

# **CHEBOYGAN AREA SCHOOLS**

## **District Student/Parent Handbook**

### **2024 - 2025 School Year**

*Welcome to the Cheboygan Area Schools. All of the members of the staff and administration are pleased that you have selected our district to meet the educational needs of your child, and we would like to assure you that we will do our best to help make the educational experience of your student(s) highly productive and successful.*

#### **High School (627-7191)**

Marty Mix – Principal  
Ben Wilson- Assistant Principal  
Ryan McClintic - CTE Administrator  
Jason Friday – Athletic Director  
Lisa Gibbons– Assistant Athletic Director  
Madilyn Elliott – Lead Secretary  
Tracy Tamlyn - Secretary  
Cris Nesbitt – Secretary  
Sue Baller – Guidance Secretary

#### **Middle School (627-7103)**

Benjamin Schley – Principal  
Renee LaRocque – Secretary

#### **Intermediate School (627-7103)**

Jim Tamlyn - Principal  
Theresa Inglis - Secretary

#### **East Elementary (627-5211)**

Deanna Duffton – Principal  
Erica Castro – Secretary

#### **Inverness School and Virtual Academy (627-5613)**

Kris Jewell – Principal  
Carla Jankoviak – Secretary

#### **Board Office (627-4436)**

Spencer Byrd – Superintendent of Schools  
Elizabeth McNeil - District Special Education Administrator  
Jamie McClintic - Director of Instructional Support  
Marlene Alexander – Human Resource Manager  
Laura Nestle – Business Manager  
Jordan Anderson – Director of Technology  
Leanne Milliman - Central Office Director  
Crystal Pilon- Central Office Secretary

#### **Bus Garage (627-4422)**

Steve Fleming – Transportation, Maintenance & Grounds Manager  
Tammy Kage – Student Transportation Director

#### **Food Service (627-6541)**

John Galacz - Food Service Director

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**CHEBOYGAN AREA SCHOOLS**  
**2024-2025 SCHOOL CALENDAR**

Aug 27	New Teacher Orientation
Aug 28	Professional Development Day for Teachers - Counts as Instruction Day
Aug 29	Welcome Back! First Day for All Staff + PD – Counts as Instruction Day
Sept 3	First Day for Students
Oct 2	Half Day for Students – PD for Teachers
Oct 31	End of 1st Marking Period (45 days)
Nov 1	No School for Students – COPESD PD Teachers – Counts as Instruction Day
Nov 13	Parent Teacher Conferences - Evening
Nov 14	Half Day for Students – Afternoon and Evening Parent Teacher Conferences
Nov 15	No School for All
Nov 27	Half Day for Students and Staff
Nov 28-29	Thanksgiving Break – No School
Dec 4	Half Day for Students – PD for Teachers
Dec 23-Jan 3	Christmas Break – No School / Classes resume January 6
Jan 16	Half Day for Student Exams – Work Day for Teachers
Jan 17	Half Day for Student Exams - Work Day for Teachers
End of 2nd	Marking Period (43 days), End of 1st Semester (88 days)
Feb 5	Half Day for Students - PD for Teachers
Feb 10	Winter Break Day – No School for Students and Staff
Mar 5	Half Day for Students - PD for Teachers
Mar 21	End of 3rd Marking Period (44 days)
Mar 24-28	Spring Break – No School / Classes resume March 31
April 9	Half Day for Students – PD for Teachers
April 16	Half Day for Students – Afternoon Parent Teacher Conferences
April 18	Good Friday – No School for All
May 7	Half Day for Students – PD for Teachers
May 26	Memorial Day – No School for All
June 5	Half Day for Student Exams - Work Day for Teachers
June 6	Half Day for Student Exams – Work Day for Teachers
End of 4th	Marking Period (48 days), End of 2nd Semester (92 days)

**REGULAR MEETINGS OF THE BOARD OF EDUCATION**  
**CENTRAL ADMINISTRATION OFFICE – 7461 N. Straits Highway**

Meetings convene at **6:30 P.M.** on the dates listed below:

February	26	2023	Regular Meeting
*March	18	2023	Regular Meeting
April	22	2023	Regular Meeting
*May	20	2023	Regular Meeting
June	24	2023	Regular Meeting
July	22	2023	Regular Meeting
August	26	2023	Regular Meeting
September	23	2023	Regular Meeting
October	28	2023	Regular Meeting
November	25	2023	Regular Meeting
*December	16	2023	Regular Meeting
January	27	2024	Organizational Meeting

\* Indicates NOT the fourth Monday of the month

**BOARD OF EDUCATION MEMBERS**

**2024-25**

**President** - Amber Hansen

**Trustee** - Debra Buehner

**Vice President** -

**Trustee** - Travis Neville

**Secretary** - Julie Lohela

**Trustee** - Rich Pilon

**Treasurer** - Matt Mlynarchek

**Trustee** - Tim Tarjeft

**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 August 2024. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: [www.chebschools.org](http://www.chebschools.org) by clicking on "CAS Student Handbook" and finding the specific policy or administrative guideline in the Table of Contents for that section.

**FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you 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. 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.

School officials are responsible for interpreting the handbook. and, if a situation is not specifically addressed, the school will make decisions based upon staff discretion, applicable Board policies and state and federal statutes and regulations, consistent with the school's best interest.

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 October 28, 2024. If any of the policies or administrative guidelines referenced herein are revised after October 28, 2024, the language in the most current policy or administrative guideline prevails.

# CHEBOYGAN AREA SCHOOLS

## Strategic Plan 2023-2028

### VISION

A thriving community with a collaborative culture that empowers every individual to realize their full potential.

### MISSION

To provide a caring environment that empowers a community of diverse learners pursuing their full potential and positively contributing to society.



### WE BELIEVE:

- in a safe, inclusive, and collaborative environment that maximizes growth
- character development is an integral part of life-long success
- in fostering self pride in all achievements
- in making all students life ready through quality education

### GOALS

#### ACADEMIC

CAS will offer a variety of constantly evolving and highly engaging education opportunities that empower students.

#### LEARNING ENVIRONMENT & CULTURE

CAS will provide a welcoming and safe environment that includes innovative and enriching programs for all.

#### COMMUNICATION & COMMUNITY ENGAGEMENT

CAS will promote consistent two-way communication and partnerships that engage our community.

#### PERSONNEL & LEADERSHIP

CAS will attract, develop, retain, and invest in quality personnel.

#### OPERATIONS/FINANCE

CAS will be fiscally responsible and innovative to facilitate continued improvement of the district.

## **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 the School District's Coordinator listed below:

Spencer Byrd  
7461 N Straits Hwy  
Cheboygan, MI 49721  
(231) 627-4436

Complaints will be investigated in accordance with the procedures as described in Board Policy 3118. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Coordinator, Spencer Byrd, can provide additional information concerning equal access to educational opportunity.

## **NON-DISCRIMINATION STATEMENT**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Cheboygan Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment.

For information, contact Spencer Byrd, Civil Rights Coordinator at 7461 N Straits Hwy, Cheboygan, Michigan 49721 or call (231) 627-4436.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **TITLE VI**

“No person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program receiving Federal financial assistance.” (34 CFR, S103.3)

If you have questions, contact: Jamie McClintic, Title VI Coordinator, at 7461 N Straits Hwy, Cheboygan, Michigan 49721 or call (231) 627-4436.

## **TITLE IX**

“No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” (34 CFR, S106)

Title IX of the Education Amendments of 1972, as amended, is designed to eliminate (with certain exceptions) discrimination on the basis of sex/gender in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in part 106.

If you have questions, contact: Spencer Byrd, Title IX Coordinator, 7461 N Straits Hwy, Cheboygan MI 49721, (231) 627-4436.

Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

## **TITLE II**

“No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to Discrimination by any public entity.” (S35.130)

28 C.F.R. part 35, effectuates Title II of the Americans with Disabilities Act of 1990, which is designed to eliminate discrimination by public entities on the basis of disability.

If you have questions, contact Spencer Byrd, 7461 N Straits Hwy, Cheboygan MI 49721, (231) 627-4436.

## **SECTION 504**

“No otherwise-qualified individual with a disability in the United States, shall, solely by reason of his or her disability, as defined in section 706(8) of this title, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...” (29 U.S.C. S794(b))

To inquire about the 504 process a parent should contact:

Elizabeth McNeil  
504 Coordinator  
Cheboygan Area Schools  
7461 N Straits Hwy  
Cheboygan, MI 49721  
Telephone (231) 627-4436

Or the Director of the Office for Civil Rights of the U.S. Department of Education.

## **GRIEVANCE PROCEDURE**

**Title VI of the Civil Rights Act of 1964**

**Title IX of the Education Amendment Act of 1972**

**Title II of the Americans with Disability Act of 1990**

**Section 504 of the Rehabilitation Act of 1973**

**Age Discrimination Act of 1975**

### **Section I:**

The any person believes that Cheboygan Area School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, or Section 504, or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Local Title VI Coordinator, Jamie McClintic; Title IX Coordinator, Spencer Byrd; or Section 504 Coordinator, Elizabeth McNeil.

### **Section II:**

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Title VI, Title IX or Section 504 Coordinators, who shall in turn investigate the complaint and reply with an answer to the complaint within five (5)

business days. If this reply is not acceptable to the complainant, he may initiate formal procedures according to the following steps:

- 1** A written statement of the grievance signed by the complainant, shall be submitted to the local Title VI, Title IX, or Section 504 Coordinator within five (5) business days of receipt of answer to the informal complaint. The Coordinator shall further investigate the matter of grievance and reply in writing to the complainant within five (5) business days.
- 2** If the complainant wishes to appeal the decision of the local Title VI, Title IX, or Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within (10) business days.
- 3** If the complainant remains unsatisfied, he may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
- 4** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington , D.C.  
2020

#### Discrimination Complaint Forms

Forms are located in the main office of each school or at the District Office. Submit all copies to the Principal or the immediate supervisor or their respective secretaries. The person receiving the complaint will sign indicating receipt, and date and number the complaint. One copy will be returned to the Complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be sent to the Complaint Investigations Officer.

