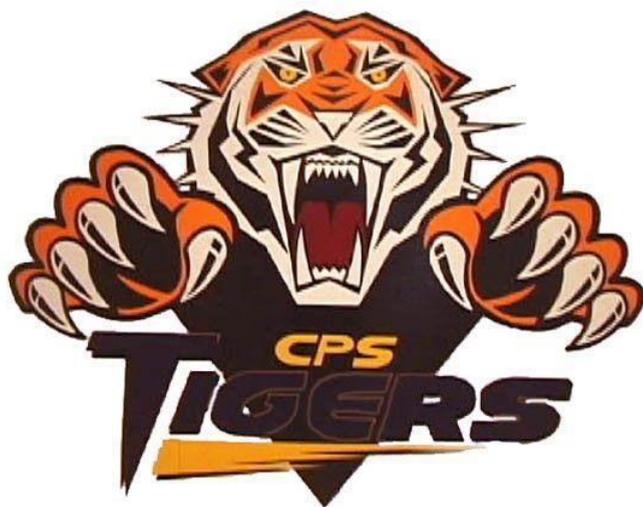


Carsonville - Port Sanilac
School District
Student Handbook
2019-2020



100 N Goetze Rd
Carsonville, MI 48419

Student/Parent Handbook

for

Carsonville - Port Sanilac Jr/Sr High School

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

Douglas R Muxlow, Superintendent of Schools

Michelle Campbell, Secondary Principal

Jennifer Richmond, Elementary Principal

Anna Lopez, Guidance Counselor

Counseling Secretary: Chrissla Harris

Building Secretaries: Tammy Warczinsky (6-12), Tracy Maher (PK-5)

Central Office: Sue Cole, Business Manager & Michelle Warren, Secretary

Business office: 810-657-9393

High School Office: 810-657-9394

Elementary Office: 810-657-9318

High School Fax: 810-657-9431

Handbook adopted by the Board of Education on May 6, 2019.

Discipline Code adopted or last revised by the Board on May 6, 2019.

Carsonville - Port Sanilac School Board

President - Louise Blasius

Vice President - Renzie Milarch

Treasurer - Lindsay Carter

Secretary - Stacie Stoutenburg

Trustee - Sandra Washe

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Trustee - Crystal Caskey

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or Superintendent, or access the document on our website: carsonvilleportsanilac.com .
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TABLE OF CONTENTS

- 5 Foreword
- 5 Mission of the School
- 5 Equal Education Opportunity

- 6 Parent Involvement
- 7 School Day
- 8 Student Rights and Responsibilities
- 8 Student Well-Being
- 9 Injury and Illness
- 9 Homebound Instruction

Section I - General Information

- 9 Enrolling in the School
- 11 Scheduling and Assignment
- 11 Early Dismissal
- 11 Transfer Out of the District
- 11 Withdrawal from School
- 11 Immunizations
- 12 Emergency Medical Authorization
- 12 Use of Medications
- 13 Control of Casual-Contact Communicable Disease and Pests
- 13 Control of Non-casual-Contact Communicable Diseases
- 14 Individuals with Disabilities
- 14 Limited English Proficiency
- 14 Student Records
- 17 Armed Forces Recruiting
- 17 Student Fees, Fines, Supplies
- 18 Student Fund-Raising
- 18 Student Valuables
- 18 Review of Instructional Materials and Activities
- 18 Meal Service
- 19 Safety Drills (Fire, Lock Down, Tornado, etc.)
- 19 Emergency Closings and Delays
- 19 Online Access
- 20 Remind
- 20 Visitors
- 20 Camera Surveillance Notice
- 20 Use of the Library
- 21 The Guidance/Counseling Office
- 21 Use of School Equipment and Facilities
- 21 Lost and Found
- 21 Lockers
- 21 Planners and Hall Passes
- 22 Student Sales
- 22 Student Use of School Telephones
- 22 Student Use of Personal Communication Device

23 Posting of Materials

Section II - Academics

23 Field Trips

23 Grades

24 Grading Period

24 Promotion, Placement, and Retention

24 Graduation Requirements

25 Postsecondary “Dual Enrollment” Programs

25 On-Line/Blended Learning Program

25 Recognition of Student Achievement

25 Homework

26 Computers Technology and Networks

26 Student Assessment

Section III - Student Activities

26 Extracurricular Clubs and Activities

27 Athletics

27 Student Employment

Section IV - Student Conduct

28 Attendance

29 Suspension Out Of School

29 Tardiness

29 Vacations During the School Year

30 Make-up of Tests and Other School Work

30 Parents & Student Attending School Events as Spectators

30 Code of Conduct

32 Student Discipline Code

32 Discipline

35 Disciplinary Action for Specific Infractions

38 Due Process Rights

40 Search and Seizure

41 Student Rights of Expression

41 Student Concerns, Suggestions, and Grievances

Section V - Transportation

42 Bus Transportation to School

42 Bus Conduct

43 Cameras on School Buses

43 Penalties for Infractions

44 Self-Transportation to School

44 Use of School Owned Motorized Utility Vehicles

FOREWORD

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May 6, 2019. If any of the policies or administrative guidelines referenced herein are revised after May 6, 2019 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

The mission of CPS Schools is to facilitate all students to become proficient, respectful life long learners.

