WELCOME TO MOSAIC SCHOOL

This handbook has been prepared for you, the student. Please read the material carefully. At school as in society, you are expected to know the rules and regulations by which you are bound. “Ignorance of the law is no excuse.” As we are very different from the traditional middle school and high school, this handbook should help answer many of your questions about our school. If you have questions about Mosaic that are not answered here, be sure to ask them.

Remember, learning is an important business that does not have to be a drag, but neither is it a spectator sport. In the game of education, you must participate to enjoy it. With that, we at Mosaic School hope you will familiarize yourself with our game plan and rulebook and then join us for the most rewarding game of your life.

MOSAIC SCHOOL VISION STATEMENT

Mosaic School will be known as a safe academic center where students will feel connected through diverse academics, extra curricular choices, and fair treatment.

MOSAIC SCHOOL MISSION STATEMENT

Dedication in Education; Preparation for Tomorrow

BELIEF STATEMENTS

Communication with our community is essential for instilling positive attitudes about our school.

· An effective school sets high expectations for the intellectual and social growth as well as emotional and physical wellness of all students.

· A student’s self-perception will have a direct and important bearing on individual success, and that it is our role to enhance that view.

· An effective school acknowledges that students are capable of learning regardless of previous academic performance, family background, socio-economic status, race, or gender.

· The best learning environment is achieved when there is communication, cooperation, support, and shared responsibility among home, community, and school through the development of citizenship skills.

· Learning is a life-long process.

· Successful schools have a long-range plan for their future.

· That all students can be expected to successfully acquire what we identify as essential learning outcomes, given their unique skills and talents, sufficient time and appropriate support.

· That the role of all school personnel is to act in the best interests of the students. We will build and maintain positive relationships.

DESIRED STUDENT OUTCOMES

- Exhibits cognitive learning:
  - Masters essential skills.
  - Learns on an extended basis.
  - Progresses to high cognitive levels.
- Displays positive self-esteem as a learner and a person.
- Possesses process skills:
  - Solves problems.
  - Communicates effectively.
  - Makes decisions in a logical, mature manner.
  - Demonstrates accountability.
  - Understands group processes.

· Learns in a self-directed manner.

· Exhibits respect for other persons' opinions and property, and demonstrates the ability to make appropriate decisions when given the freedom to do so.

- Demonstrates emotional, social, and physical well being:
  - Understands relationships between self and world.
  - Respects human differences.
  - Exhibits a positive work ethic.
  - Works cooperatively with the community to create a better quality of life.
  - Has an understanding and knowledge of government units.
  - Has an understanding and knowledge of democratic process.

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT

The only directory information that will be supplied by the school to any organization concerning students will be their name and address. Parents may reject the release of this information if they do so in writing to the principal. Parents and students have the right to:

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to

inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

INSURANCE

An opportunity is provided at the beginning of the school year to purchase a student insurance policy. This procedure is recommended if a particular family does not have its own medical insurance. Brochures will be sent home with every student explaining the various optional plans.

Student Handbooks-Board Policy 5205

The Superintendent or designee will ensure that each school develops, publishes, and regularly updates a student handbook, the content of which must be consistent with these Policies. Each student handbook must contain a student code of conduct. A student handbook has the force and effect of Board Policy.

ELASTIC CLAUSE

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that may arise that are not covered in the handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules and regulations. Matters omitted from the final list should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest or the safety and welfare of the students of the Mosaic School. The policies and regulations within this handbook apply for all school sponsored activities and transportation, including those held before or after school and those held away from Chippewa Hills Mosaic School.

ADMISSION TO MOSAIC SCHOOL

Chippewa Hills does not discriminate on the basis of race, color, sex, creed, physical disability or ethnic origin in its educational or admission policies in any programs or activities generally available to its students. Mosaic programs are funded and supported by 31-A At-Risk funds; therefore, students who seek admission must be eligible to participate in 31 A programs.

To enroll in school, students must have a parent or legal guardian signature, be emancipated through the court system, or be at least 18 years of age. Upon enrollment, a birth certificate, immunization record, and proof of residency must be provided.

Any student suspended or expelled from any other school, including Chippewa Hills, is not eligible to enroll at Chippewa Hills Mosaic School until his/her penalty has been served. **Admission is then dependent upon screening committee approval.**

Mosaic School serves students in grades 8th-12th, and a tuition funded credit recovery program. A screening committee must interview each applicant. The committee makes a recommendation to the principal who then makes the final decision regarding student acceptance to the school. Admission requirements for each of these groups are as follows:

8th grade

Select students from Chippewa Hills Middle School are often referred to Mosaic School primarily on the basis of grades and attendance issues. Parents are sent a letter from either the school administrator and/or counselor recommending that the parents and student visit the Mosaic School and meet with the staff to learn about the program. Together a decision is made as to whether the student will continue his/her education at the Middle School or transfer to Mosaic. If a student transfers to Mosaic he/she would be expected to complete the school year at Mosaic. He/she may receive a recommendation to transfer to the high school the following school year if he/she were to be successful regarding grades, attendance, and behavior.

High School Program

Students who wish to transfer from Chippewa Hills High School to Mosaic must first meet with his/her counselor to obtain a “Petition to Transfer” form. The student’s counselor, parent/guardian, and the student must sign this form. The form must be submitted to the Chippewa Hills High School Administration. Prior to the beginning of each new marking period Mosaic School staff and Chippewa Hills High School staff will discuss the appropriate placement for students under 20 who are from Chippewa Hills Schools. Each applicant must participate in the interview process and be accepted to the program.Admission for each program is prioritized based on:

*previous enrollment and success at Mosaic School

*students from Chippewa Hills School District

Credit Recovery Program

High school students may register to take on-line classes on a tuition paid basis. Students who register for the credit recovery program must agree to abide by Mosaic School and Chippewa Hills High School student handbooks. Credit recovery registration forms and details are available in the High School counseling office and Mosaic School office.

Special Education

It may be difficult for most special education students to be successful at Chippewa Hills Mosaic School because of the individual learning structure. Therefore, special education students are encouraged to remain at Chippewa Hills High School. According to Federal Law, special education students must have an IEP (Individualized Educational Plan) meeting scheduled prior to admission.

Re-entrance into Traditional School Setting or Programs

If a student wishes to return to Chippewa Hills High School after he/she has entered Mosaic School, he/she must meet the following criteria:

- Student must be on track to graduate
- Must be meeting the high school attendance policy
- May not have excessive discipline referrals
- Must submit his/her Petition to Transfer

Age of Majority

Persons who have attained age 18 are recognized as adults as a matter of law. By law, whenever a student has attained 18 years of age, the permission of consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. **Except as noted below, policies and procedures set forth in the student handbook will continue to apply to all students, regardless of their attainment of the age of majority.**

1. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.

