D.A) requires the School to ensure that no individual will be discriminated against on the basis of a disability.

- This protection applies not just to the student, but to all individuals.
- Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff.
- Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact Mr. Michael Hugan at 376-3615

SPECIAL EDUCATION

Deckerville Community Schools 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 Mr. Michael Hugan, Superintendent – (810) 376-3615.

STUDENT FEES, FINES AND CHARGES

Deckerville Jr. / Sr. High School charges specific fees for some non-curricular activities and programs. *Fees may be waived in situations where there is financial hardship.*

- Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.
- The school and staff do not make a profit.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage caused and not to make a profit.

- Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.
- Failure to pay fines, fees or charges may result in the withholding of grades, credits, and diplomas.

STUDENT FUNDRAISING

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 fund-raiser 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 fund-raising activity for a group in which s/he is not a member without the approval of the student's counselor/advisor.
- No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- 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 fund-raising activity conducted by an outside group/organization on school property.
- Students are responsible for the costs of items they are selling. Failure to pay for these items could lead to prosecution and/or withholding of credits.
- No student shall engage in fundraising while classes are in session.

STUDENT RECORDS

- Students 18 years of age or older may review their records.
- Parents may review until the child is 18.
- A written request must be submitted to the high school office to view student records. The high school must accommodate the written request within 72 hours.
- Students under 18, who request information sent to another school, employer, or college must have their parent sign a record release form.
- Students 18 or older must sign their own record release form.

STUDENT VALUABLES

- Students are cautioned not to bring large amounts of money, cell phones, radios or cameras to school if they wear glasses or watches, to keep track of them at all times.
- Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it in the H.S. Office for safekeeping. Do not leave it in your locker. **It is suggested that all students use locks on their lockers.**

REVIEW OF INSTRUCTIONAL MATERIALS

- Parents have the right to review any instructional materials being used in the school.
- They also may observe instruction in any class, particularly those dealing with instruction in health and sex education.
- Any parent who wishes to review materials or observe instruction should contact the Principal prior to coming to the School.

FIRE, LOCK DOWN 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. The alarm signal for fire drills consists of the emergency fire sirens building wide.

- Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a PA announcement directing students and staff to their respective emergency weather positions.
- Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a PA announcement directing students and staff to their respective lock down positions

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

- WMIC – 660 AM Sandusky
- WTGV – 97.7 FM Sandusky
- WLEW – AM 1340 AM & 102.1 FM Bad Axe
- WPHM – 1380 AM Port Huron
- WNEM – TV5 Saginaw
- WJRT - TV12 Flint
- WHNN – 96.1 FM Saginaw
- WDIV – TV4 Detroit

Parents and students are responsible for knowing about emergency closings and delays. **DO NOT CALL THE SCHOOL FOR CANCELLATIONS.**

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.

- A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety for students and staff, each visitor must report to the high school office upon entering the School to obtain a pass.

- Visitors will use a buzzer/video camera system, to gain access into the building.
- Visitors will report directly to the Superintendent's Office of the High School Office to log into/out of the registry book. This book will also provide a Visitors Pass.
- Any visitor found in the building without a pass 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.
- Students may not bring visitors to school without first obtaining written permission from the Principal.

STUDENT PREPAREDNESS

A student who prepares well:

- Brings notebook, paper, pen or pencil and other materials necessary to class.
- Is an active participant in the classroom; listens well; takes part in discussions.
- Asks questions for clarification or to assist in understanding.
- Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he /she leaves class.
- Uses what he/she learns; sees how each subject applies to others.

ASSIGNMENT BOOKS

- Grades 7, 8, and 9 are required to maintain a daily assignment book/planner. These books will be checked in Directed Studies for credit. Parents are also encouraged to look at these books for homework assignments.
- Students in grades 10 through 12 may also use these books by picking one up in the principal's office.

GUIDANCE SERVICES

The counselor at Deckerville School is prepared to help students with academic, college, career, and personal concerns.

- To visit the counselor, make an appointment with the high school secretary of the counselor.

LIBRARY/MEDIA CENTER

The library will be opened at specific times designated by your teachers. It is a place provided for your convenience for studying, or specific library assignments.

- Our library is a quiet place to study and do reference work or read for enjoyment. It contains 9,000 books, numerous magazines, periodicals, and paperbacks.
- Always check a book from the person in charge before taking material from the library.
- A quiet, dignified, well-organized library is the foundation of a good school. Misuse of library privileges shall result in disciplinary action.

SANILAC CAREER CENTER

Classes are offered at the Sanilac Career Center for juniors and seniors.

- They include Auto Service Technology, Biotechnology, Construction Trades, Culinary Arts, Careers in Education, Engineering & Design, Graphic, Health Occupations, Digital Media, Network Administration, and Cosmetology.
- Applications to attend must be filled out (in the Spring) the year before you expect to attend the center. Listen to the announcements for details.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to junior high / high school students for a fee of \$2.65. Ala Carte items and salad bar are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria.

- Junior High and High School students are ***not allowed off campus*** during lunch unless prior permission from a parent/principal is obtained. We are a CLOSED CAMPUS.
- Outside food items such as fountain pop and ice cream will not be allowed in the school building during school hours, unless prior permission is obtained.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact either of the Principal's offices.

REASONABLE ACCOMMODATION

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement:

“Upon request to the principal, the District shall make reasonable accommodations for a disabled person to be able to participate in this activity.”

ATTENDANCE

Students who are absent from a class for more than 10 times during a semester the student will be referred to the county Truancy Officer. Students may check their absences in the office only once during a marking period.

Definition of absence:

- If a student arrives to class more than ten minutes late, he/she will be considered absent.
- If a student does not attend at least 40 minutes of class due to leaving early, he/she will be considered absent.