#### **PARENT INVOLVEMENT**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishment of the learning outcomes;
- B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. Establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. Establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. Providing for the proper health, safety, and well-being for their child;
- F. Developing English language proficiency.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a Parental Involvement Plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parental Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

- A. Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- B. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan along with a tardy plan.
- C. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- D. Post PTA/PTO meetings, and parent involvement meetings on the District website and via-e-mail.
- E. Publish District and/or School Building Newsletter(s) informing parents about the Parental Involvement Plan and other events at the school(s). This newsletter will also send a positive invitation to parents to participate in various activities while providing parents information at a glance about scheduled District and school meetings and activities.
- F. Send home a parent-student-teacher compact that outlines how parents and school staff will share the responsibility for improved student achievement of their children. This compact shall be discussed and revised as necessary at least annually at school meetings.
- G. Maintain a consistent, District wide effort to communicate regularly with parents. Teachers are encouraged to contact new students by mailing welcome notes.
- H. Schedule at least one (1) student conference annually with the teacher(s) to inform parents of the student's progress.
- I. Distribute periodic weekly elementary newsletters from teachers informing parents of upcoming District events and curriculum being taught.
- J. Send folders home (each week, bi-weekly, monthly) to keep parents of elementary students abreast of individual student progress and maintain open lines of communication.
- K. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.

- L. Encourage continued positive partnership involvement throughout the community by staff and administrators.
- M. Establish after school academic clubs to provide students additional opportunities to develop skills.
- N. Have the District's high school students offer tutoring through the National Honor Society upon request.
- O. Have students perform at various functions throughout the community.
- P. Encourage parents to serve as chaperones for class field trips and other school activities.
- Q. Provide parenting classes throughout the year.
  
- R. Have school administration and staff provide test data and interpretation meetings to allow parents to ask questions.
- S. Use digital classrooms or similar forms of communication to inform homes of various assignments and activities. Utilize the website as available.
- T. Place current and accurate announcements on the schools marquis throughout the District.

### **Relations with Parents**

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. Participating in school functions, organizations and committees;
- B. Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. Requiring their child to observe all school rules and regulations;
- D. Supporting or enforcing consequences for their child's willful misbehavior in school;
- E. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. Reading all communications from the school, signing, and returning them promptly when required;
- H. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

### **SCHOOL DAY**

East Elementary will begin at 8:15 and dismiss at 3:05. Cheboygan Intermediate, Middle School, High School, Inverness Academy begin at 8:00 am and dismiss at 2:50 pm.

Supervision of students by school staff begins at 7:45 am and ends 15 minutes after students are dismissed. Any students in buildings after this time must be under the direct supervision of a staff member or administrator.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building administrator. 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 responsibility of the 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.

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, the office, or the Thunder Bay Health Center. If minor, the student will be treated and may return to class. If medical attention is required, the office will contact the parent and appropriate measures will be taken to ensure the well being of the student.

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

## **HOMEBOUND INSTRUCTION**

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building administrator. 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.

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. Building administration will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state 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**

#### **East Elementary School (K-2), Cheboygan Intermediate School (3-5)**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the building principal.

#### **Middle School (6-7), High School (8-12), Inverness Academy (9-12), Virtual Academy (7-12)**

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 main 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 should be approved with a pass or schedule change.

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.

### **TRANSFERS OUT OF THE DISTRICT**

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

### **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 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office or through the Thunder Bay Health Clinic.
- D. Medication that is brought to school will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

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**

#### Elementary (Grades K to 5)

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

#### Secondary (Grades 6 to 12)

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

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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

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

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

### **CONTROL OF 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/CHILD FIND**

Child Find is a program by the Individuals with Disabilities Education Act (IDEA) that requires districts to identify, locate and evaluate children (birth through age 25) with disabilities, including children who are homeless, wards of the state, migrants and those who attend private schools. The primary purpose is to identify children who have a disability that affects his or her progress in the general education curriculum. This information is used to determine if the student is eligible for special education programs and services or a 504 and to address the unique needs of the student.

Cheboygan Area Schools have a legal responsibility to provide a free and appropriate public education for all students with disabilities who reside within our district. Any parent, physician, agency, or individual may refer a child to Child Find by written request or by contacting Elizabeth McNeil, District Special Education Administrator for Cheboygan Area Schools at 231-627-4436 or [mneile@chebschools.com](mailto:mneile@chebschools.com). When a request for an evaluation is received, the district must provide notice and request parental consent. Parental consent must be obtained before initiating the evaluation process. Only a parent or a school district is permitted to request an initial evaluation. Within 10 school days of the received request, the district will respond to the request.

Admin and behavior/academic support specialists will review files of incoming students to identify any challenges, supports needed, 504, academic or behavior plans. This will be communicated to teachers in a grade level meeting.

- a. Develop 504, academic or behavior plan as necessary
- b. REED activation form as necessary

If the student received special education services in a previous school/district, the special education teacher will be notified to schedule an IEP and the COP ESD will be notified.