2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports. However, a significant legal exception does exist to the privacy rights granted by law to a student who has reached the age of majority. **Current case law clearly allows the school to disregard an adult student's direction not to communicate with their parent/guardian about school related issues if the following conditions hold true.**

a. The student is still living with their parent/guardian; and/or

b. The student is still being claimed as a dependent on the parent/guardian's federal tax return.

3. Students 18 years and older may sign themselves in and out of school and may verify their own absences. However, the following expectations are attached to this right.

a. All student attendance standards continue to apply to students regardless of their age.

b. Unless previously arranged through the office, **adult students who sign themselves out during the school day may not return to school for the rest of that day.**

c. **Adult students who sign themselves out of school early may not take minor students with them.** Certain exceptions may apply but only if prior arrangements have been made with the parent/guardian of the minor student and these arrangements have been verified in a timely fashion with the school office.

d. **Adult students continue to be bound by established practices and procedures of the school (e.g. closed lunch restrictions, in school discipline procedures, Out-of School suspensions, etc)** Adult students cannot use the right to sign themselves out as a way of avoiding responsibilities arising from the exercise of these established practices and procedures.

Adult students who ignore the above detailed expectations may receive disciplinary action up to and including suspension from school.

4. Eligible students who wish to assert these rights should register their intent on the appropriate form in the school office. School officials reserve the right to notify an adult student's parent/guardian that this intent form has been completed. Until such time as the student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

CURRICULUM

The Mosaic 8th grade classroom utilizes the district curriculum guides and is consistent with the Middle School. The Mosaic High School curriculum has been systematically developed to meet the needs of nontraditional students. Criteria for each course offered at Mosaic are identified on the course syllabus and are available in the office. These criteria comply with district, state, and federal curriculum guidelines. Evaluation of current education methods, new technology, and the curriculum are ongoing.

Course Work Requirements – High School

The Mosaic School programs are designed to meet the needs of students who can benefit from an alternative form of education and are committed to earning a diploma. Students prove their commitment to the program through their attitude, attendance and the number of credits completed.

The Mosaic Guided Learning and Apex curriculum is individualized which allows for all of the students to work at their own pace. The rate at which course work is completed is entirely up to the student with the understanding that they are expected to complete four classes each trimester. Students will be given access to all of their Apex courses at the start of each trimester. They are encouraged to work on one class at a time as incomplete classes do not add credits to transcripts.

Seminar Classes - High School Program

These sessions will give students a legitimate reason to interact as well as enhance academic learning. Students may be graded on participation, attendance and alternative assessment in place of the traditional “assignment sheet” course work.

Attendance during seminar class is required. If a student exceeds the absence limit of a seminar the student may be required to earn a passing grade for the course and earn 78.5% on a comprehensive final exam/final assessment. Students who do not exceed the absence limit may be entitled to taking an alternate end-of-course assessment.

Not all seminar classes are offered in an individualized format. Should a student fail or neglect to finish a seminar by the allotted date, he/she will have to repeat the entire seminar the next time it is offered, or complete the course in a different format (if available.)

Testing Out of Classes

Any high school pupil may take the final examination in any course to receive credit for that class without being enrolled in that class. All test-out tests must be taken on-site and proctored by a staff member. A grade of 78.5% or better on the final examination, or a C+ performance must be attained to receive credit. Credit earned in this manner is based on a “pass” grade and will not be included in a computation of grade-point-average for any purpose. Students will have one opportunity to take the final examination to test out of each course selected by the student.

Credit earned by testing out will be counted toward fulfillment of a requirement for a subject area course or toward fulfillment of a prerequisite for a higher-level course. A maximum of three (3) credits toward graduation may be earned by testing.

GRADING SCALE -

HS SEMINAR AND JUNIOR HIGH

90 – 100 % = A 80 -- 89% = B

70 – 79% = C 60 – 69% = D 0 - 59% = E

Progress Report Periods

Eighth grade students will receive progress reports at minimum at the mid point of each trimester. Eighth grade students will receive a report card at the conclusion of each trimester. High school students will receive progress reports at the mid point of each seminar course and a final course grade report at the conclusion of each seminar. It is the responsibility of the student to share this information with parents/guardians. Parents/guardians should contact the school if there are any concerns regarding student progress reports or final course grades. High School transcripts will be printed at the conclusion of each trimester. At the conclusion of the school year, transcripts will be mailed to the last address on record for each student who is enrolled at the end of the current school year. Students will have up to two weeks following the end of the school year to challenge grades/credits. After the two-week period, grades and credits will stand as is.

Assessments

Periodically, Mosaic School administers a variety of assessments and/or standardized tests to determine student performance and evaluate the effectiveness of our curriculum and instruction. These assessments may cover any or all of the core subject areas. Some assessments occur annually; some are administered in the fall and again in the winter/spring to measure academic growth.

Service Learning

Opportunities for students to earn credit for service learning are available at Mosaic School. Service Learning is a method of teaching, learning and reflecting that combines academic classroom curriculum with meaningful service in the community.

Mecosta-Osceola Career Center

Selected juniors and seniors from Mosaic High School are afforded the opportunity to further their vocational training through the cooperative efforts of the constituent districts of Mecosta-Osceola Intermediate School District. Students must sign up for their desired Career Center program prior to April 10th for the following school year. This includes returning second year MOCC students.

Eighth Grade Promotion Policy

Failing one or two core academic classes results in retention at the current grade level unless an acceptable summer school program is successfully completed. Failing three or four core academic classes will result in retention in the current grade.

Graduation Candidates

Students who consider themselves to be graduation candidates may attend all informational meetings related to senior activities. However, only those students whose credit status is current with traditional senior status will be allowed to participate in any decision-making regarding senior activities and the graduation ceremony. **All students who wish to participate in the graduation ceremony must have ALL course work successfully completed one PRP prior to the date of graduation.**

Graduation Requirement

Academic Credits and Graduation-Board Policy 5409

A. Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma. The Superintendent will ensure that the District's required credits and graduation criteria are consistent with state law and annually published in applicable student handbooks.

Twenty-two credits are required for graduation with specific course requirements

English Language Arts - 4.0 credits

Mathematics - 4.0 credits (must have a math class the last year of enrollment.)

Science - 3.0 credits

Social Studies - 3.0 credits

Health - .5 credit

PE - .5 credit

Fine/Applied Arts - 1.0 credit

World Language 2.0 credits (alternatives to meeting the second credit requirement are available)

Electives - 4.0 credits

Students must earn a math credit in their senior year.