No student shall be charged with an absence if he/she is not able to attend school because:

- bus transportation was temporarily suspended due to adverse weather conditions
- he/she is involved in approved school related activities.

If the student enrolls during a new semester, the student will be pro-rated with 10 days for the first 6 weeks; 7 days for the second 6 weeks; and 4 days for the third 6 weeks.

Sign in and reporting of absences:

- Students are to sign in at the office if they arrive late and sign out if they leave early (a student's parent must verify that a student is to leave early, this should be done before 8:05 a.m.) Eighteen year old students who want to be emancipated must meet the approval of the Principal. Failure to follow proper sign out procedures will be considered skipping.
- If a student is unable to report to school by 8:05 a.m. the parent or guardian is to call the school.
- If there is no parent verification of absence it will be considered as an unexcused absence. No credit shall be given in classes for the days a student is truant, and the truancy will be considered a skip.
- Extended Illness - If a student is absent while under a doctor's care, the student will not have these days counted towards his/her ten day total, if a doctor's note is presented. Doctor notes must indicate dates and times they are excused from school. Orthodontist appointments will also be excused with a doctor's note.
- Doctor notes must be turned in within one week of absence to be counted. Students must keep track of these excused absences.
- Funerals DO count towards the ten day total. Exceptions may be made in individual circumstances.

Notification of Absences:

- The student will receive a warning after obtaining his/her fourth absence. A letter of warning with a copy of attendance policy will be sent home. A second letter of warning will be sent home at the 7th absence. A third letter will be sent home when the 10th absences occurs.
- A loss of credit letter will be sent along with an appeal form once the 11th absence occurs.
- These letters will be sent regardless if they are excused. Doctor slips will be considered when more than 10 days are missed.

An appeal committee will consider cases involving special circumstances.

The assistant principal/attendance coordinator will appoint the committee and act as moderator. Further appeals may be made to the high school principal, superintendent and the board of education. The committee membership will include:

- The attendance officer
- A staff member who is not one of the student's present teachers.
- A student - a sophomore, junior or senior class officer or student council member.

SUSPENSION:

- In-school suspensions do not count toward the ten-day limit.
- Out of school suspension count toward the ten day limit. However, an out of school suspension cannot put a student over his/her 10 day limit.

Even if a student loses credit they must still attend all classes or it will be considered skipping.

TARDIES

- A student must have a pass to enter a class late. If he/she has no pass, he/she receives a tardy. If a student is late because he/she is with a teacher, the pass must be issued from the teacher who retained the student, not the office.
- Tardies will be handled mostly by each individual teacher. Teachers may give before and after school detentions or lunch detentions for excessive tardies.
- If detentions are assigned by the teacher, students are to attend or be assessed (3) discipline points.
- Students that reach their 10th **combined** tardy **from all courses** will be referred to the administration for the following consequences:
 1. 3 tardies in same class – lunch detention
 2. 10 tardies – across all classes -- One after school detention (3:00-3:45 pm) plus one absence added to attendance record.
 3. 15 tardies -- One full day in-school detention will be issued.
 4. 20 tardies -- Saturday School (8:00 am – 12:00 pm) plus once absence added to attendance record. Failure to attend Saturday School will result in a 3-day out of school suspension.
 5. 25 tardies – in one particular course could lead to the removal from the class and placed on a Compass course if applicable.
 6. 30 tardies – Saturday School (8:00 am – 12:00 pm) plus one absence added to attendance record. Possible loss of credit in a particular course.

MAKE-UP WORK

Excused / unexcused absence: It is the student's responsibility to get assignments for make-up work.

- Students are given one day for each day absent to hand in make-up work.
- If a student is absent for 4 days or more, special arrangements should be made with the teacher.
- During the time of absence, daily assignments should be obtained from correspondence with the school, classmates, and Homework WebPage.

OBTAINING PERMISSION TO LEAVE SCHOOL

Students who leave school other than for illness, are to have their parents or guardians call in at least before the start of school (8:05 a.m.) of that day before they can leave. After this time administrative approval is needed or it will be considered as an unexcused absence. This also includes 18 year old students. Notes are acceptable only if no phone is available.

Exceptions to this rule have to be approved by an administrator. Possible exceptions are doctor and dentist appointments. Failure to check out will result in the offense treated as truancy/skipping. Appointments should be made after school if possible. Automobiles will not leave school grounds during the school day except for the following situations.

- Going home for the remainder of the day
- Appointments outside of Deckerville
- Administrative approval
- Work Based Learning (School to Work)
- Driving Permit to Career Center

DROP OUTS

- Students who have dropped from school and wish to be reinstated must make personal application to the principal with parents present.

SCHOOL PROPERTY

The school and its equipment are public property and must be protected. Everything possible is done to keep the building clean and sanitary. Student cooperation in this matter is an important factor. Clean restrooms, walls and desks free of marks, neat and tidy rooms and grounds and a well-mannered student body create an atmosphere very conducive to learning. Any student responsible for destroying school property will be charged for the damage.

ORV'S

Deckerville Community Schools recognizes the June 14, 2010 adopted village ordinance 2010-1 authorizing and regulating the operation of off road vehicles (ORV's). ORV operation on the property of Deckerville Community Schools will be allowed under the following conditions:

- Operators of ORV's must obey all state and local law.
- Operators must be licensed drivers.
- ORV's must be parked in designated area. (North row of West parking lot along track)
- ORV's must operate in the flow of regular traffic, and only on paved surfaces designated for vehicle operation.
- ORV is not equipped with chains or studded tires.

The entire ordinance 2010-1 is available in the high school office upon request.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

TELEPHONES

Messages and deliveries from home should be left in the H.S. Office. Students will be called out of class only in an emergency. Students may not use classroom telephones, but may use the phone in the office during lunch and/or **for emergencies only**.