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact one of the School District's Compliance Officers listed below:

Jennifer Richmond
Elementary Principal
4115 E. Chandler
Carsonville, MI 48419
810-657-9318
jrichmond@cpsk12.us

Douglas R Muxlow
Superintendent
100 N. Goetze Rd
Carsonville, MI 48419
810-657-9394
dmuxlow@cpsk12.us

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.

PARENT INVOLVEMENT

The Carsonville-Port Sanilac School District understands that parents play a critical role in the education of their child. In order for every student to realize their full potential a partnership must be formed between the school, the home and the community. This plan is a tool to assist with the development of that partnership.

The term “parent” used throughout the document will apply to any individual in a guardianship role for a student or other adult volunteer.

The Goals of Parental Involvement:

- Student success as evidenced through higher grades and test scores.
- Student success as evidenced through participation in nonacademic activities including: band, drama, athletic and club participation.
- Student success by improved behavior.
- Student success by better attendance.
- Parents and teachers will have an open line of communication.
- Parents will support and reinforce the these goals at home

The Role of the Parent:

There are a great number of ways that parents may be involved in their child’s education. Parents provide academic support when they read to or with their child and when they help their child with homework. Parents may assist with the management of students on field trips and other events. Parents are role models for our students and can help by setting a good example for them. Parents can be active in several different booster organizations, the PTA and other support groups. Parents may participate in special events, serve as chaperones, or attend school activities. Parents may act as a presenter or assistant in a classroom. Whatever the role a parent chooses the Carsonville-Port Sanilac School District recognizes that the team concept will make our schools a better place for all students. If you would like to volunteer in any way, please contact the building secretary.

Action Plan for Parental Involvement:

The following list is an attempt to begin the process of encouraging and nurturing parental involvement in the Carsonville-Port Sanilac School District.

- Each building will develop a wish list of where help is needed.
- The district will provide guidelines for volunteers.
- The district will complete a background check and maintain a list of approved volunteers.
- The district will encourage booster groups, clubs, and organizations to welcome new members.
- The district will develop a packet of information for new parents.
- The district will maintain a school calendar and communicate when activities and events will occur.

Guidelines for Parental Involvement:

- Parents will report to the office to let staff know they are present in the building.
- Parents will exhibit appropriate behavior at school events including: following the “24-hour rule” to talk to a coach, etc.
- Parents will work cooperatively and collaboratively with teachers to support our common goal of successful student achievement.
- Parents will follow all rules and laws concerning confidentiality.
- Parents will limit distractions and interruptions to learning; parents and CPS staff will treat each other respectfully at all times.
- Parents who wish to engage in volunteer opportunities will submit a volunteer background check with the building secretary in advance, and will conduct themselves appropriately when engaged in volunteer activities.
- Parental involvement is encouraged and appreciated, but will not result in preferential treatment for their child beyond the expected norm of the classroom or school.

SCHOOL DAY

SECONDARY: School begins at 8:00 a.m. for all secondary students (grades 6-12). **Students who are brought to school or walk to school should not arrive earlier than 7:30 a.m.** School dismissal is at 3:00 p.m. for secondary students.

ELEMENTARY: School begins at 8:15 a.m. for all elementary students (grades PK-5). **Students who are brought to school or walk to school should not arrive earlier than 8:00 a.m.** School dismissal is at 3:15 p.m. for elementary students.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Students must arrive at school on time, be prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Guidance Counselor, Anna Lopez.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a top priority of our staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

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.

If a child becomes too ill to remain at school they should report to the office and every attempt will be made to contact his/her parents. Students will not be released to go home without parent permission. School personnel are not allowed by law to dispense any over the counter medication, including aspirin, to a student without proper documentation (see Use of Medication, p. 12).

Parents may contact the office to request work for students who will be out of school due to illness.

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 Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications 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.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE 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, "School of Choice."