On completion of all of the above requirements, the student will receive a Chippewa Hills School District Diploma.

SCHOOL DAY

Athletics

Mosaic High School students are not eligible to participate in Chippewa Hills School District athletics at this time. Students must meet in-house requirements to participate in Michigan Alternative Athletic Association activities at Mosaic School.

Attendance Policy

The regulations below shall be in effect with the administration retaining the right to make adjustments for unique and/or extenuating circumstances.

Attendance is required for Google Classroom Classes and for Mentor Meeting check-ins. Student cameras must be on and students must be dressed appropriately for school during these meetings.

> **Absence Limit –**students under the age of 18 may not accumulate more than 5 absences in one trimester. Students who accumulate excessive absences/tardies will be referred to the Mecosta or Isabella County Truancy Officer.
>
> **Absence Limit – high school – (18 and older) Students who accumulate 10 consecutive absences without communication with the school will be dropped from the program.** Any high school student exceeding the absence limit may be referred to the Mecosta or Isabella County Truancy Officer.
>
> Parents must notify the school if their child will be absent. Messages may be recorded when school is not in session. Also written verification of the absence should be provided when the student returns to school. This documentation will be kept on file.

In the event that a student should need to leave school prior to the end of the scheduled school day, a parent must come into the office and sign their student out for the day or send a note with a contact number to verify the necessity of the early departure from school. **Students who leave school without following proper procedures may be suspended and/or dropped from the program.**

Prearranged or extended absences – missing school for vacations, work, etc. -- are strongly discouraged. However, a student may be excused when the parent/guardian feels it is necessary and no other arrangements can be made. Prearranged absences COUNT toward the absence limit. To prearrange an extended absence, a form should be obtained from the office, signed by parent/guardian, and returned no later than one week prior to the absence. If this time line is met, the student may receive his/her assignments prior to leaving.

Beverages

Students are not allowed to bring beverages from home with the exception of factory sealed beverages that have not been opened prior to arrival at school. Students must show the unopened beverage to a staff member prior to opening or the beverage will be taken away and discipline may incur. Energy drinks are strongly discouraged due to the potentially harmful and even fatal effects of their consumption.

Transportation

Transportation is a privilege available to all Chippewa Hills School District students. Students who ride a bus to and from school are expected to abide by transportation department rules and policies and the specific set of expectations that are outlined below:

1. Mosaic School students who ride a bus that goes to an elementary school in the morning must stay on the bus and continue on to Mosaic School. Students may not ride the bus to an elementary and then get in a vehicle and continue on to school.

2. After school, Mosaic students must stay out of the High School and Middle School sections of the secondary complex unless the staff has granted prior permission.

4. Students must show appropriate respect for all persons at other district schools.

5. All regular student rules of conduct apply to students while they are using the bus system. Students must follow any request made of them by any staff person at any district building.

6. Students riding school buses are subject to all other bus rules of the district providing the transportation.

7. Failure to comply with these expectations may result in the loss of all bus riding privileges.

8. The bus driver is in charge at all times. Disruptive conduct on the bus will not be tolerated. Student misconduct on the bus may also result in disciplinary action from the school.

Chippewa Hills School District no longer allows bus passes.

Change of Address and Telephone Number

Students are required to immediately notify the office of any changes of their address or telephone numbers any time during the school year. This information is vital in case of an emergency.

Closed Campus

Students will not be allowed off campus unsupervised at any time during the school day. . **Students who leave school without following proper procedures may be suspended and/or dropped from the program. Students may not leave school and return the same day unless signed in/out and accompanied by a parent/guardian.**

Community Involvement Activities

Students are encouraged to become active members of their communities by getting involved in non-profit organizations on a voluntary basis. Students may participate in these activities as individuals or in school projects organized by staff and student government members.

Emergency Procedures

Individual room routes for fire and tornado procedures are posted in each room. Practice drills for fire, tornado, and lock-down emergencies are practiced during the school year. Building evacuation for other emergencies will be implemented through specific instructions to students through classroom teachers. It is expected that all students will remain silent during any type of a drill or emergency procedure so as to hear instructions from a staff member. If it is necessary to exit the classroom or building, do so in a single file line. Electronic devices are not to be used during emergency procedures.

First Aid and Medication Policy

Emergency first aid will be provided when an accident occurs at school. If a student is too ill to remain in class, he/she will make arrangements to go home**. It is the responsibility of the parent to transport all student medication to and from school in the original prescription or over-the-counter container.** All medication that must be taken during school must be kept in the office. All medicine must have a complete medication form from the school and parent permission form on file in the office. All medications not picked up by a parent will be disposed of within two weeks of the last day of school.

Lunch

Students are expected to be under the supervision of a staff member at all times and are responsible for cleaning up after themselves.

Lockers-Board Policy 5102

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians.

Legal authority: MCL 380.1306

Date adopted: August 10, 2020

Students may sign out a school lock, personal locks are not allowed. If a personal lock is found to be on the locker it will be cut off. The school will not be responsible for any damaged or stolen goods so it is advised that valuables be left at home.

Loitering

Students are not to be on any school grounds after 3:15 unless they are actively involved in a supervised after school activity.

Students who wish to attend after school athletic events must go directly home after school and return for the event. Students who attend athletic events may not wander about the building during the event. This includes activities at the secondary complex.

Students who are on any school property unsupervised after 3:15 pm will be disciplined.

Money and Valuables

Students are discouraged from bringing valuables to school, and are advised not to carry large sums of money or wear expensive jewelry. The school WILL NOT be held responsible for lost or stolen property.

Secondary Complex

Students may not enter either Chippewa Hills High School nor Middle School before/during/after school to access the Mosaic School learning space. Students must enter using the Mosaic School exterior entrance. Likewise, students may not exit the Mosaic School learning space to enter either CHHS or CHMS before/during/after school hours. Students will need to exit via the Mosaic School exterior door to get to where they need to go. Students who violate this expectation will be disciplined.

Student Appearance and Dress Code - Board Policy 5204

Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action. The Superintendent or designee will develop and publish specific dress code regulations consistent with this Policy.