CELL PHONE/ELECTRONIC DEVICES

Student cell phones are to be off and left in lockers or vehicles. Cell phones may be used before and after school, lunch period, and during passing time. Any gross failure to comply with these usage limitations may lead to an authorized change to the school-wide cell phone policy at any time. Cell phone camera or video recording options may not be used at any time during the designated usage times. Cell phones used outside of this time is strictly prohibited along with their presence in the classroom. *This policy applies to all other electronic devices including, but not limited to: mp3 players, ipods, ipads, Kindle, cameras, etc.* In emergency situations cell phones may be used with the permission of the Principal.

- 1st violation of this policy will be confiscated and returned only to the parent / guardian of the respective student with **2 discipline points assessed**.
- 2nd violation the Principal will hold onto the cell phone / device until a Wednesday after school detention has been served; with **4 discipline points assessed**.
- 3rd violation the student may not bring the cell phone into school OR must check the phone in and out of the office daily; 1-day out of school suspension; **6 discipline points assessed**.

LOST & FOUND

Articles or money that is found should be turned in to the principal's office. Articles or money that is not claimed by the owner, may be reclaimed by the person finding it, after a determined period of time.

LOCKERS

Lockers are school property to be used by students to house books, school materials and wearing apparel.

- School administrators reserve the right to enter a student's locker if it is felt that a student is using his/her locker to store items for which it is not intended (stolen property, drugs, long overdue library books, etc.)

- Students are responsible for the condition and contents of their lockers.
- A spare key or the combination should be left in the high school office.
- Students are encouraged to use locks on hallway lockers and in the locker rooms.

BOOKS

Textbooks are handed out free of charge at the beginning of each school year in each individual class.

- Students are responsible for these textbooks and will be charged for lost or damaged textbooks.

SIGNS AND POSTERS

All signs and posters put in the school must be approved by the principal.

- Classes, organizations, or individuals that put up signs or posters must do so in designated areas only and are responsible for their removal after the event.

NIGHT SCHOOL/CORRESPONDENCE CLASSES

Students may take night classes/ correspondence classes at their own expense, and receive credit toward graduation.

- All classes must be approved in advance by the guidance office and/or principal.

SCHEDULE CHANGES

Schedule changes for the fall semester must be made by the announced deadline (about 5 day after school starts). All other changes should be made before Christmas vacation, only changes involving 2nd semester classes will be made at the beginning of 2nd semester.

RETENTION POLICY

The Deckerville Junior High Retention policy: If a student's final grade is an E for three or more of his/her full-time classes (mathematics, science, English, social studies), he/she will be retained in the present junior high grade.

- At the request of parents and with administrative approval a seventh or eighth grade student may be promoted to his/her next grade.
- Age, previous retention, and maturity will be considered criteria for promotion.

HIGH SCHOOL PLACEMENT

The following combination will be considered: number of earned credits and/or the number of years attended in high school. Students will be re-classed at the end of semester 1.

| | |
|-----------|----------------------------------|
| Freshman | complete a minimum of 6 credits |
| Sophomore | complete a minimum of 11 credits |
| Junior | complete a minimum of 15 credits |
| Senior | complete a minimum of 17 credits |

GRADING PERIODS

Students shall receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term.

- All students will also be given a report of progress half way through the nine week period.
- Dates of these grade reports are noted on the school calendar. 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.

GRADUATION REQUIREMENTS

9th Grade: English 9, Physical Education 9/Health, Integrated Science I, Algebra I, American History, Visual, Performing, or Applied Arts (Art I, Drama I, Senior High Band, Publications, Art I- Crafts)

10th Grade: English 10, Civics-Economics, Geometry, Biology or Adv. Biology, Advanced Computers

11th Grade: English 11, Algebra II, Chemistry or Advanced Chemistry

12th Grade: Math (SCC., AP Calculus, Accounting I, Business Math, Dual Enrollment Math), English (Eng 12, College Prep English, Dual Enrollment English or Technical Communication Skills), World History-Geography, Seniors must pass a minimum of five credits their senior year in order to graduate.

- Class of 2016 and beyond need two years of World Language. The World Language time can be accumulated before the 9th grade. In the case a student does not have 2 years of World Language when entering 9th grade, the student will alter their freshman classes to fit World Language in their schedule.
- Adopting a Personal Curriculum or selecting a state approved modifications are the only ways graduation requirements may be altered for all students.

GRADES

Deckerville Community Schools 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:

90% to 100% = A = Excellent achievement

80% to 89% = B = Good achievement

70% to 79% = C = Satisfactory achievement

60% to 69% = D = Minimum-Acceptable achievement

E = Failure

CR/NC = Credit or No Credit

GRADE POINT AVERAGE

A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = .67. Only an A, B, C, and D will be recorded for semester grades. Semester grades will be used to calculate grade point for graduation.

EARLY GRADUATION

Students may be permitted to graduate (1) one semester early to enter an advanced educational institution or for other specific circumstances provided that the following requirements are met:

- The student must have a B average at the time of application and at least 22 credits at the time of graduation.
- The student, with parental consent, must submit a written request to the counselor no later than September 15th of his/her senior year.
- The request must be approved by the counselor, principal and superintendent.
- The request must be approved by the Board of Education.

GRADING SYSTEM

- Each semester of every class is graded individually.
- Student receives 1/2 credit for each successfully completed semester of a year-long class.
- If he/she fails one semester of a required course, then that semester must be repeated.
- There are no year-long grades given. The grade is recorded as two separate semesters. All classes are considered semester courses and receive a semester final grade.
- Semester grades are calculated based on two marking period total weighted at 45% and 45%, plus a 10% exam grade for a semester final grade (math classes will utilize a 40%, 40%, 20% formula due to the importance and summative nature of basic math skills needed throughout the school year).
- Students dropping classes at semester would receive the grade earned. This grade will appear on the report card and be used as a basis for figuring grade point average.