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 (if appropriate),
- 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. The school office will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state 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 the Guidance Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation must be approved in writing by the Guidance Counselor.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written or personal request from a parent or guardian. No student will be released to a person other than a parent or guardian without permission from the parent or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. Student records will be sent once a request from the new school is received. Parents are encouraged to contact the school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the main office before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the office.
- C. Medication may be conveyed to school directly by the parent or transportation personnel. This must be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication that is brought to the office will be properly secured.
- D. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is stop or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epipens

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

Non-prescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without proper documentation. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. The medication must be stored in the office and may only be taken or administered in the office. No exceptions will be made to these requirements.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex

(condition), HIV (Human Immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the CPS Special Education LEA, Counselor Anna Lopez, at 810-657-9394 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Superintendent at 810-657-9393 to inquire about evaluation procedures and programs offered.

STUDENT RECORDS

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

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A student's name
- Participation in officially recognized activities and sports
- height and weight, if a member of an athletic team
- Dates of attendance
- Date of graduation awards received honor rolls
- Scholarships
- School Photos
- Awards
- Honor Roll status

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice. Contact the District office at 810-657-9393 for more information.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student or parent shall be required to submit or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

ARMED FORCES RECRUITING

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

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

CPS may charge specific fees for the non-curricular activities and programs. 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.

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

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. All fundraising events must be approved in advance by the principal. Requests must be made on an approved application form and submitted to the principal at least one month prior to the proposed activity. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Ashley Peters, Food Service Director.

Free breakfast is provided to all CPS students from 7:40 am to 7:56 am at the Jr/Sr high and from 8:00 am to 8:30 am at the elementary and alternative buildings. Students have a lunch account in which they can deposit sums of money to cover the cost of lunch purchases. All students may only charge up to \$10. Once a student's account reaches the charge threshold, an alternative meal will be

provided until the account balance is paid. Once this negative balance is in effect, additional charging will not be allowed.

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 the building secretary or the CPS Business Office at 810-657-9393.

SAFETY DRILLS--FIRE, LOCK DOWN, TORNADO, etc.

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. All students are required to follow procedures and directions.

Tornado drills will be conducted to prepare for the tornado season using the procedures provided by the State. Lock Down drills in which the students are restricted to the interior of the school building and the building secured will also be scheduled.

EMERGENCY CLOSINGS AND DELAYS

During the winter months it may become necessary to close school because of snow or ice. This information will be on the radio as soon as the decision to close school is made. For various reasons such as snow, and ice, schools are sometimes dismissed before the end of the school day. Please have a place for your child to go in such an emergency. He/she should fully understand what to do and where to go if a parent is not at home. If school is to be closed, the information is broadcast over the local TV and radio stations.

Parents and students are responsible for knowing about emergency closings and delays. An automated "robo call" system will also be used to call and notify parents of school closings, emergencies, and general reminders. Contact numbers need to be maintained through the school office. Please notify the main office immediately if any contact number changes. CPS will also notify parents using Remind texts to people who have signed up to receive them and by posting on the district Facebook and Twitter pages.

ONLINE ACCESS

Various information about CPS schools can be obtained on the school's website at www.carsonvilleportsanilac.com. Parents may access their student's grades and

attendance through our online program, Skyward. To set-up Skyward access, contact the main office.

REMIND

To sign up for automatic text message alerts regarding school closing and other urgent information through Remind, text “@d4e487h” to 81010. Note: this is optional and users are responsible for any and all fees or costs to receive these text messages.

VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a 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 schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

NOTICE TO STUDENTS, PARENTS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY

For the safety of our students, staff, and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and storage areas. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities. District surveillance cameras will not be installed in “private” areas such as restrooms and locker rooms.

USE OF THE LIBRARY

The library is available to students on Tuesdays throughout the school year thanks to a cooperation agreement with the Sanilac District Library. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of one week. If the Library is closed due to a holiday or weather day, materials will be due the next week. In order to avoid loss of library privileges, all materials checked out of the library must be returned in a timely manner. If a book is lost or damaged, the student’s parents will be responsible for the replacement cost of the item.

THE GUIDANCE/COUNSELING OFFICE

The guidance office is available to all CPS students who have questions or concerns about scheduling, college, financial aid, career readiness, grades, or personal matters. If a student wishes to meet with the School Counselor, Anna Lopez, he or she may sign up in the guidance office. The Counselor will make every effort to meet with students as soon as possible, however, there may be times when a student will not be able to meet with the Counselor the same day. If there is an emergency or a health and safety concern, a student should report it to the main office or the building principal. If a parent would like to speak with the Counselor, they may call the main office at 810-657-9394.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission from the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is located outside of the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

LOCKERS

All students will be issued a locker at the beginning of the school year. All lockers are equipped with a combination lock. Students should not share their locker combination with anyone. If a student forgets his or her locker combination, he or she may get that information in the high school office. No additional locks may be placed on student lockers.