Students are expected to be clean and appropriately dressed. Shoes are to be worn at all times. Skirts, split skirts and shorts may be worn but must be the appropriate length (Finger-tip length with arms fully extended.) Baggy or sagging pants are not allowed, nor are shirts with low necklines. Halter-tops,

strapless tops, and bare midriffs are not permitted. Hats are allowed as a privilege. Items directly or indirectly promoting substance abuse through the use of pictures, symbols or sayings are inappropriate for school. (Examples include but are not limited to the “jonny blaze” clothing line, clothing that displays references to drugs or drug paraphernalia or serves to advertise a store that is primarily known for selling drug paraphernalia, the symbol 4:20, pictures resembling marijuana leaves, psychedelic mushrooms, or other symbolic representations of substance abuse. Clothing displaying tobacco, alcohol, drugs or sexually illicit advertisements will not be allowed. This also applies to hats, coats, book bags, jewelry, etc. Gang- related paraphernalia including but not limited to bandannas, specific colored clothing or related items that are specific to an established group are not allowed. Items with pictures, symbols or other graphic representations that are generally considered to be antisocial in nature or intimidating to particular persons or groups are not allowed in school. Examples include but are not limited to swastikas, pentagrams, confederate flags, the number 666, and other symbols commonly seen as disrespectful to others or otherwise representing various racial or religious “hate groups.” No chains are allowed in school, even on wallets. **Any clothing that is distracting, disruptive, and/or threatening is not allowed. Students who violate this dress code will be asked to immediately bring themselves into compliance or they will be sent home. Repeated violations of the dress code or blatant refusal to comply will result in disciplinary action up to and including suspension.**

School Pictures

Pictures will be taken of all students for student records. Students must meet the dress code for pictures. Hats and/or head gear are not allowed to be worn for pictures. Students desiring to order pictures may do so by paying for the order at the time pictures are taken.

Search and Seizure

To maintain order in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks and seize any illegal, unauthorized or contraband materials discovered in a search. School authorities for any reason may conduct periodic general inspections of lockers and desks without notice, student consent and without search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Use of Detection Dogs -Board Policy 3107

The District will provide written notice to students and staff about this Policy as soon as practicable after its adoption by the Board and at the beginning of each school year.

Gangs

Mosaic has adopted a “zero tolerance” policy towards gangs. GANG RELATED BEHAVIOR WILL ABSOLUTELY NOT BE ACCEPTED AT MOSAIC SCHOOL. Such behavior includes but is not limited to any and all hand signaling, cocked or tilted hats, verbal lingo associated with gangs, gang symbols on clothing, the showing of colors, the creation or display of gang related graffiti or artwork on personal items or school property, etc. Discussions about gang membership, behavior, etc. which are not being led by staff as part of their regular school duties is also forbidden.

Violations of this policy will result in disciplinary action subject to the seven factors which must be considered by state law but may include out-of-school suspension up to expulsion.

Snow days/Inclement Weather

Mosaic School will follow the same policy as Chippewa Hills Schools for no school due to snow or other weather conditions. If school is cancelled because of bad weather, there will be no classes held for Mosaic School programs. Also, if school is closed early due to bad weather, our students will also be sent home.

Student Relationships

Students must maintain positive relationships with fellow students that are appropriate for a school setting. **Physical displays of affection are not acceptable.** PDA's are defined as all physical behaviors with sexual overtones. Such behaviors include but are not limited to: kissing, hugging, snuggling, cuddling, standing with bodies touching either front to front or front to back, sitting on laps, draping legs across or around each other, groping, petting, hanging on each other, etc. Other behaviors not listed here may also be determined by the director or designee as inappropriate for school and are also forbidden by this policy. Couples may sit next to each other on the shuttle bus, in class, at lunch, etc., but they may not engage in any sort of PDA while doing so. If it is necessary to address this issue with a couple more than once during the school year, the couple may be given separate assigned seats in class, on the bus, and at lunch. Sexual activity is not permitted on school property or at school activities and will be disciplined according to the student code of conduct.

Student Transportation and Parking -

Students who drive to school must provide the office with a copy of their valid driver's license, copy of registration and proof of insurance and complete a vehicle registration form to be kept on file in the office. Students may not drive to school until these forms are submitted to the office. **Vehicles parked on school property are subject to search if the administration has reasonable suspicion to believe illegal substances and/or items are inside. Student vehicles are subject to random canine searches as well.** The designated parking area for students is in the Mosaic School loop.. Any student who drives recklessly in the parking area or surrounding school area may be put on probation or have driving privileges revoked and be asked to ride the bus. CARS WILL BE PARKED DURING SCHOOL HOURS, AND STUDENTS WILL NOT BE ALLOWED TO BE IN OR AROUND CARS DURING CLASSES OR SCHOOL BREAKS WITHOUT PERMISSION FROM STAFF. Students who knowingly allow their cars to be used to assist others who are ditching school will have their driving privileges revoked. Students who use or make their cars available for use in the violation of our substance abuse policy will have their driving privileges revoked. **Students who transport minors away from school property without following proper procedures may lose their privileges indefinitely.**

Visitors

All visitors are required to report to the office to obtain a visitor's pass before proceeding into the hallway or classrooms. With the exception of volunteers for pre-approved activities, students may not have friends/relatives visit during the school day. Parents and community members are invited and encouraged to volunteer. However a background check must be completed at least two weeks prior to the event.

Music Policy

There are people in this world that can do school work while listening to music. We recognize this fact. However, there are also people who need a quiet environment for concentration. The following rules address the needs of both these groups:

1. **The classroom teacher has the final say over whether or not music may be played during class.** When music is allowed the teacher has the final say over the volume and the selection of music that must be appropriate for the school setting.

2. The school cannot insure student property and will not accept responsibility for stolen equipment. Therefore, students are encouraged not to bring such items to school.

3. Students who insist on bringing personal music equipment to school and refuse to cooperate with staff requests regarding its use may have their equipment confiscated by staff. Confiscated equipment may be returned to the student at the director's convenience.

4. Music may not be played either on a stereo or personal headset during direct teacher instruction and/or group discussion.

5. Playing music is a privilege. If this privilege is abused it may be revoked on a case-by-case basis.

6. Students may use school technology to listen to school approved music sites when it does not impact district testing.

TECHNOLOGY

Electronic Communication Devices Policy

Per state law, personal electronic devices, including cell phones, are not to be in a student's possession nor accessed during the school day with the exception of the student's lunch time. As the school provides instructional technology for all students, personal devices are not needed at school. Failure to comply with the personal device policy will result in confiscation of the personal electronic device. (See Board Policy 6120.)

Computer Use Guidelines:

Any of the following acts or behaviors are violations of the Student Code of Conduct and/or state and federal laws:

1. Any unauthorized use of the school's computers, including, but not limited to: "hacking", tampering, physical abuse or vandalism.
2. Unauthorized copying of software from, or to, the network, local hard drives or floppy drives.
3. Viewing, altering or copying student or teacher files, other than viewing or editing one's own files.
4. Use of an assigned password other than one's own.
5. Use or possession of food and/or beverages at a computer station.