HONOR ROLL

In order for students to be placed on the honor roll each marking period they must attain a 3.0 GPA or higher and have no grade lower than a C-.

GRADUATING WITH HONORS

The student(s) with the highest grade point average after 7 semesters shall be the valedictorian(s) of the class and speak at graduation. The student(s) with the second highest grade point average after 7 semesters shall be salutatorian(s) and speak at graduation. The valedictorian(s) and salutatorian(s) graduate with highest honors and must have attended Deckerville High School three full semesters before the second semester of their senior year. Students with a grade point average of 3.5 or higher after 7 semesters and are not valedictorian nor salutatorian graduate with high honors. Students with a grade point average of 3.00 but less than 3.5 after 7 semesters graduate with honors. At a student's request, 8th semester grades will be used to determine graduation with honors or high honors. Students must make a request for 8th semester grades to be included by May 1st.

TESTING OUT PROCEDURES

Michigan School Code:

- The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project or presentation.
- For the purpose of earning credit under this section, any high school pupil may take the final examination in any course.
- Credit earned under this section shall be based on a “pass” grade and shall not be included in computation of grade point average for any purpose.
- Credit earned under this section may or may not be counted toward graduation, as the board of the school district may determine, but the board’s determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence.
- Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.
- DHS will administer “testing out” finals twice a year – August being the primary time and December/January being a special case time.

AUGUST “TESTING OUT”:

- Students must request to test-out 20 school days prior to the end of the school year
- A syllabus for each class is to be given to students requesting to test-out by the end of the school year.
- Tests will be administered August 1st to August 15.
- Tests will be corrected by the first day of school.

DECEMBER /JANUARY “TESTING OUT”:

- Students will be allowed to “test-out” only of the second semester of a “full year course that they are currently enrolled in.
- Students must request to test out by November 15.
- A syllabus for each class is to be given to students requesting to Test out by December 1.
- Tests will be administered December 15 to January 10.
- Tests will be corrected by the first day of second semester.

Students will be given one opportunity to test out of a course. Credits earned by passing a course in this manner will not be counted toward the 22 total needed to graduate. These credits will satisfy distribution and sequence requirements. Credits earned in this manner will not impact GPA and will be recorded as “TO” (tested out).

- Teachers will not provide instruction to prepare students for these tests.
- A syllabus will be provided to students so that they know what the test will cover and what additional items (demonstrations, research papers, portfolios, etc.) will be required as part of the comprehensive evaluation. The syllabus may include: List of reading where appropriate, a copy of the curriculum, an outline of the make-up of the final exam and what part of the grade each part counts.
- A textbook will be made available if desired.

In all cases, before a student requests to test out, a meeting must be held with the counselor to discuss the ramifications of testing-out.

- The intent of “testing-out” is to provide exceptionally able students options beyond what they might have if forced to take a course in which they have already mastered the material.
- The counselor would make a recommendation to either be allowed or not allowed to take the test. Final decision to test out will be made by the principal. Graduation requirements will not be waived per “testing-out”. Example: three years of English, two years of math, etc (in the classroom) are required. Once a student completes a successful “test out”, he/she would continue with the next level of course in that sequence.
- Because of state mandate P.E. & Government are excluded from this option.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate (previous year's agreements may be carried over to the present year). Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

STUDENT ASSESSMENT

All student in grades 7, 8, and 11 will be administered an online state achievement test named Michigan School Test of Educational Progress (M-STEP). This online assessment includes Reading, Writing, and Math across all grade levels, while 8th graders will take Social Studies, and 7th graders will take Science. Freshmen and Sophomores will participate in the PSAT 9 and PSAT 10. Juniors will be administered the science and social studies M-STEP online assessment, plus take the SAT college entrance exam and ACT WorkKeys.

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.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines. Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Deckerville Community Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

SCHOOL-SPONSORED CLUBS

Deckerville Jr./Sr. High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. All clubs must be curriculum related.

The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include: Business Professionals of America, National Honor Society, Student Council, Quiz Bowl teams, and Band.

EXTRA CURRICULAR STUDENT ACTIVITIES

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities.

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. Attendance rules apply to all field trips.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

SUBSTANCE & DRUG ABUSE POLICY

It is the policy of Deckerville Community Schools that:

Students who become involved in the use of illegal drugs and narcotics, or the abuse of any drug, narcotic, or other harmful substances, will be given an automatic leave from school by the building principal until the following steps are completed:

1. A qualified medical person certifies that he shall work closely with the school counselor, medical professional, and agency involved while the pupil is under treatment.
2. Both written and signed statements shall be forwarded to the office to the Superintendent of Schools.
3. Readmission to the school program will be determined by the building principal involving the school counselor, parent, or guardian and student.

STUDENT CODE OF CONDUCT - DEFINITION OF TERMS

USE OR POSSESSION OF TOBACCO - The use or possession of tobacco products, including but not limited to: chewing tobacco, cigarettes, vapor pens / e-cigs with oils) on school property or on a school trip.

THEFT/DESTRUCTION OF PROPERTY - Taking or destroying of another's property or the school's property without permission. (Discipline depends on the cost of items, above or below \$100).

FIGHTING/ASSAULT - Exchanging physical blows or shoving another in anger.

TAUNTING - Challenging or encouraging a student to act in an aggressive manner.

INTIMIDATE - To make timid: fill with fear. To coerce or inhibit threats.

WEAPON - A gun, knife, bow, brass knuckles or any other device used to cause harm to another.