Students should store all belongings not needed for class inside their locker. Belongings may not be stored in front of student lockers, as this poses a safety hazard. Lockers are school property and students have no reasonable expectation of privacy. School administration reserves the right to search student lockers at any time.

PLANNERS AND HALL PASSES

A planner will be issued to each student at the beginning of the school year. Students are encouraged to use planners to keep track of assignments and deadlines. Hall passes will also be issued in the student's planner. If a student loses his or her planner, a replacement may be purchased in the main office.

Students are strongly encouraged to visit the restroom, lockers, drinking fountain, etc., during passing. If a student needs to leave the classroom during class, he or she must request permission from the teacher. If a teacher grants permission, the student must fill out a hall pass in his or her planner and have it signed by the teacher. Hall passes may not be issued to students who do not have a planner.

If a medical condition requires a student to take frequent or sudden bathroom breaks, a parent may contact the school office to make special arrangements. A note from a physician is required.

STUDENT SALES

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

STUDENT USE OF SCHOOL TELEPHONES

The office telephone is not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. A parent or guardian may call the office to leave a message for office staff to deliver to his or her child. The office phone is not to be used by students to make social arrangements after school. A student may be granted permission to contact a parent on the office phone during lunch or between classes.

STUDENT USE OF PERSONAL COMMUNICATION DEVICES

Students may use cell phones or other personal communication devices on the bus, before and after school, in between classes, and during lunch as long as they do not create a distraction or disruption to the educational environment. During classes, cell phones must be turned off and out of sight, unless the teacher states otherwise.

Using a cell phone or personal communication device to capture images, audio, or video recording of other students, staff, or visitors on school grounds is considered an invasion of privacy and strictly prohibited. Students may not use personal communication devices to threaten or harass other students, or in any way to could be perceived as bullying. Students may not use their device to transmit or receive test information, answers for school work, or in any other way that would be considered cheating. Students may not use their device in anyway that violates the Acceptable Use and Internet Safety Policy or any other district policy (see Board Policy 5136).

Students in violation of this policy may have the personal communication device confiscated for the school day, or the device may be held until a parent or guardian can pick it up. Additional offenses may result in more severe consequences including suspension. If a student refuses to surrender his or her cell phone to a staff member, it is considered insubordination and will lead to further consequences. School staff will not search student cell phones unless there is a reasonable suspicion that a student may have violated a school rule or law

The use of cell phones during the school day is a privilege, not a right. Parents are encouraged to monitor their students' cell phone activity and use. The best way for parents to contact their students during the school day is by calling the main office:

Elementary School phone number: 810-657-9318

Secondary (6-12) Schools phone number: 810-657-9394 (Learning Center, ext 164)

POSTING OF MATERIALS

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. Students also need approval for school-related postings, such as signs or posters. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

SECTION II - ACADEMICS

Please read the CPS High School Curriculum Guide for academic information.

The link is on the high school page of the district website,
www.carsonvilleportsanilac.com.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program, and students must be in good standing academically and behaviorally to be eligible to participate. No student under 18 may participate without parental consent.

GRADES

CPS 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. A grade of 60% or higher is considered passing. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Students and parents can also view current grades on Skyward. If you would like Skyward access, contact the main office.

GRADING PERIODS

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term. Progress reports will also be issued during the quarter to students at risk of failure. Parents can access current and transcript grades online using Skyward. Please ask the Secretary for help, if needed.

When a student appears to be at risk of failure, parents should talk with the teacher about what actions can be taken to improve poor grades. After that, parents should talk with the School Counselor and/or Principal.

PROMOTION, PLACEMENT, AND RETENTION

Elementary - Middle School

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and performance on the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office. Parents or students who have questions or concerns should contact the school Counselor, Anna Lopez.

GRADUATION REQUIREMENTS

Students must meet approved graduation requirements as set by the Michigan Department of Education (MDE). These requirement are usually met through traditional coursework, but can also be met through dual enrollment, approved online coursework, courses completed prior to enrollment, approved technical

program, or independent teacher guided study. See the CPS Curriculum Guide for more detailed information.

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEP Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual or contact the Guidance office.

POSTSECONDARY “DUAL ENROLLMENT” PROGRAMS

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the school Counselor, Anna Lopez, to obtain the necessary information.

ONLINE/BLENDED LEARNING PROGRAM

Students grades 6-12 are eligible to participate in online/blended learning if given permission from both their parents and the school counselor. Courses must be courses that will count as credit towards their graduation. More detailed information is available in the CPS Curriculum Guide.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he must sign the School District's Internet Acceptable Use And Safety Policy, which defines the conditions under which the student may participate.