School-aged students enrolled in Cheboygan Area Schools are provided with multiple tiers of intervention when difficulties arise. The Child Find team monitors each student's performance through the tiers of intervention. If these interventions do not achieve expected results, the team may refer the student for a special education evaluation or a 504 plan. However, at any time the parent may still request an initial evaluation to determine if their child meets eligibility requirements, regardless of the district's use of the multiple tiers of intervention. These interventions cannot be used to delay or deny the provision of an initial evaluation or a free and appropriate education.

### East Elementary/CIS 3 Tiers of Intervention

<b>Tier I: Whole Class</b>	<b>Tier II: Small Group Interventions</b>	<b>Tier III: Intensive Interventions</b>
In the general education classroom, all students are taught using research based instructional methods.	If your child is not making adequate progress in Tier I he'll receive additional lessons in small groups based on the skill that is deficient. This could be academic or social emotional.	If your child is not making adequate progress in Tier II interventions he'll receive more intensive instruction in a specific skill area in addition to Tier I and Tier II instruction.
The entire class is screened to identify students who are at risk of failing academically. Kids may work in small groups in the classroom as the teacher uses differentiated instruction to target different skill levels and learning styles.	Students receiving Tier II supports are progress monitored biweekly.	Progress monitoring will take place biweekly.
Social Emotional skills are taught directly to the class to all students.	Tier II academic interventions can take place in the classroom or may be pulled out of the classroom using research based intervention strategies while the rest of the class does enrichment activities.	Tier III academic intervention groups are pulled out of the classroom with 1- 3 students using research based intervention strategies while the rest of the class does enrichment activities.
All student progress is tracked using a validated measurement tool. The school will let you know if your child is struggling and will update you on RTI progress.	Tier II social emotional interventions could be a small group pull-out, one-on-one check-in check-out system or other accommodation that would be appropriate for the student.	Tier III social emotional interventions are based on individual student behavior plans developed through behavior analysis.
		If your child is not making adequate progress in Tier III he may be referred for an evaluation for special education.

### Cheboygan Middle School/Inverness Academy/High School Academic Behaviors

Tier I: Whole Class	Tier II: Small Group Interventions	Tier III: Intensive Interventions
Common classroom expectations	Academic contracts	Meetings with / collaboration with academic coaches, counselors, parents and teachers
Monthly acknowledgement assemblies or Mind Up	Academic meetings with parents and teachers	Academic Support Room at the High School
Chief Bucks (Middle School & Inverness only)	Individualized reward systems for motivation	Individualized learning plan
Common folder/organizational system taught to all students	Small groups within classrooms or Academic support room	