HORSEPLAY / ROUGHHOUSING - Exchanging physical blows, shoving another, wrestling in fun, not in anger.

ARSON - The deliberate setting of a fire.

SALE OR POSSESSION OF DRUGS/ALCOHOL - Includes illegal and look alike drugs or paraphernalia.

INSUBORDINATION - The deliberate refusal to follow a reasonable request of a school employee/substitute teacher.

DISRESPECT TO A SCHOOL EMPLOYEE/SUBSTITUTE TEACHER - Verbal or written comments or physical actions that shows a lack or respect for school employees and substitute teachers.

CONFIDENTIALITY – Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will in some circumstances, require the disclosure of names and allegations.

MOTOR VEHICLE VIOLATIONS - The parking lot is off limits to students from 8:05 a.m. to 2:57 p.m. without permission from the high school office. Leaving or being in a car (on or off Campus) at any time of the day without checking out in the office is not permitted. Driving in a reckless/careless/dangerous manner or parking in an unauthorized area is prohibited. **Speed limit is 10 m.p.h. on school grounds.**

AGGRESSION TOWARDS OTHERS – Physical attack on another, not resulting in an injury. Ex. Pushing, grabbing, slapping, etc.

HARASSMENT - The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school. Conduct constituting harassment may take different forms, including but not limited to the following:

Harassment:

- Submission to such unwelcome conduct or communication is made either an explicit condition of utilizing or benefiting from the services, activities, or programs of the School District.
- Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.
- The unwelcome 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, but not limited to:** racial slurs, mocking behavior, repetitive abusive and/or vulgar language, deliberate close proximity, continuous rumor spreading, sexual harassment, pressure for sexual activity; unwelcome touching, sexual jokes, posters, cartoons, and suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance or public duties.

Bullying:

The following bullying type of **behavior may include, but its not limited to:** threatening or actual physical harm; unwelcomed physical contact; threatening or taunting verbal, written or electronic communications; taking or extorting money or property; damaging or destroying property; blocking or impeding student movement.

Hazing:

May include, but not limited to: illegal activity, such as drinking or drugs; physical punishment or infliction or pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping;

- It is important to remember that because DHS is a school, we will attempt to treat harassment, bullying, and hazing violations in a way that resolves the conflict in an educational and developmental manner.
- However, any serious violation of the dignity of the other or any repetition or flagrant expression can result in disciplinary action up to and including dismissal.
- Any activity that falls under harassment, bullying, or hazing must be reported to the principal.

We will make every effort to remedy the situation with the following procedures prior to step 5 disciplinary action.

1. Investigation of allegation(s) made
2. Mediation with guidance counselor
3. Parent contact made
4. Administrator intervention
5. Disciplinary action

SKIPPING - Missing all or part of school day without prior permission of parents. Two or more offenses will result in progressive discipline points being assessed and a Saturday Detention will be issued. Partially missed class will result in an after school detention. Students will not be allowed back in school for remainder of school day when caught skipping.

TARDY - Not being on time for class as determined by the teacher.

CAREER CENTER

Students are required to ride the bus to the Career Center unless there is an emergency (approved by administration) or an educational purpose.

A driving permit must be attained 48 hours in advance and have all the appropriate signatures before it is approved. No student shall drive or ride with another student to/from a school related event/activity.

Discipline points for unauthorized driving: 1st offense = 2 points, 2nd offense = 4 points, 3rd or more offenses = 6 points. Repeat offenders may be suspended and/or lose the privilege to park on school property.

PUBLIC DISPLAY OF AFFECTION – Physical, affectionate behavior other than hand holding and a quick hug. No long embracing (chest-to-chest or chest-to-back) or laying on or intertwining legs while standing or sitting on floor.

DRESS CODE - No hats, bandanas or sunglasses worn in building and no trench coats, no backpacks or no drawstring bags in classrooms (except PE / Exercise Science classes to carry change of clothes and hygiene products). No clothing or jewelry that illustrates, advocates, or alludes to drugs, alcohol, tobacco, and any type of sexual activity or innuendo or gang symbolism. Clothing may not display profanity or anything obscene or offensive nature. Attire for both men and women will be modest in nature and non-distracting (ie. not too short, too tight, or too revealing, no cleavage showing). Shirts must touch the top of the pants (ie. no bare midriffs, see-through shirts / mesh shirts, tank tops, halter-tops are not acceptable. Sleeveless shirts can not be tank tops or have the sleeves cut off, or men's white tank undershirts. Shorts / skirts must be long enough, to where a student's fingertips (when arms placed at their side) reach further down the leg than the article of clothing does (ie. cut-off jean shorts, athletic running shorts).

PROFANITY/OBSCENITY - Verbal, written, pictured, or physical gestures of an obscene or objectionable nature.

INAPPROPRIATE LANGUAGE - Unacceptable sexual comments, slang, or gestures.

CHEATING - Turning in work done by someone else. Copying another person's work or answers, using "cheat sheets" or other devices to cheat on tests, stealing tests or other teaching materials. Students will receive a zero on the work plus discipline points.

PLAGIARISM – Take and use as one's own the thoughts, writing, etc. of another; take and use (a passage, plot, etc.) from the work of another writer and represent it as one's own. A student may not allow another student to physically take their assignment and return it to them at a later time. In all circumstances, the student(s) will receive a zero on the work plus discipline points. *Upon consultation with the teacher and principal, a student may have the opportunity to redo the assignment*

DISRUPTIVE BEHAVIOR (classroom) - Any behavior that interferes with the educational process.

DISRUPTIVE BEHAVIOR (outside of class) - Behavior that interferes with the operation of a safe and orderly school that happens in the halls, grounds, parking lot, etc.