Students have no expectation of privacy when using school technology. School technology includes laptops, chromebooks, ipads, or accessing the school's Internet on a personal device. Students must follow the school's Internet Acceptable Use and Safety Policy, along with the school code of conduct at all times when utilizing school technology. Accessing social media sites (i.e., facebook, instagram, twitter, etc.) when using school technology is prohibited, unless directed to do so by a teacher or staff member for educational purposes. As required by law, CPS has protective software on all technology to block access to websites and content that would be inappropriate for students. However, this software does not have the ability to completely eliminate a student's ability to access to all inappropriate content on the Internet. It is the responsibility of the student use school technology appropriately. If a student violates this policy, their technology privileges could be suspended or revoked. Depending on the nature of the violation, the student may face additional consequence for inappropriate conduct.

STUDENT ASSESSMENT

Students in most grades will complete the state mandated assessment. Reading and math are tested each year. Additionally, students will be tested in Social Studies, Writing and Science when mandated by the state. During their 11th grade year, all students will take the SAT and the ACT WorkKeys. The School Improvement Teams analyze our results each year and make adjustments in the curriculum as needed. Student test scores may be used to place students in remedial and/or advanced classes when necessary.

SECTION III - STUDENT ACTIVITIES

EXTRACURRICULAR CLUBS AND ACTIVITIES

Extra-curricular activities are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the available activities of their choosing, as long as they meet the eligibility requirements. The clubs/groups and the students who participate must comply with district policies. All events/activities must be pre-approved by the Principal.

The school district may at time limit or dissolve any club or activity. While all students have equal opportunity to participate in extracurricular clubs, activities, events, or field trips, each student's participation is a privilege, and the school reserves the right to limit or exclude participation.

At minimum, to be eligible to participate all of the following must be true:

1. No out-of-school suspension within thirty (30) calendar days and not more than five (5) days OSS within the current school year.
2. No more than nine absences (not including documented absences for school-related, medical, court, funeral, etc) or tardies to any one class period during the school day within the current semester.
3. The student must have a passing grade in at least 66% (5 of 7) enrolled classes for the most recent grade reporting period (Progress Report, Quarter, or Semester)

ATHLETICS

CPS provides a variety of athletic activities in which students may participate, providing they meet all eligibility requirements that may apply. Detailed information about athletic programs, policies, and procedures is available in the Athletic Handbook. For further information, contact Marj Fruge, CPS Athletic Director, at 810-657-9394 ext. 109.

All athletic programs of the District shall comply with the policies and protocols of the Michigan High School Athletic Association, the requirements of state law, and guidelines of the Department of Community Health. The Student Code of Conduct shall be in effect for all athletic events and activities.

Attendance for Athletes

Students must be enrolled full-time to participate in athletics. Athletes who do not attend school for the full day will not be eligible to participate in any practices, meets, or matches that day. If a medical, court, funeral, or school-related absence prevents a student from attending school for the full day, appropriate documentation must be presented to the Athletic Director before the student can participate that day. See the Athletic Handbook for more detailed information.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the office to obtain any needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

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

If a parent or guardian knows in advance that a student will be absent due to an upcoming appointment or event, they are encouraged to contact the office as soon as possible. If a sudden illness or emergency should prevent the student from attending school, a parent or guardian should call 810-657-9394 (press 4), preferably before the start of the school day. Parents do not need to call for school-related absences.

Students who are excused will have 1 extra day for each day absent to turn in work missed while the student was out. If a parent or guardian does not contact the school, the absence will be considered unexcused. The skipping of classes or any part of the school day is considered an unexcused absence. Students who skip a class face disciplinary action and are not eligible for an extension.

Students who accumulate 9 or more absences in one semester will be reported to the truancy officer; Michigan law requires 90% attendance and there are about 90 days per semester. In addition, a student with more than nine (9) absences during the semester will lose the privilege to participate in extracurricular activities for the remainder of the term.

Students are exempt from any consequences due to absences for the following reasons (if properly documented and approved by the Principal): Medical, Court, Funeral, or School-Related. Parents, please make sure you or your child submit the appropriate documentation for any such absence. The Principal may allow up to three "school-related" absences per student for absences that are not part of a school group if the absence is directly related to the student's college or career plans.

If the student will be absent from school for a period greater than one (1) school day, the parent or guardian has the option to request the student's work for them to complete at home. If you are requesting your student's work, please allow 24 hours for teachers to prepare the assignments. Student work can be picked up in

the main office at an arranged time during the school day or sent home with a sibling or another student. Students who request work during their absence will still be given the same deadline extension (1 extra day for each day missed), if necessary.