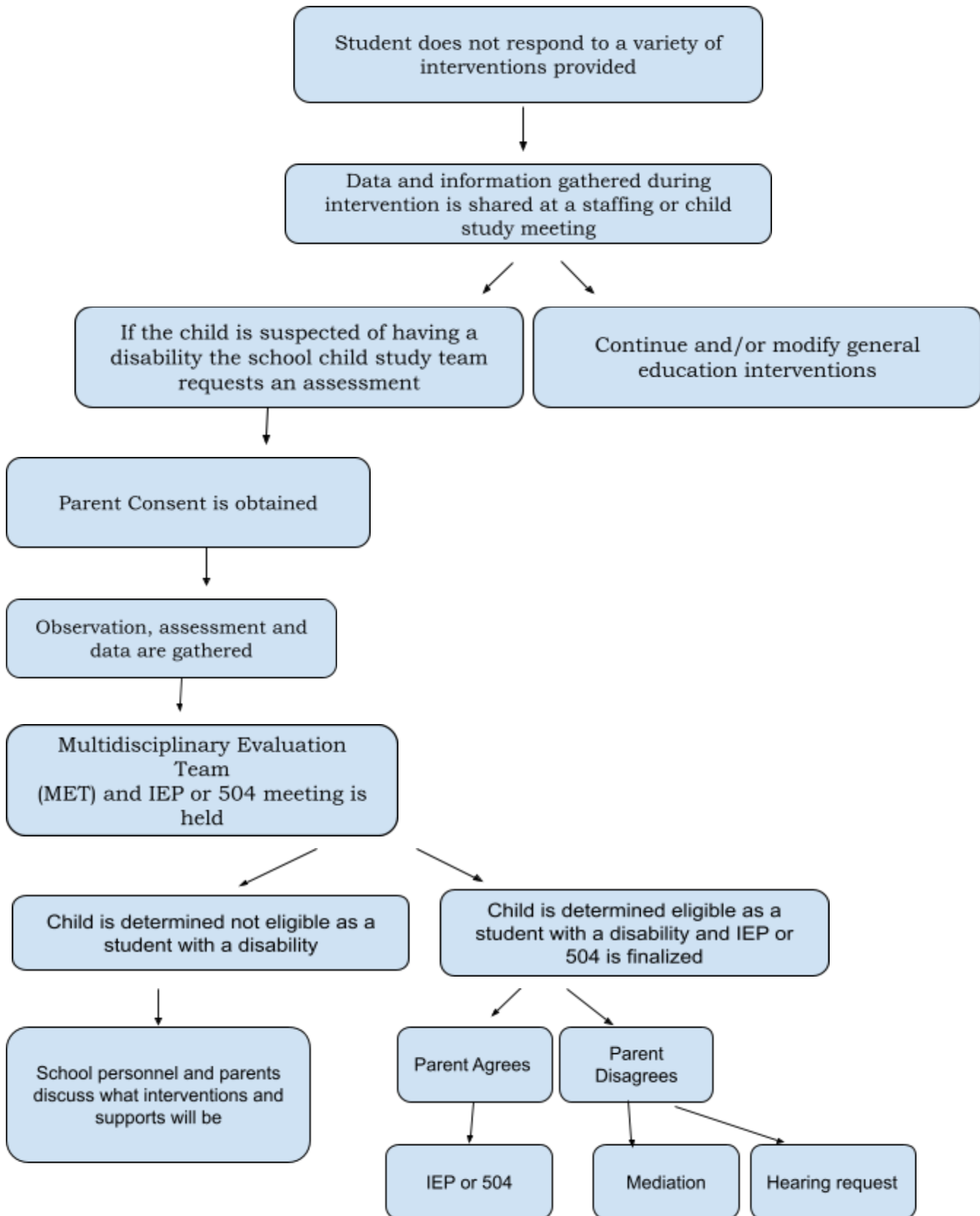
## Social Behaviors

Tier I: Whole Class	Tier II: Small Group Interventions	Tier III: Intensive Interventions
Common behavior matrix and lesson plans	Behavior contracts	Individualized daily behavior forms
Monthly acknowledgement assemblies	Behavior plans	Meetings with / collaboration with physicians, counselors, other services providers
Chief Bucks	Individualized reward systems	Scheduled breaks
True Success	Check in-check out	Instruction in Peer Relationships
	Behavior meetings	Instruction in Emotional Regulation

Each student suspected of having a disability will be evaluated by a multidisciplinary evaluation team who will make a recommendation of eligibility. The team is composed of certified, highly qualified staff, such as psychologists, social workers, speech therapists, and other ancillary staff. These evaluators will prepare a report to be presented to the IEP team. The report shall include information needed to determine the eligibility of the student, the student's present level of academic achievement and functional performance, and any educational needs of the student. The evaluation will be completed and, if eligible, an offer of free and appropriate education (FAPE) will be provided within 30 school days from the date the written parental consent to evaluate is received.

If the child is eligible for special education, a program and/or services will be developed to meet the child's individual needs. Special Education services may include academic programs and/or ancillary support services. Ancillary services may include social work services, physical therapy, occupational therapy, and speech and language services. Consultation services from social workers, school psychologists, and teacher consultants for students with visual or hearing impairment, or autism, are available when needed. Programs and services are dependent upon the individual needs of the student. Within seven school days from the date of the IEP team meeting the parent will be provided with written notice of an offer of a FAPE or determination of ineligibility. The notice shall identify where the programs and services are to be provided and when the IEP begins. The parent has 10 school days after receipt of the notice of an initial offer of a FAPE to provide written parental consent. The child's IEP will be implemented by the district within 15 school days from the receipt of consent, unless a later date is agreed upon by the district and the parent.

## Cheboygan Area Schools Child Find Planning Process



## **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 (see AG 8350). 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 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 which can be found at [www.cheschools.org](http://www.cheschools.org)

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

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

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;

- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

## **ARMED FORCES RECRUITING**

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

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

## **STUDENT FEES, FINES, AND SUPPLIES**

The Cheboygan Area Schools may charge specific fees for 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. (See Policy 5404)

Please contact individual buildings for current activity and program offerings at each grade level.

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.

## **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 safe-keeping 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. 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 the food service director, John Galacz, 231-625-3794.

The school participates in the National School Lunch Program and makes lunches available to students. Ala carte items are available in the Intermediate School and High School. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Free breakfast and lunch is available to all students daily.

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 John Galacz, Food Service Director at 231 625-3794 or galaczj@chebschools.com.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a specific announcement over the P.A. system and/or intercom followed by specific instructions.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a school-wide announcement through the P.A. system and/or intercom.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations. In addition, parents will receive an automated call, text or email provided the parent has provided accurate and current contact information.

Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety 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.

**USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

## SECTION II - ACADEMICS

### FIELD TRIPS

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

### GRADES and GRADING PERIODS

Cheboygan Area Schools have standard grading procedures, 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 inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Students shall receive a progress report during the grading period and report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term.

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

### PROMOTION, PLACEMENT, AND RETENTION

**Promotion** – A student has completed all curriculum standards to advance to the next grade

**Placement** – A student may be recommended for placement when he/she has not met all the grade level curriculum standards for the present grade, but is being placed in the next grade by Parent and Teacher Request. Parent/Teacher/Principal must meet to discuss this prior to the end of May.

**Retention** – A student may be recommended for retention by the teacher, parent, and Child Study Team. A meeting must be held with the principal, parent, teacher, and members of the Child Study Team prior to the end of May.