REFUSAL TO BRING MATERIALS OR DO WORK IN CLASS (LACK OF COOPERATION) - A student who after repeated warnings comes unprepared and fails to participate in class activities as directed by teacher. Ex. Sleeping in class, no paper, pencil or textbook. Failure to follow teacher directions or reasonable request.

INAPPROPRIATE POSSESSIONS - Walkmans, pagers, radios, cards, pornographic materials, gambling devices, phones or other electronic devices.

FAILURE TO ATTEND DETENTIONS - Skipping or being tardy for an assigned detention by a teacher or administrator.

MISUSE OF PASSES - Failure to use a pass for designated area in a timely fashion.

INCENDIARY DEVICES - No matches, lighters, firecrackers or other explosive materials or devices are allowed on school grounds.

TRESPASS - On school property without authorization. Students should not be on school grounds without being involved in a school activity.

UNAUTHORIZED SALES - No vending of goods without prior permission of school principal.

NON-SCHOOL SPONSORED CLUBS - Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. No one will wear or display a symbol of these groups or gangs.

BOMB THREAT - Verbal or written notification of an explosive device on school property.

FALSE ALARM - Deliberate setting off of a school fire alarm under false pretense.

PAGERS - Pagers are illegal for students to have in the school building.

DEFYING AUTHORITY/PROFANITY TOWARDS SCHOOL EMPLOYEE - Failure to comply with request of school employee or the use of profanity directed towards any school employee.

DISOBEDIENCE - School staff is acting “in loco parentis” which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

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

INAPPROPRIATE USE OF LIQUIDS - Use of any liquid against another on school property or possession of a squirt gun or other water shooting devices.

LITTERING – Not placing refuse (papers, beverage containers, food wrappers etc.) in proper waste receptacles.

EXTORTION / BLACKMAIL / COERSION – To obtain merchandise/money etc. by force, threats, and or improper pressure.

DISRESPECT TO SCHOOL EMPLOYEE – To be discourteous, rude or argumentative with an employee of the school district.

ADDITIONAL STUDENT CONDUCT POLICIES

Tobacco/Alcohol/Drug use or possession - Students may attend counseling on their own time or with our Teen Intervene specialist from Community Mental Health. This will be offered to the student as a one-time proposal as a condition to return to school.

All Discipline Referrals will be sent to the school's guidance counselor(s), to allow the student counseling if needed.

Students excused from In-school suspension will receive an automatic 3 day out-of-school suspension.

Missed detentions (with parent contact) must be made up within one week or the student is assessed discipline points.

Referrals the last week of school may result in immediate suspension.

Improper behavior at after school functions in building or school property will result in:

1st offense - Barred from all after school functions for one semester.

2nd offense - Barred from all after school functions for remainder of the year.

Student discipline code may also be enforced.

Striking a teacher, school employee, or other person lawfully permitted by the building principal to be on the school premises will be immediate suspension, legal charges may be filed, notification of local authorities is mandatory. Readmittance by Board of Education.

All school employees have the right to enforce all school rules. A school employee is an adult who works at the school as either a volunteer or paid employee.

Pop in plastic bottles will be allowed in hallways. Pop in classrooms is allowed at the discretion of the teacher. No pop or food in gymnasiums. No fountain pop or large containers will be allowed in hallways or classrooms.

Administrators have the only authority to access discipline points.

Discipline points carry over from year to year.

Aggressor who starts a fight will be assessed more points than other student(s) who became involved.

Students attending the first assigned detention date may receive a deduction in points.

Students may be subject to a peer review board regarding the breaking of school policies. The peer review board will be made up of student council members.

There is a CLOSED CAMPUS for lunch. Students are not allowed to leave campus during the school day.

Serious pranks toward the school or individuals will be treated in the same manner as bomb threats and false alarms.

DANCE POLICY

Dances are for DHS students and guests only.

DHS students may bring guests to a dance if they register the guests with the office by filling out the application for dance guest form during the week of the dance.

- Applications must be received 2 days prior to the dance in order for guests to be considered for approval.
- Students should check the high school office prior to the dance for an approved guest list for the dance.
- The sponsoring chairperson or the administration reserves the right to deny admission of any student or guest to any DHS dance.
- Students are reminded that they share the responsibility for the conduct of their guest.
- If problems occur as a result of this guest policy, DHS dances may become totally closed to outsiders. Guests must be Jr. High or High School students and under the age of 21.
- Anyone found loitering outside the dance area will be asked to leave school grounds.

- Students leaving the building for any reason, unless authorized by a chaperone, may not re-enter and no refund will be granted.
- Any student or guest who is dismissed from the dance for any reason will not be entitled to a refund or admission.

- Students smoking, drinking, or in possession of alcoholic beverages before or during a dance will be disciplined as described to the Student Discipline Code.
- Any violation of the above rules may result in being barred from attending any future extra-curricular activities held on school grounds.
- Parents and local police officials may also be notified. Guests who violate this policy will be banned from all future DHS dances and local authorities may be notified.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to Mr. Michael Hagan. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process: the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony may be given.

When a student is suspended, s/he may make up work missed (upon request) after the return to school or while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned. A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians or counsel;
- statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice. Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Board of

Education. The appeal will also be formal in nature with sworn testimony before the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit may end when a student is expelled.

Deckerville Jr./Sr. High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the High School Principal.

DISCIPLINE OF DISABLED STUDENTS

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

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

A material cannot be displayed if it:

Is obscene to minors, libelous, indecent or vulgar, advertises any product or service not permitted to minors by law, intends to be insulting or harassing; intends to incite fighting or presents a likelihood of disrupting school or a school event.

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

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist a 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 need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

A student has 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.