SUSPENSION OUT OF SCHOOL

Absence from school due to “out-of-school suspension” shall be considered a required absence that is neither excused nor unexcused. While a student is suspended, he/she is NOT allowed to attend any school activity or event, including off-site/away, and may NOT be on any district property except as pre-approved by the Principal for things like important meetings or to take a mandated test.

A student suspended out-of-school will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. When notified of a suspension, a parent may request the student’s work for the time that they will be out. Please allow 24 hours for teachers to prepare assignments. Work may be picked up at the office or sent home with another student. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and made-up tests.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 10 minutes shall be marked tardy and may be subject to disciplinary action. Students who are more than 10 minutes late will be considered skipping and face disciplinary action.

Students who have 3 tardies in a semester for the same class will be issued a lunch detention. Additional tardies will result in additional consequences, and more than nine (9) tardies to any one class period will result in loss of privilege to participate in extracurricular activities for the remainder of the semester.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student’s teacher(s) to make

necessary arrangements. Students can receive assignments to be completed during the trip. Please allow at least 24 hours for teachers to prepare assignments.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the teacher or main office as soon as possible to obtain assignments.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the Counselor, Anna Lopez, to arrange for taking the make-up test, if available.

PARENTS & STUDENTS ATTENDING AFTER-SCHOOL EVENTS AS SPECTATORS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that both all student participants and those students attending after-school events as non-participants are properly safeguarded, CPS expects parents of non-participants to be responsible for the supervision of their children just as they would be anywhere else in public. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

CODE OF CONDUCT

A major component of the educational program at CPS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The purpose of the code of conduct is to encourage positive/constructive behaviors, and also to be able to take action against behaviors that interfere with the safe and orderly operations of the school or negatively impact another student's ability to learn. Thus, all students must comply with the Code of Conduct at all times while on school property or at any school event or activity, regardless of the location and including school-provided transportation.

Expected Positive Behaviors--Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;

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

Dress Code and Grooming

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

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or messages that a reasonable person might find offensive on my clothing?
- Am I dressed appropriately for the weather?

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

Students who are representing CPS at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups, or for events such as the Graduation Ceremony, theater productions, band performances, etc.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents may be required to pay for the

replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. This is not meant to be an exhaustive list of all possible infractions or possible consequences--any student may receive disciplinary action for any behavior that disrupts the educational environment, interferes with student learning, or poses a health and safety risk to the student or others. Students are expected to abide by reasonable directives of the CPS staff, all school rules, district policies, and laws.

The goal of discipline is to change the behavior of the misbehaving student to maintain a safe and orderly learning environment. School staff and administration will do the best they can to determine what consequences are most appropriate based on the student(s) and the situation. CPS utilizes progressive discipline, so repeated misbehavior is likely to result in further disciplinary action.

The school staff has the responsibility to provide a safe and orderly learning environment. Experience has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the discretion of the School's staff and administration. Upon reasonable suspicion, staff will take action to investigate, determine whether violations have occurred, and decide what disciplinary action is warranted. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Students who are assigned disciplinary action will receive notification and explanation of the charges, and will be given the opportunity to be heard and provide a defense.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and during school-provided transportation. Ultimately, it is the Principal's responsibility to keep things safe and orderly. The school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident, except that since the goal of discipline is to correct behavior, if a student repeats misbehavior or is involved in multiple offenses, consequences will increase.

More detailed information about student discipline can be found in district policies 5500-5780. Copies of the policy manual are available in the main office.

Two types of discipline are possible, informal and formal:

Informal Discipline--Informal discipline takes place within the school. It includes:

1. verbal warning
2. conference with a teacher or the principal
3. change of seating location
4. lunch detention
5. temporary removal from class
6. limiting or excluding privileges for athletics, extra-curriculars, or transportation.

Detentions--In most cases, detention will be served during the lunch period. With prior notice and approval by both a parent and the principal, the student may serve detention before or after school. Students who have been informed of when to serve lunch detention will be assigned additional consequences if they fail to report for lunch detention or do not attend as directed. Students will be able to eat lunch during detention, including the opportunity to purchase food from the cafeteria.

Formal Discipline--Formal discipline removes the student from class(es). It includes:

- Alternative Placement - The student is allowed to stay in school, is expected to complete assigned work, and may participate in after-school activities, but spends part of the day in an alternate location, usually the main office.
- Short-term Out of School Suspension for up to 10 days, as determined by the Principal
- Long-term suspension or expulsion, as determined by the Superintendent of Schools and the School Board.

Formal Discipline may carry over into the next school year; informal discipline does not.