Internet Guidelines – Network User Agreement

Students using school-provided Internet access must first submit the Internet Policy Agreement signed by the student and parent/guardian. On each occasion, students must have the permission of and be supervised by professional staff. Students using school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

Users should not expect that files stored on school-based computers are always private. Electronic messages and files stored on school-based computers will be treated as school property just as lockers are. Administrators and staff may review files and messages to maintain system integrity and to insure that users are acting responsibly.

The following uses of school-provided Internet access <u>are not permitted:</u>

1. To access, upload, download, or distribute pornographic, obscene, sexually explicit, or other inappropriate material as determined by the supervising adult.
2. To transmit abusive, obscene, racist, sexually explicit, slanderous or threatening language.
3. To violate any local, state, or federal statute.
4. To vandalize, damage, or disable school equipment or the property of another individual or organization.
5. To access another individual's materials, information, or files without permission.
6. To violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
7. Purchase of goods or services without parental permission.
8. To participate in a chat room unless authorized by a supervising adult for instructional purposes only.
9. To use the network for any commercial purpose or financial gain.
10. To use the network for political campaigning.
11. To use the network for any advertisement or solicitation without approval from the superintendent.
12. To use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
13. To attempt to access material or sites, which are blocked by the district, or attempt to use the network while access privileges are suspended.

Refer to the Internet Policy Agreement for further details.

DISCIPLINE

Student Discipline-Board Policy 5206

A. Student Code of Conduct

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must:

1. identify offenses that may result in discipline;
2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion;
3. be consistent with applicable state and federal laws and Board Policies; and
4. include a copy of Policy 5206E entitled "Suspension from Class, Subject, or Activity by Teacher."

The Board of Education generally delegates certain authority to the administrators who are charged with managing the schools and maintaining an environment that is conducive to learning. Principals stand in loco parentis (in place of parents) in school disciplinary relationships with students. This doctrine states that the administrator has rights, duties, and responsibilities of the legal parent in disciplining students for the enforcement of reasonable rules. Generally, in Michigan, the right to suspend is delegated to the principal while the right to expel is retained by the school board. It should be noted that school rules apply to **all** students regardless of age. The difference is, once a student reaches the age of 18, we deal with the student, not the parents.

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the board **in all district employees**, for the educational purpose underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students.

All employees of the district shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct, which have been or may hereafter be established by the board or its agents.

It is difficult to list all the qualities of a good school citizen. In order to give students an idea of what is expected of them, the following guidelines are offered:

1. Students should respect the worth and dignity of each individual and respect the rights of fellow students.
2. Students should respect the rights and responsibilities of all staff members as they perform their duties.
3. Students should observe a code of conduct of all citizens by the use of proper language, etiquette and appearance.
4. Students should understand and adhere to all school policies and be willing to accept the responsibilities that go along with their rights and privileges.
5. Students should attend school on a regular basis and be prompt in arriving at school and to their assigned classes.

6. Students should devote all their energies toward realizing their potential and working to the best of their ability.
7. Students should involve themselves in the total school program and avail themselves of all the school has to offer.
8. Students should exhibit a sense of pride towards their school and exercise proper use and care of its facilities.
9. If you notice destruction or vandalism, quickly report it to a teacher or administrator. Your name will be kept confidential. There could be a reward for the information.

WARRIOR CENTER – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Building wide and classroom expectations will be taught/reviewed at the beginning of each school year, start of each new marking period and after extended breaks. Students will be acknowledged for positive behavior with tickets which indicate the behavior expectation the student has met. All tickets go into a daily drawing for a reward.

The Warrior Center is a place to review Warrior behavior expectations when students choose to not be respectful, interdependent, organized and responsible.

DISCIPLINE PHILOSOPHY

Students have the right to learn and teachers have the right to teach in a safe environment. No one has the right to disrupt, to prevent other students from learning, or to violate the rights of others.

CLASSROOM MANAGED VS. WARRIOR CENTER/OFFICE MANAGED BEHAVIORS

Teachers will do their best to manage behaviors within the classroom to keep students in the learning environment. When classroom management plans (matrix) has been exhausted or the student exhibits major behavior violations, students may be referred to either the Warrior Center to review Warrior behavior expectations or to the office for discipline from administration following administrative guidelines and board policy.

WARRIOR CENTER

Students choose to go to the Warrior Center by not exhibiting Warrior behavior expectations of being respectful, interdependent, organized and responsible. When a student enters the Warrior Center for behavior purposes, the student will make a phone call home to inform his/her parent/guardian. In order for a student to return to class or the area in which he/she chose to not exhibit Warrior behavior expectations, the student must review the Warrior behavior expectations with the adult in charge in the Warrior Station. The student will identify which of the Warrior behavior expectations he/she was not meeting and come up with appropriate alternative options for his/her behavior. The student will also identify any other problems that he/she is having that would make it difficult for the student to succeed at meeting the Warrior behavior expectations.

If a student chooses to disrupt in the Warrior Center, the student has chosen to go home for the day. A parent/student conference must be held before the student is allowed to return to school.

Conduct Warranting Disciplinary Action

The majority of students at Mosaic School are responsible, well-mannered students that respect their classmates, teachers, and other school employees. However, some students have trouble adapting to the school environment and find themselves testing the limits of the rules and procedures. Students that choose to engage in misbehavior, at school or at after school functions, reduces the quality of education for others, and therefore will face consequences for their actions. When appropriate, Restorative Justice practices will be considered.

The following behaviors shall be grounds for disciplinary actions any time the student is under the jurisdiction of the school. Infractions may be staff managed or administrator managed depending on the infraction and severity of behavior. The continuum of responses may include teacher intervention, review of behavior expectations in the Warrior Center, office referral, out-of-school suspension and or administrator recommendation to Superintendent/Board of Education hearing following board policies. This list is not exclusive.

Misconduct infractions include but are not limited to the following:

1. ACADEMIC DISHONESTY – Plagiarism, sharing answers, copying others' work, etc. : Using AI for completing assignments without explicit teacher directive and following citation guidelines will be considered academic dishonesty and will be subject to disciplinary action as outlined in the school's academic integrity policy.

2. ALCOHOL OR MALT BEVERAGES – Possession or consumption, regardless of the alcoholic content.

3. AGGRESSIVE BEHAVIOR – Horseplay or pushing that is intentional and results in injury.

4. ARSON – Purposely setting fire on school property.

5. BOMB THREATS

6. BULLYING –I***5207 Anti-Bullying Policy***

   A. Posting/Publication of Policy

      The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

7. DISINTERESTED ATTITUDE/REFUSING TO WORK IN CLASS – Not working to complete assignments to the best of the student's ability. Having an attitude toward schoolwork, which adversely affects the attitude and behavior of classmates. This includes being unprepared for class.