#### **Elementary - Intermediate School - 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 passing 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 in 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 and a counselor will be pleased to answer any questions.

### GRADUATION REQUIREMENTS

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 IEPC 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 5409 in the Board Policy manual.

Specific course requirements are:

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Foreign Language	2 credits
Health/Phys. Ed.	1 credit
VPAA	1 credit

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed in the enrollment packet.

### **STUDENT ASSESSMENT**

All students will participate in State required testing including:

SAT, WorkKeys- 11th grade

PSAT - 8th, 9th, 10th grades

M-STEP or MiAccess - 3rd through 8th grades and 11th grade

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Parents and students should watch school newsletters and the local press for announced testing times.

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

### **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 building principal at your child's building/school (telephone) to inquire about evaluation procedures and programs offered by the District.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The Cheboygan Area Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

Extra-curricular activities do not reflect the School curriculum, but 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 activities of their choosing, as long as they meet the eligibility requirements.

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

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

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot.

### **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 his/her counselor to discuss any legal requirements and obtain any needed documents.

## SECTION IV - STUDENT CONDUCT

### ATTENDANCE

#### **School Attendance Policy**

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

It is the belief at Cheboygan Area Schools that there is a direct correlation between academic achievement and regular attendance. Good school attendance is part of the self-discipline that CAS works to instill in every student. Meeting the responsibilities of school each day will benefit students throughout their future education and employment. Through the cooperative efforts of parents, students and the school, each student will develop these positive attendance practices.

**Students** are expected to be in school and on time to class every day. Students must be aware that class discussions are integral to many courses and foster critical thinking. These discussions cannot be replicated. Students must be attentive and prepared with the appropriate materials to contribute to these discussions.

**Parents** are expected to notify the school of an absence within 24 hours. Every effort should be made to schedule appointments outside of school hours. In addition, family vacations should be planned during holidays and vacations outlined on the school calendar. Parents are expected to encourage regular and prompt attendance to school.

**Teachers** are expected to maintain accurate daily attendance records. Teachers have the professional responsibility to begin class on time and provide a consistent classroom environment. In addition, teachers are expected to communicate with counselors and administrators to help detect attendance problems early.

**Administrators** are expected to coordinate the efforts of students, parents and staff when student attendance is adversely affecting school success. Administrators will work with the School Resource Officer to enforce the necessary steps and procedures as described in this handbook.

#### **Truancy**

Excessive absence from school (truancy) is not acceptable. After fifteen (15) absences a student will be considered 'truant' and will be referred to the school attendance officer for further investigation and/or actions.

#### **Inverness 100% Virtual Students (Inverness Academy)**

Attendance for virtual students is based on time on task, whether the student is on pace and weekly communication with the teacher. Students are considered truant if there is no participation in the online courses for more than one week without prior approval or if the three attendance pillars are misaligned. Truancy will be reported to proper authorities. Students who have not worked in a course for 4 weeks may be dropped from that course without prior notice. All students working virtually are required to sign the current attendance agreement at the beginning of each school year.

**Suspensions** are counted as excused absences and are assigned for disciplinary reasons. Work may be made up during the period of suspension at full credit, but must be turned in immediately upon the student's return to class. In some situations, teachers may be unable to provide work during the period of suspension. In these cases, it is the responsibility of the student to meet with the teacher and make up the work.

### **Absence Verification and Communication**

Notification to the school: When a student is absent from school, the parent must notify the office by phone or by note as soon as possible, but no later than the next school day after the absence. If no contact to the school is made one school day after the absence, the absence will be considered unexcused. Prolonged absences due to illness will require specific documentation from the attending physician.

Notification to the parent: When a student is absent from school and the absence is still unverified, parents will be contacted by your child's school. Parents will also receive attendance letters after 10 and 15 cumulative absences from the administrator and /or attendance officer. Parents may be required to meet with the school and attendance officer as necessary. A student will be considered "truant" after fifteen (15) absences and will be referred to the Cheboygan County Family and Probate Court.

### **Arriving To and Leaving School**

Students should not arrive at school earlier than 7:45 am (unless enrolled in a Zero Hour course).

Parents of elementary and intermediate students should send notes in with their child whenever they have made other arrangements for them after school.

Students (at any level/building) who arrive at school late must check in at the main office.

No student will be allowed to leave school prior to dismissal time without prior permission by a parent. No student will be released to a person other than a custodial parent(s) without permission by the custodial parent(s) or guardian. The person other than the custodial parent picking up the student may be required to show identification.

To release a student during the school day:

1. Parent sends a note to or calls the office stating the time of dismissal.
2. No student will be released from school unless a parent contact is made either by note or phone.
3. Elementary - Intermediate -Middle School - a parent, guardian or authorized adult must report to the office to sign out / pick up student(s).
4. High School - Inverness - a parent may report to or call the office to sign out / pick up students(s).

Students (at any level/building) who leave before the end of the school day must check out at the main office.