Students being considered for suspension or expulsion are entitled to the opportunity to have an informal hearing with the building administrator prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

Short-term suspension--If a student is suspended for less than ten (10) days, the parents may appeal the suspension within 48 hours, in writing, to the Principal and Superintendent, who will collaboratively review the suspension and notify parents within 72 hours. The decision of the Superintendent is final.

Long-term suspension or expulsion--When a student is being considered for long-term suspension (up to 60 days) or expulsion (more than 60 days or permanent), a formal hearing is scheduled by the Superintendent with the Board of Education Discipline Committee. The parents will be given written notice of the hearing and are expected to attend with the student. Testimony will be taken and the Superintendent's final determination will be decided and communicated within 48 hours, or else the Superintendent will refer the matter to the next meeting of the full School Board for their determination. Note: the discipline appeal will be held in public unless the family requests a closed session, which is recommended. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as clubs and athletics can lose their eligibility for violating the School rules. If a student is assigned a consequence for co-curricular and extra-curricular activities, the parents may submit to the Principal a written request to appeal the consequence. The Principal will review the consequence and make a decision within 72 hours. The parents then have 48 hours to submit to the Superintendent a written request to appeal the consequence. Unless a separate School Board approved policy says otherwise (such as in the Athletic Policy), the Superintendent's decision shall be final.

During an appeal period, all consequences remain in effect.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by law enforcement agents. Schools are required by law to inform police of crimes and attempted crimes (see "Reportable Offenses"). Law enforcement agents are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime). In addition, schools assign disciplinary action based on the standard of reasonable suspicion, whereas law enforcement is held to the much higher standard of probable cause in order to take action. Arrest by a law enforcement agent or conviction by a court meets the reasonable suspicion standard for schools and can result in disciplinary action by the school.

Statutory Acts of Misconduct--the following infractions are considered Statutory Acts of Misconduct and are grounds for long-term suspension or expulsion:

- Physical assault of a student if the student is in grade 6 or above
- Gross misdemeanor
- Persistent Disobedience
- Possession of a dangerous weapon
- Arson in a school building or on school grounds
- Criminal sexual conduct on school grounds
- Making a bomb threat or similar threat directed at a school building, property, or event.

If a student commits a Statutory Act of Misconduct, CPS staff and the School Board Disciplinary Committee, in accordance with Michigan law, will take into consideration the student’s age, disciplinary history, disability status, the seriousness of the violation, whether the violation threatened the safety of staff or students, the potential for restorative practices, and the potential for lesser intervention.

DISCIPLINARY ACTION FOR SPECIFIC INFRACTIONS

Infraction	Minimum	Maximum
Aiding or Abetting	Informal Discipline	Long-term Suspension or Expulsion and Legal Action
Arson	3-Day Suspension Parent Conference	Long-term Suspension or Expulsion and Legal Action
Assault and/or Battery of an adult	180-Day Suspension	Long-term Suspension or Expulsion and Legal Action
Assault and/or Battery of a student	5-Day Suspension	Long-term Suspension or Expulsion and Legal Action
Bomb Threat	Legal Action and 10-Day Suspension	Long-term Suspension or Expulsion and Legal Action
Bullying/ Cyberbullying	5 Day Suspension	Long-term Suspension or Expulsion and Legal Action

Bus Misconduct	Bus ticket and/or loss of bus privileges	Formal Disciplinary Action
Cheating/ Forgery	Informal Discipline and Loss of Credit	Formal Discipline
Chronic/ Persistent Disobedience	5-Day Suspension	Long-term Suspension or Expulsion and Legal Action
Dishonesty/ Lying	Informal Discipline	10-Day Suspension
Distribution or Intent to Distribute Alcohol, Tobacco, Vape, or Equivalent	7-Day Suspension Legal Action Athletic or Extracurricular Consequences	Long-term Suspension or Expulsion and Legal Action
Extortion	1-Day Suspension	Long-term Suspension or Expulsion and Legal Action
False Alarm or False Report	3-Day Suspension	Formal Discipline
Fighting	3-Day Suspension	Long-term Suspension or Expulsion and Legal Action
Tardiness (3 or more)	Lunch Detention	Suspension
Gambling	Informal Discipline	10-Day suspension Legal Action
Harassment/ Sexual Harassment	3-Day Suspension	Long-term Suspension or Expulsion and Legal Action
Hazing	1-Day Suspension	Long-term Suspension or Expulsion and Legal Action
Inappropriate or Disrespectful Behavior	Informal Discipline	10-Day Suspension