8. DISRESPECT OR DEFIANCE OF SCHOOL PERSONNEL – Persistently and/or profusely disrespecting or defying any staff member.

9. DISOBEDIENCE (INSUBORDINATION) – Not following the directions given by school personnel.

10. DISRUPTIVE BEHAVIOR – Actions that disrupt learning in a classroom.

11. DRESS CODE VIOLATION – See guidelines under Miscellaneous Information

12. DRIVING IN AN UNSAFE MANNER – Parking privileges may be suspended or revoked.

13. DRUG POSSESSION/DISTRIBUTION – Any substance/drug, illicit, prescription, or over-the-counter medication that is given to or in one's possession.

14. EXPLOSIVES, USE OR POSSESSION – Firecrackers, flares, etc.

15. EXTORTION – Obtaining any items of value by the use or threatened use of violence.

16. FALSE ALARMS – Issuing, by word or act, a false or misleading report of fire or other danger.

17. FIGHTING – Participating in a physical confrontation by purposefully inflicting or attempting to inflict bodily harm, regardless of instigator.

18. FORGERY – Fraudulently using the written name of another person or falsifying times, dates, grades, addresses, or other data used by the school.

19. GAMBLING – All forms of gambling are prohibited on school property.

20. GANG RELATED SYMBOLS – Graffiti, activity, clothing, or other known gang related items, are prohibited.

21. GROSS MISBEHAVIOR OR PERSISTENT DISOBEDIENCE – Deliberate or willful conduct detrimental to the normal functioning of a program or activity. Examples:

a. Use of profane and obscene language

b. Persistent skipping of classes during the school day

c. Continual disruptive conduct in the classroom, library, cafeteria, or other parts of the building or grounds.

22. HARASSMENT –

Sexual Harassment

1. Verbal: Written or spoken sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
2. Nonverbal: Placing sexually suggestive objects, pictures, commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling and the like.
3. Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, or pushing the body.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

1. Verbal: Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender national origin, religious beliefs, etc. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
2. Nonverbal: Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures.

23. HAZING - Indoctrination activities resulting in injury/serious injury/death

(Public Act 111 of 2004)

- Establishes criminal penalties for "hazing" by students or employees in schools and colleges.
- Makes activity resulting in injury a misdemeanor and a felony if it results in serious injury or death.

- Exempts any activity that is normal and customary in an athletic, military training, or similar program.
- Establishes that the consent of the victim is no excuse.

24. HORSEPLAY – Physical interaction that can lead to injury.

25. INSTIGATING A FIGHT – Using words or actions that could possibly, or do lead to a physical confrontation.

26. INTERNET VIOLATIONS – The use of technology (computer) for anything other than school related purposes.

27. LIGHTERS/MATCHES – Possession or use is prohibited.

28. LITTERING – Not placing trash in a proper receptacle.

29. LOITERING – Loitering shall be defined as being in the bathroom, standing or sitting, and not using the facilities for which it is intended. Sitting in an automobile before school is also considered loitering.

30. LOOK-ALIKE SUBSTANCES – Any substance/object deemed illegal that, although it is not real, it is passed as the real thing.

31. MISBEHAVIOR – Behavior not covered by other terms listed in this section.

32. MISSING ASSIGNED RTC – may result in OSS.

33. NO PASS OR INVALID PASS – Being out of class without a valid pass.

34. OBSCENITY – Vulgar acts by pupils in verbal or written form, pictures, gestures or caricatures in or on school property.

35. PARKING LOT VIOLATION – Parking in an unauthorized area or driving recklessly in the lot, including loudly revving the engine or squealing tires

36. PERSONALLY OFFENSIVE BEHAVIOR – When a student uses language or engages in behavior, which reduces the worth and dignity of another person in a discriminatory or negative stereotyping manner. Unacceptable personally offensive behaviors shall include but are not limited to: insensitivity to race, ethnicity, gender, religion, disability, or socio-economic condition, be it in oral or written form, in pictures, caricatures, or gestures.

37. PHYSICAL ASSAULT – Intentionally causing or attempting to cause physical harm to another through force or violence.

38. RIDING OF SKATEBOARDS/SNOWMOBILES – Skateboards and snowmobiles are prohibited on school grounds at all times. Doing so may result in disciplinary action.

38. POSSESSION OF CONTRABAND – Bags and coats and electronic devices are not permitted in class. Food and drinks (except bottled water) are to be consumed during assigned lunch only and shall not be brought to class. Other items inappropriate for school shall not be allowed.

40. PROFANITY/VULGARITY – Inappropriate language or gestures or actions

41. PUBLIC DISPLAY OF AFFECTION – Holding hands is allowed – kissing, prolonged hugs and close bodily contact are prohibited.

42. SABOTAGING or TAMPERING WITH COMPUTERS – Intentional introduction of viruses or hacking to damage or disrupt the use of programs, networking or files.

43. SKIPPING - Leaving school without signing out and/or missing class without valid authorization.

44. SMOKING, CHEWING – Possession or use of any tobacco/nicotine products including e-cigarettes.

45. STEALING – Dishonestly acquiring the property of others.

46. TARDINESS – Failure to be in class and/or seated and ready to learn at the conclusion of the tardy bell.

47. THREATS OF VIOLENCE TO STUDENTS OR SCHOOL PERSONNEL – Are illegal and will be dealt with very seriously.

48. TRESPASSING/UNAUTHORIZED AREA – Entering an area or using other's materials without authorization.

49. VANDALISM – Any willful verbal threat to inflict injury upon person, under such circumstances which create a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury.

50. VERBAL ASSAULT – Using derogatory, inflammatory language to insult another.

51. WEAPONS – Possession, using or transferring of any weapon, by state law, is considered grounds for expulsion.

52. WRITING INAPPROPRIATELY – Writing notes during class, marking on desks, walls, or other school property.

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

    a. substantially interfering with a student's educational opportunities, benefits, or programs;

    b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

    c. having an actual and substantial detrimental effect on a student's physical or mental health; or

    d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

H. Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. “Telecommunications access device” means any of the following:

    a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

    b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:

    a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

    b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

    c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Harassment

All students have the right to learn in an environment untainted by all forms of harassment. This handbook defines harassment as “inappropriate conduct that is repeated enough to negatively impact a student’s educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion…(etc.) This policy, however is not limited to these legal categories and includes any harassment that would negatively impact students.” Examples of harassing activities forbidden by this handbook include but are not limited to stalking; physical, verbal and cyber bullying; name-calling; taunting; GOSSIPING OR MALICIOUS NOTE PASSING; displaying racially charged symbols, (confederate flags, swastikas, etc.) and other disruptive behaviors not specifically outlined here.