BUS REGULATIONS

- Expect to walk some distance to a bus stop as required by state regulations.
- Be on time at designated bus stop.
- Cross in front of the bus when crossing road or highway, not back of bus.
- Stay off roadway while waiting for bus. Line up in single file, at least three feet from the curb.
- Wait for the bus to come to a complete stop before attempting to leave or enter the bus.
- Written permission is necessary from parent and verified by the principal, to leave bus other than regular stop. If students, who are not regular riders, request to be transported, they must present a note signed by the principal to verify that the request is legitimate.
- Do not leave the bus unless given a directive from driver.
- Inform driver when absence is expected from school. If student is not at pickup three consecutive days, driver will not stop until notified by parents.
- Be considerate of small children.
- Musical instruments will have to be held by the owner.
- Never run toward or around the bus.
- Seats may be assigned due to improper behavior. Failure to seat assigned seat may result to bus removal.
- Move quickly to your assigned or available seat.
- Allow entering students to share the seat with you until there is a capacity of three in a seat.
- Remain seated at all times unless instructed by the driver.

Bus Regulations cont...

- Keep all body parts and belongings inside the bus at all times. Opening of windows is at the drivers discretion.
- Talk only in a normal, conversation-type tone to immediate neighbor. Yelling can distract the driver and is strictly forbidden.
- Refrain from using foul or abusive language. No showing of public affection will be tolerated.
- Refrain from taking other pupils property such as hats, coats, gloves, lunches, books, etc..
- Keep aisle clear of feet and other objects.
- Keep absolutely quiet when approaching and crossing railroad tracks.
- Report any damage to the bus driver immediately. Tampering or defacing the bus will result in charge for repair or replacement cost.
- Do not leave paper and other refuse on bus.
- Refrain from fighting/roughhousing or other disruptive conduct.
- Refrain from throwing or shooting articles within or outside of the bus.
- Do not smoke, cause fire or flame, bring or use alcohol or drugs on bus.
- Do not touch or open emergency doors except in the case of an emergency.

If suspended from the bus for any reason, this will carry over to any and all buses for that same period of time.

Ex. extracurricular activities, or other regular routes.

- Driver may exercise his/her option to return a student to the school, or call for an administrator to come and remove a student who is involved in a situation which the driver is unable to defuse and which might make continuing the run hazardous or dangerous to the driver, other passengers, or other traffic.
- All of the above rules pertain to special trips with the exception that normal cheering may be permitted at the appropriate time and the addition that students will respect the wishes of the chaperone at all times.

BUS DISCIPLINE

1ST OFFENSE - Parent signature required before student is allowed back on bus.

2ND OFFENSE - One to three day bus suspension and parent, driver, student and discipline supervisor conference.

3RD OFFENSE - Three to five day bus suspension and parent conference if needed.

4TH OFFENSE - Ten day suspension.

5TH OFFENSE – Bus suspension for remainder of school year. If less than ten days it will carry over to the next school year.

SEVERE OFFENSE - In case of a severe offense an immediate three day to permanent suspension may be invoked. Parent conference required also.

SEVERE OFFENSES:

- Use or possession of incendiary device. (lighters, matches, firecrackers)
- Use of liquid on others.
- Profanity directed to bus driver.
- Fighting/Assault
- Vandalism (plus cost of damages)
- Weapons
- Use or possession of tobacco, drugs or alcohol.

ALL OFFENSES MAY BE SUBJECTED TO STUDENT CONDUCT CODE POLICIES.

DRESS CODE/PUBLIC DISPLAY OF AFFECTION

It is expected for students at Deckerville Community Schools to dress in a reasonable manner. It is the policy of this school that should students feel the need to express themselves in dress or public displays of affection that they may do so within the guidelines set forth below and listed under "Definition of Terms".

1. Hats/Sunglasses are not allowed to be worn in the school at any time. Permission may be granted, by the principal, for hats to be worn under special circumstances (i.e. fundraising).
2. Jackets and coats are not to be worn to and in class unless the temperature in the school is unreasonably low. Only the principal will determine if this should be deemed appropriate.
3. Any clothing/jewelry which should advertise or promote the sale or use of drugs (including but not limited to tobacco and alcohol) is strictly prohibited.
4. Any clothing/jewelry which depicts or displays violence /hate; that is gang-related; that is sexually revealing; that is sexually harassing; or symbolizes any inappropriate action (i.e. crude, obscene, or suggestive) is strictly prohibited.
5. Shorts and skirts must be at least the length of a person(s) finger tips hanging down the side of their body.
6. Shirts are to cover the shoulders/midriff and come down to the waist of each individual. Shirts which have straps/strapless or are sleeveless are prohibited.
7. Excessive public displays of affection include, but not limited to: kissing, long embracing chest-to-chest or chest-to-back, groping, sexual acts) are strictly prohibited.
8. Backpacks or draw string bags are not allowed in the classroom, unless requested in a 504 or IEP or used to carry a change of clothes and hygiene products to / from PE classes or Exercise Science class only.

If at any time the style and nature of dress should change, the principal will make all decisions regarding the dress of students at Deckerville Community Schools.

STUDENT HANDBOOK

POINTS OF EMPHASIS

| | |
|------------|---|
| Page 4-5 | Class Officers |
| Page 7 | Two-Hour Delay Plans; Parent Involvement policy |
| Page 8 | Time Schedule |
| Page 9, 10 | Bullying / Cyberbullying |
| Page 12 | Optional Student Accident Insurance |
| Page 12-13 | Homework Guidelines |
| Page 13 | Use / Transportation of Medication |
| Page 16 | Student Valuables |
| Page 17 | Emergency Closings |
| Page 17 | Visitors |
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| Page 23 | Graduation requirements |
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Deckerville Community Schools Internet Acceptable Use Policy (Forms need to be filled out by new students and 7th graders only)

The school's information technology resources are provided for educational purposes. Adherence to the policy is necessary for continued access to the school's technological resources.