Inappropriate or Disrespectful Language	Informal Discipline	10-Day Suspension
Inappropriate Use of phone or electronic device	Confiscation for the school day	3-Day Suspension
Insubordination	Informal Discipline	Long-term Suspension or Expulsion and Legal Action
Parking Lot Violation	Loss of Parking Privilege	10-Day Suspension
Property Damage	Restitution	Long-term Suspension or Expulsion and Legal Action
Possession or Distribution of Drug Paraphernalia or Equivalent (lighter, matches, etc.)	1-Day Suspension	10-Day Suspension and/or Legal Action
Possession or Distribution of Over-the-Counter Medication	Lunch Detention	Long-term Suspension or Expulsion and Legal Action
Possession or Use of Alcohol	5-Day Suspension and Legal Action Athletic or Extracurricular Consequences	Long-term Suspension or Expulsion and Legal Action
Possession or Use of Tobacco, Vapes, or equivalent	3-Day Suspension and Legal Action Athletic or Extracurricular Consequences	Long-term Suspension or Expulsion and Legal Action
Possession, Use, Sale, or Intend to Distribute a Controlled Substance	9-Day suspension Athletic or Extracurricular Consequences	Long-term Suspension or Expulsion and Legal Action

Possession, Use, or Sale of Explosives or Fireworks	3-Day Suspension	Long-term Suspension or Expulsion and Legal Action
Public Display of Affection	Informal Discipline	10 Day Suspension
Reportable Offenses	5-Day Suspension and Legal Action	Long-term Suspension or Expulsion and Legal Action
Skipping Class	Informal Discipline	10-Day Suspension
Technology Misuse	Informal Discipline	Long-term Suspension or Expulsion and Legal Action
Theft or Possession of Stolen Property	Restitution and/or or 3-Day Suspension	Long-term Suspension or Expulsion and Legal Action
Threats, Intimidation, or Cruelty	Informal Discipline	Long-term Suspension or Expulsion and Legal Action
Throwing or Kicking Snow	1-Day Suspension	5-Day Suspension
Trespassing or being in an unauthorized area	Informal Discipline	Long-term Suspension or Expulsion and Legal Action
Use, Possession or Distribution of a Weapon, Knife, Firearm, or look-a-like	3-Day Suspension	Long-term Suspension or Expulsion and Legal Action

Note: This list does not include all possible misbehaviors that could result in disciplinary action. Any behavior that disrupts the educational purpose or process of the school or interferes with the school's ability to provide all students with a safe and orderly learning environment can result in disciplinary action.

DUE PROCESS RIGHTS

Before a student may be suspended from school, there are specific procedures that must be followed in accordance with law. This includes the opportunity to have an

informal hearing with the building administrator prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. For long-term suspension or expulsion additional procedures are required, including written notification of the charges.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or 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 hearing;
- the length of the recommended suspension or expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a translator for hearing impaired students or parents;
- a 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;
- the ability of the student and/or parent to request, at least 48 hours in advance and potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved;
- a copy of School Board Policy 5610 and 5610.01

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school at the discretion of the district in accordance with policy and law. A formal hearing is scheduled with the School Board during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

CPS 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 Principal.

Discipline of Students with Disabilities

Students with disabilities are 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 health and 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.

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. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

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, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. materials cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. 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 with prior permission from the principal, with prior permission from the principal 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 twenty-four (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 each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions,

concerns, and grievances may be directed to the principal or to the student government.

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

More information about students can be found in district policies 5500-5780.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live in District. The transportation schedule and routes are available by contacting the Transportation Director, Greg Fruge, at 810-657-9394 ext. 114.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses without a bus pass. If a student is in need of a bus pass, his or her parent needs to contact the main office. The building Principal may approve a change in a student's regular assigned bus stop based on the note from the parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

All school rules and the Code of Conduct are in effect at all times on school buses and any other form of district-provided transportation. In addition, students who are riding on transportation provided by the school are required to follow all basic bus safety rules. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)--Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing the highway until the driver signals it is safe to cross;

- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip--Each student shall:

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

Leaving the bus--Each student shall:

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

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

CAMERAS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. Misbehavior will result in a bus ticket that must be signed by a parent before the student is able to ride on the bus the next day. In addition, some behaviors may result in disciplinary action by the Principal.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students under age eighteen (18) must have written parental permission prior to driving to school.
- Students shall complete and submit the Vehicle Registration Form and provide evidence of:
 1. driver's license;
 2. insurance certificate;
 3. vehicle registration.
- Parking lot speed limit is 10 mph.

Failure to comply with these rules or any other reasonable driving or parking expectations will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by the Principal. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

USE OF SCHOOL OWNED MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accident, the Board of Education prohibits the use of school-owned motorized utility vehicles by students on school grounds or for school activity purposes. Only school staff or approved volunteers may operate school vehicles.