This policy strictly forbids student on student harassment, retaliation against any person for complaining about harassment or participating in a harassment investigation, and it forbids intentionally making false harassment reports to get someone in trouble. This policy authorizes disciplinary action up to and including suspension for any student who engages in such behavior.

Hazing

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that created physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Students who engage in any act of hazing while at school, at any school function, in connection with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion, As may be required by law, law enforcement officials shall be notified of hazing.

Teachers/Paras deal with behaviors by using various strategies within their classrooms. Some of these strategies might include but are not limited to: parent contact, re-teaching, loss of credit of daily work, assigned seating, holding students after class or sending the student out of the class and/or to the office.

Should the behavior continue and/or further action be deemed necessary, teachers may refer a student to the administrator for disciplinary action. All staff may refer students they encounter misbehaving throughout the building during passing time, before or after school, or lunch. The teacher or referring school personnel will complete a SWIS behavior form. Upon receiving the referral, the Warrior Center personnel will either meet with the student to review Warrior behavior expectations or send to an administrator for consultation. The administrator will consider the following seven factors required by the State of Michigan: student’s age, discipline history, seriousness of the violation, threat to safety, restorative practices and lesser interventions before issuing an out-of-school suspension. If the referral

would warrant an OSS, the administrator may offer the student the opportunity to have a discipline hearing held in student court. The student would then have the right to choose a student court hearing or choose only to deal with the acting administrator.

Check in-Check out

Students who accumulate three or more major referrals (Warrior Center or Office managed behaviors) for non-dangerous behaviors or those with perceived motivation of obtaining adult or peer attention may be referred to the Check In-Check Out Intervention. Parents/guardians of students who are referred to this intervention will be contacted by an administrator. Student will begin/end his/her day by checking in/out with a designated staff member to assist getting the student's day started in a positive manner, reviewing daily progress and rewarding positive behavior. Student will earn daily points to meet behavior expectations/individual goals and to monitor progress.

Student Court Discipline Proceedings

CHOICE: Students who receive a discipline report which may result in a disciplinary action of more than one day of OSS, but not required by law to be heard at the superintendent/board level may CHOOSE to have a trial by a jury of their peers OR deny their right to a jury trial and present their case to the Judge (Director).

PARTICIPANTS:

Judge – Director or acting administrator

Bailiff – Staff member not directly involved with the incident

Prosecutor – Staff member who issued the discipline slip

Defendant – Student who received discipline slip

Jurors – Seven students (trained in student court proceedings and confidentiality policies) chosen randomly who were **not witness to the incident**

Witnesses – students who saw and/or heard the incident first hand

PROCESS: Director offers student opportunity to have a hearing in student court. Student CHOOSES to have a hearing in student court by filling out a "Request for Hearing Form"

- Jurors drawn at random from students who have been trained in the judiciary referral process
- **Defendant and Prosecutor may excuse one juror each** (if only one juror is dismissed, another juror will be drawn so as to have an un-even number of jurors)
- Judge reads discipline referral report to the Plaintiff, Defendant, and Jury

- Prosecutor presents case and requests witnesses to be called to testify
- Defendant presents case and requests witnesses to be called to testify
- Witnesses called individually to testify and answer jury/judge questions **in the absence of the defendant and prosecutor (witnesses may also be called by the jury or judge to testify).**

  § Jury deliberates behind closed doors to determine guilt or innocence of infraction(s) on discipline referral report with only the Bailiff present to answer questions regarding school policy

- Bailiff calls Judge back to courtroom
- Jury gives verdict to the Judge
- Judge gives instruction as to the parameters of discipline allowed for said infraction(s) per student handbook and board policies
- Jury makes **recommendation** for discipline (sentencing)
- Judge thanks jury for their service and dismisses them to class
- Bailiff calls in Defendant and Plaintiff
- Judge issues discipline to the defendant and contacts defendant's parent/guardian
- Defendant may appeal discipline (due process – see student handbook)

Suspension Procedure as Administered by the Director/Dean of Students

Prior to issuing an out-of-school suspension, the following seven factors will be considered: student's age, discipline history, disability status, threat to safety, restorative practices and lesser interventions.

1. The student shall be informed of the specific charges that could be the basis for disciplinary action.

2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended, the administrator will notify the parent/guardian as soon as possible relating the reasons, and the steps necessary to effectuate the student's return.
4. If an out-of-school suspended student is on any Chippewa Hills school property or at any Chippewa Hills school function, the student's suspension may be extended.

The goal of the discipline procedure is to deter students from making poor decisions regarding their behavior. Referred students shall progress through the discipline procedure upon each additional referral. Misconduct is cumulative, with each consequence more severe than the previous. Students who are unable to adjust their behavior over time could face expulsion.

In case of such misconduct as stated above, both the student and his/her parents or legal guardian will be informed of the offense and conditions of punishment.

Suspension from Class, Subject, or Activity by Teacher- Board Policy 5206E

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student:

A. intentionally disrupted the class, subject, or activity;

B. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or

C. was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Legal authority: MCL 380.1309

Removal From the Program

Students have come to Mosaic School for a variety of reasons. Regardless of why you are here, this may be your last chance at earning a high school diploma from Chippewa Hills School District. It is for this reason that this handbook spells out the expectations and possible consequences for violations of the rules and regulations. These policies are intended to help you become a better person by making you take responsibility for your behavior in a manner that is much more realistic in the world of work or college career life. Students will be given every opportunity to prove their intent to be a successful, responsible participant in the program.

In the event that school is canceled on a day(s) that a student is suspended, the canceled school day(s) does not count as a suspension day(s). The student would serve the suspension the day(s) after school has resumed.

Exceptions to this order of suspension include gross misconduct, such as:

1. Assault
2. Fighting
3. Instigating (Including, but not limited to taunting, verbal or physical gestures, gossiping.)
4. Verbally or physically assaulting staff
5. Possession and/or use of alcohol and/or illicit drugs
6. Possession of a weapon
7. Gang related activity

After considering the required seven factors, these offenses may be punishable by 10-day suspension from the program or referred to the Superintendent for a long-term suspension or to the Board of Education for expulsion.

Expulsion Procedure

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against the student shall be supplied to the student and his/her parent/guardian. Included within this notice shall be a statement of the time and place for the hearing that shall be reasonable for the parties involved.
2. Parent/guardian shall be present at the hearing.
3. Legal counsel may represent the student and parent/guardian.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. The student shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him/her and shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct stated and its decision as to expulsion.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent/guardian.
10. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

Due Process Appeal Procedure

The constitutional rights of individuals assure the protection of due process of law; therefore this system's procedures are developed with regard to the administration of discipline in the schools of Michigan.