PRIVILEGE

Users may access available Internet resources to facilitate learning and enhance educational exchange.

RESPONSIBILITIES

1. All users are responsible for utilizing district Internet technology only for facilitating learning and enhancing educational information exchange based on district curriculum and instructional goals.
2. All users must comply with etiquette rules, including restriction of others' use of the Internet network, conservation of time, and file space.
3. All users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords with other users (except for authorized staff members).
4. All users will not disclose, use, or disseminate personal information over the Internet.
5. All user files & web pages are the property of the school district and will be monitored. The district supports the Children's Internet Protection Act (CIPA) and is using Sonicwall content filtering to block inappropriate sites.
6. Student users are prohibited from the use of game sites, chat rooms social networking, joke sites, and e-mail that is not provided by the school.
7. All users are prohibited from using the Internet and district technology for private gain or product advertisement.
8. All users are responsible for properly using and caring for hardware and software within Internet access labs and classrooms.
9. All users are responsible for using the virus protection software maintained on the network to further prevent the transfer of computer viruses to district equipment.
10. All users are responsible to download and upload ONLY public domain software onto the Internet (no cost to user).
11. All users will not use a computer for unlawful purposes, such as, illegal copying, installation of software, hacking, pornography, obscenities, or other material deemed inappropriate for educational purposes.

DISCIPLINARY ACTION

1. All users violating any Internet responsibilities will be prohibited from using Internet resources and other district hardware and software.
2. All users will be required to make full financial restitution for any damages or unauthorized expenses that the district incurs from violation of this agreement.
3. All users violating any of the responsibilities may face additional disciplinary action deemed appropriate in accordance with the district disciplinary policy.
4. All users will be disciplined for violating the privileges including, but not limited to:
 - Violation of any of the responsibilities set forth in this agreement;
 - Using an ID other than his/her own;
 - Modifying or defacing hardware or software;
 - Improperly exiting established menus or applications;
 - Using the Internet unsupervised;
 - Using software prohibited in labs and classrooms.

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users found in violation of the Internet Acceptable Use Policy can expect the minimum following action to be taken:

First Offense: The loss of all Internet and Computer privileges for nine weeks. The user will be allowed on the computers ONLY by a staff member logging them in for a school related project. The offense will be recorded in the user's file. The user will review the Acceptable Use Policy and sign it again before privileges are reinstated.

Second Offense and Subsequent Offenses: The loss of all Internet and Computer privileges for a calendar year (Example January 1, 2013 – January 1, 2014). *The user will be allowed on the computers ONLY by a staff member logging them in for a school related project.* Possible discipline points and/or computer suspensions for repeat offenses may occur.

A two-year probationary period accompanies all Internet offenses.

Computer Acceptable Use Policy

All users will be disciplined for violating the computer rules including, but not limited to:

1. No food, pop, gum, or liquids allowed in computer labs or at individual computers.
2. Alteration of icons, screen savers, or other computer settings is not allowed.
3. Deletion of material from the computer will result in a charge based on the time and pay rate of the person(s) repairing the damage. Physical damage to any hardware will require the replacement of the damaged hardware" immediately.
4. Use of removable storage media containing music, videos, or programs is prohibited.
5. Printers will be used by students only:
 - a. when they have been instructed on the proper use.
 - b. when given permission.
6. Student discipline codes will apply.
7. No removal of identification labels.
8. No forcing open locked disk, CD, DVD drives.
9. Placing information on the network other than in personal folders is prohibited.

Computer Acceptable Use Policy cont...

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

FIRST OFFENSE:

A written warning will be given to the student and parents will be notified. Any charges must be paid in full before the student is allowed computer privileges again.

SECOND OFFENSE:

Five school day suspension from computer use, plus any charges paid in full, and an after school detention.

THIRD OFFENSE:

Ten school day suspension from computer use, plus any charges paid in full, and a detention.

FOURTH OFFENSE:

Expulsion proceedings from computer use and loss of class credit in all computer classes, plus any charges paid in full.

In cases of extreme violation of computer usage, students may be removed from class immediately and/or student conduct codes will be followed.

Supervision and Monitoring

School and technology employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Tech Plan Notice

The District's Technology plan is available at www.deckerville.k12.mi.us/technology.

Notice of Non-discrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its program, activities, or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in the District.



Signature page

On behalf of my student(s), I, _____ have read and understand the policies and guidelines set forth by the Deckerville Board of Education in cooperation with Deckerville Jr. / Sr. High School. **We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.** By adding my signature to this page I/we have acknowledged the acceptance and review of the following material:

- ✓ ACKNOWLEDGEMENT OF HANDBOOK
- ✓ PERMISSION TO USE STUDENT PHOTOGRAPH FOR PROMOTING POSITIVE SCHOOL EVENTS AND ACTIVITIES
- ✓ INTERNET AND COMPUTER ACCEPTABLE USAGE
- ✓ PROMISE OF COMMITMENT FOR PARENT / SCHOOL COMPACT
- ✓ PREAUTHORIZATION FOR VIEWING ANY MOVIE FOR EDUCATIONAL PURPOSES THAT IS RATED PG 13, PG, OR G.

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

have received and read the Deckerville Student Handbook, Parent-Student-Teacher Compact, and the Deckerville High School Parent Involvement Policy. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

I, _____, have read the Student Handbook,
Student Signature and understand what it mean.

I, _____, have read the Student Handbook and I have
Parent/Guardian Signature discussed it with my child and feel that he/she understands what it means.

Date _____ Student's Grade _____

Please return entire signature page back to Deckerville Jr. / Sr. High School