### **Make-Up of Tests and Other School Work**

Students who are excusably 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 his/her teacher as soon as possible to obtain assignments. Make-up work due to suspension must be completed.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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 students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

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

### **Expected Behaviors**

Each student shall be expected to:

- Abide by national, State, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Appropriate dress may differ at each grade level. Specific dress codes are identified in individual building sections of this handbook.

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.

### **Care of Property**

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

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

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

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

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. Disciplinary consequences for these behaviors are outlined in individual building sections of this handbook.

***Use/Possession/Under the Influence of Drugs/Alcohol***

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited.

***Use/Possession of Tobacco/E Cigarettes/Vapes***

"Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

***Student Disorder/Demonstration***

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity.

***Possession of a Weapon***

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors (box cutters/utility knives), clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, pepper spray, or device that can be converted into such a destructive item
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.

***Use of an object as a weapon***

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

### ***Knowledge of Dangerous Weapons or Threats of Violence***

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

### ***Arson***

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

### ***Physically/Sexually Assaulting a Staff Member/Student/Person Associated with the District***

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

### ***Verbally Threatening a Staff Member/Student/Person Associated with the District***

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

### ***Extortion***

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

### ***Gambling***

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

### ***Falsification of School Work, Identification, forgery***

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. This may include work created by Artificial Intelligence (A.I.).

### ***False alarms, false reports, and bomb threats***

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt.

### ***Explosives***

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.

### ***Trespassing***

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.

### ***Theft***

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the teacher. The school is not responsible for personal property.

### ***Disobedience/Insubordination/Refusal Behavior***

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

### ***Damaging Property***

Vandalism and disregard for school property will not be tolerated.

### ***Persistent Absence or Tardiness***

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence will lead to a parent meeting, or referral to a truant officer and/or the courts.

### ***Unauthorized Use of School or Private Property***

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines.

### ***Refusing to Accept Discipline***

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

### ***Aiding or Abetting Violation of School Rules***

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion.

### ***Displays of Affection***

Students demonstrating affection between each other is personal and not meant for public display. This includes inappropriate touching, petting, or any other contact that may be considered sexual in nature.

### ***Cell Phones/Wireless Communication Devices (WCDs)***

Procedures for cell phone/WCD use vary at each educational/age level:

High School: Students may use WCDs before school, during lunch and after school. WCDs must be turned off during all instructional time except when specifically permitted by teachers.

Inverness: Students may use WCDs before school, during lunch and after school. WCDs must be turned in to the office during instructional time.

East Elementary, Intermediate and Middle School: Students may not use WCDs unless specifically permitted by the teacher for educational purposes only. WCDs must be turned off and remain in the students' backpacks.

Except as authorized under Board policy, use of cell phones/WCDs in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

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

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the test/exam and be suspended.

#### ***Violation of Individual School/Classroom Rules***

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

#### ***Violation of Bus Rules***

Please refer to ‘Section V’ on transportation for bus rules.

#### ***Disruption of the Educational Process***

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

#### ***Harassment***

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

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

Harassment through any means, including electronically transmitted methods, may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent at the Board Office, (231) 627-4436. Complaints will be investigated in accordance with Board Policy 5207.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those individuals identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

### **Harassment**

- A. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;

- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. MCL §722.621 et. seq.

### ***Hazing***

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiates.

### ***Bullying and Other Aggressive Behavior***

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly

prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those

identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### ***False Reports/Non-Retaliation***

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

“Aggressive Behavior” is defined as inappropriate conduct that is repeated or serious enough to negatively impact a student’s educational, physical or emotional well being. Such behavior includes bullying, hazing, stalking, intimidation, menacing, coercion, name calling, taunting, threatening, hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school sponsored activity or event whether or not it is on school premises. It also includes conduct using a telecommunications access or device or service provider that occurs off school premises if either owned by or under the control of the District.

“Bully” is defined as any gesture or written, verbal, graphic or physical act (including electronically transmitted acts) that, without regard to its subject matter or motivating animus, is intended or that is reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits or programs of one (1) or more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the school's educational programs or activities by placing the student in reasonable fear or physical harm or by causing substantial emotional distress
- C. having an actual and substantial detrimental effect on a student's physical or mental health and/or
- D. Causing substantial disruption in or a substantial interference with the orderly operation of the school.

Bullying can be physical (ie hitting, kicking, spitting, taking personal property, impeding movement, unwelcome physical contact), verbal (ie) taunting, malicious teasing, name calling, making threats), psychological (ie spreading rumors, manipulating social relationships, engaging in social exclusion) or a combination of all three. Bullying may occur in different ways including but not limited to notes, emails, social media postings and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

### ***Criminal Acts***

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

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

### ***Profanity***

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **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 on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two Types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It may include:

Loss of privilege	Change of seating or location
Lunch/After school detention	In-school restriction
Saturday school	

### Detentions

A student may be staying after school or asked to come to school early by a teacher, after giving the student and his/her parent one (1) day's notice. This student or his/her parents are responsible for transportation.

### In- School Discipline

The Saturday School will be in session from 9:00am to 12:00pm. Saturday School is only available to students in grades 6-12.