Disciplinary authority shall be exercised with reasonableness and fairness.

1. Every effort shall be made by administrators and faculty members to resolve problems through use of school district resources in cooperation with the student and his/her parent/guardian.
2. Students must be given an opportunity for a hearing with the appropriate school administrator if they or their parent/guardian indicates the desire for one. A hearing shall be held to allow the student and parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and parent/guardian allege prejudice or unfairness.
3. If the parent/guardian is dissatisfied with this action, they may appeal to the principal to review the decision.

4. If the suspended student's parent/guardian is dissatisfied with the administrative action, they may request a review of the action by the superintendent or his/her designee (not from the administration of the school in question).

Discipline of Students with Disabilities

The discipline of students with disabilities shall be conducted in accordance with IDEA, Section 504, and State guidelines.

5415 Summer School

The District may offer a summer school program to provide additional educational opportunities for students who need remedial instruction, credit recovery, or enrichment experiences.

The Superintendent or designee will establish and implement procedures for the District's summer school program, if offered, which will be included in the applicable student handbook(s).

5508 Extracurricular and Athletic Trips

The Superintendent or designee will annually publish in the student handbook(s) procedures for student transportation to and from extracurricular and athletic events. The procedures will comply with Policy 3105.

A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a trip may result in disciplinary action and exclusion from future trips.

5803 Student Driving and Parking

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. The building principal or designee will annually publish rules and criteria for student driving and parking in the applicable student handbook(s).

A student who drives to school must register any vehicle driven to school consistent with the rules in the applicable student handbook.

WITHDRAWAL FROM SCHOOL

Any student who withdraws from school, transfers to another school district, or is dropped during the school year must secure a withdrawal form from the school and proceed as follows:

1. Return all textbooks and school materials to the person who issued them and be credited for each item.

2. Pay all fines and school obligations along with returning all library books, equipment and school issued property.

3. Clean out hall locker assigned and have it approved.
4. Leave new address at the office, if known.
5. Have complete form signed by director.

Any student who drops out-of-school prior to the end of a trimester will be marked **"dropped"** on school records and will receive no credit for any incomplete class(es) for the trimester.

COMMUNICATION OPTIONS

You may contact the school office by telephoning 989-967-8150 or 1-800-553-4934, by fax at 989-967-2009, or you may access the school website at www.chsd.us, where you will find Skyward Family Access, enrollment forms, student handbook, school newsletters etc. You may also contact faculty and staff via e-mail:

Dawn Hawley, Principal	dhawley@chsd.us
Valerie Schueller, Dean of Students, Math Teacher	vschueller@chsd.us
Rhiannon Schreiber, Secretary	rschreiber@chsd.us
Rachel Dale, Mental Health Professional	rdale@chsd.us
Virgi Fredrick, Multi-age Teacher, Special Education	vfredrick@chsd.us
Tom Cole, Science Teacher 8-12	tcole@chsd.us
Angela Reid, ELA Teacher 9-12	areid@chsd.us
Gale Beach, Paraprofessional	gbeach@chsd.us
Michelle Redlin, Paraprofessional	mredlin@chsd.us

CHILD ABUSE/NEGLECT

Schools and other institutions shall cooperate with the Family Independence Agency department during an investigation of a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child. However, the department shall notify the person responsible for the child's health or

welfare about the department's contact with the child at the time or as soon afterward as the person can ensure the safety of the child or child's siblings or the integrity of the investigation, but only for the time those conditions exists. If the department has contact with a child in a school, all of the following apply:

A. Before contact with the child, the department investigator shall review with the designated school staff person the department's responsibilities under this act and the investigation procedure.

B. After contact with the child, the department investigator shall meet with the designated school staff person and the child about the response the department will take as a result of contact with the child. The department may also meet with the designated school staff person without the child present and share additional information the investigator determines may be shared subject to the confidentiality provisions of this act.

C. Lack of cooperation by the school does not relieve or prevent the department from proceeding with its responsibilities under this act.

PARENT INVOLVEMENT

We invite parents and volunteers to be actively involved with Mosaic School. Upon registration, each student receives a "Parent Volunteer Opportunities" form. We encourage parents to fill out and return the form to our office. This information is entered into a database and shared with Mosaic Staff members who may then call upon volunteers for various activities. Parents/volunteers may also make arrangements with the office to volunteer in our school. Volunteer opportunities include, but are not limited to: textbook inventory, field trip chaperone, fund raising, office work such as filing, copies, etc., bulletin boards, mentoring, tutoring, textbook/test reader, guest speaker, and school improvement team. All volunteers are subject to mandatory background checks.

UNIVERSAL DESIGN OF LEARNING – UNIVERSAL ACCOMMODATIONS

-Individually paced learning for guided learning and Apex courses

-Verbal praise

-Test in small groups/tests read aloud for math, social studies and science (ELA when appropriate)

-Predictable daily schedule

-Access to assistive technology for writing assignments

-Directions clarified and reworded when necessary

-Preferential seating is available (i.e. needing to sit in front to see the board more clearly)

-Directions repeated

-Teacher directed instruction

-Extended time for work completion

-New concepts and skills related to meaningful examples

-Large assignments broken down in smaller tasks

-Visual schedules and target goals posted in the classroom

-Math reference sheets are available

-Individual conferences for feedback

-Formative assessment for lesson feedback

-Computer math programs provided for re-enforcement of skills

-Chill pass to office or designated area (exit/entrance must not cause a disruption to the learning environment)

-Flexible individual student course scheduling @ high school level

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinators

Joseph Szombati
19701 30th Ave. Barryton, MI 49305
989-382-5311
jszombati@chsd.us

G'ne Jorgensen
3311 N. School Rd. Weidman, MI 48893
989-644-3430
gjorgensen@chsd.us

MOSAIC SCHOOL HANDBOOK

Please choose ONE of the following options:

_____ My student and I will review the student handbook on-line via the district website at www.chsd.us

OR

_____ My student and I have received a printed copy of the student handbook.

_____ _____

Student signature Date

_____ _____

Parent signature Date

Mosaic School Field Trips

_____ has my permission to attend all Mosaic School field trips. He/she also has my permission to be transported to and from any field trip or school activity by current means available through the Chippewa Hills Mosaic School via bus or school van.

_____ _____

Parent signature **Date**

I am requesting that Chippewa Hills Mosaic School display in Mosaic School a visual of my progress toward reaching my goal of graduation. This may be in the form of graphs or charts. I understand that this visual will in no way reflect my grades or overall GPA. The purpose of the charts/graphs is so that I may on a daily basis visualize my goal and overall progress toward reaching that goal.

_____ _____

Student signature Date