Assigned students will attend a continuous three (3) hour period during which time they will be permitted one (1) break as needed. Each student shall arrive with sufficient educational materials to remain busy during this three (3) hour study period.

A student missing any portion of his/her assigned time in Saturday school may be given an additional Saturday school assignment. Failure to serve Saturday school assignment(s) may lead to a suspension from school for a period not to exceed three (3) days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to both in-school restriction and Saturday school:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No radios, cards, magazines, or other recreational articles shall be allowed in the room.

No food or beverages shall be consumed.

Transportation to and from Saturday school shall be the responsibility of the student.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1)

School day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to 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. The school district will consider the seven (7) factors that must be considered prior to suspending or expelling a student in all cases, except in the case of firearms (State law mandates expulsion for firearm possession):

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. 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 band and athletics can lose their eligibility for violation of the School rules.

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 the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **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.), or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS RIGHTS**

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

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed,

within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed after the return to school and/or while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

#### **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 Board meeting;
- \* The length of the recommended suspension or a recommendation for 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 transfer 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, potentially at their own cost, a transcript of the hearing, if the Board/hearing officer approved.

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

After notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before the official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The Cheboygan Area Schools make 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 Superintendent.

### **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. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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.

### **VIDEO CAMERAS**

The Board of Education has installed video cameras throughout the district school buildings to assist in monitoring student behavior. Recording of the students is done on a random-selection basis, to be used as a tool in preventing behavior issues throughout the school facilities. The video cameras are mounted in fixed positions and are programmed for continuous recording.

If a student misbehaves and his/her actions are recorded, the video will be submitted to the principal and may be used as evidence of the misbehavior. As these videos may be considered part of a student's record, they can be viewed only in accordance with Federal law. Due to FERPA protections these videos are to be viewed only by school personnel and/or law enforcement.

## **STUDENT ACTIVISM/RIGHTS OF EXPRESSION**

It is the policy of the Board of Education to encourage students to express opinions and ideas, take stands, and support policies, publicly or privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program or present a health or safety hazard. Students may advocate change of law or school regulations and pursue their advocacy by due process means.

Students may not use obscene, slanderous, or libelous statements, disruptive tactics, or advocate violation of the law or school regulations.

Students may not leave school grounds during the school day without permission per the attendance policy. Leaving school without permission is prohibited by the student handbook and students who leave campus without permission during the school day may be counted tardy or absent. Students may also receive additional consequences in accordance with the Student Code of Conduct.

The rules above are not meant to be an all-inclusive list; they are meant to be guidelines to help school administration deal appropriately with student activism as it applies to the health and safety of every student, the general order of the school system, and the proper functioning of the educational process. Students are to conduct themselves in a manner that is not distracting or disruptive to the educational process.

Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. Is obscene to minors, libelous, indecent and pervasively 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, 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 building principal twenty-four (24) hours prior to display.

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

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.

## **SECTION V - TRANSPORTATION SERVICES**

School transportation is not a mandated service, but a privilege. Students who fail to comply with all transportation rules and guidelines may forfeit their right to use any school transportation service.

### **ELIGIBILITY**

The school will provide transportation for all students who live legally in the Cheboygan district and live a distance from school that exceeds the board established distance making the student eligible for service. The transportation schedule and routes are available in the District Newsletter, which is published at the start of each school year and by contacting the bus garage at 627-4422.

### **REQUEST FOR TRANSPORTATION**

All initial requests for transportation must be made in writing to the Transportation Director when enrolling the student in school or when changing a legal address. Requests for changes must be made no later than 12:00 pm on the day of the request by calling the bus garage and the school your child attends. No changes on half days. Forms for these changes are available from each building principal. If an elementary student requires more than one drop-off or pick-up site for the purpose of daycare, both sites must be approved by the building principal and/or Transportation Director.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain the transportation safely.

Students must comply with the following basic safety rules:

*Prior to loading (on the road and at school) each student shall:*

1. Be on time at the designated loading zone. The driver will not wait for students who are not at the stop at the designated time.
2. Stay off the road at all times while walking to and waiting for the school transportation.
3. Line up single file off the roadway to enter.
4. Wait until the bus is completely stopped before moving forward to enter.
5. Refrain from crossing a highway until the flashers are on and the driver signals it is safe to cross.
6. 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. Three consecutive stops without a student present at a stop will result in the bus not returning until the parent calls the bus garage. It's illegal for an adult to enter or walk into a school bus without permission of the driver IAW MCL 257.682

*During the trip each student shall:*

1. Remain seated while the bus is in motion.
2. Keep head, hands, arms and legs inside the vehicle at all times.
3. Not litter in the bus or throw anything from the vehicle.
4. Keep books, packages, coats and all other objects out of the aisle.

5. Be courteous to the driver and other riders.
6. Food, drink, or use of games at the discretion of the driver.
7. Not tamper with or destroy any part of the vehicle or its equipment.
8. Follow all school rules otherwise noted in the Handbook.
9. Use normal conversational voices.
10. Friends are not allowed to ride home with friends unless they ride the same bus.

*Leaving the bus each student shall:*

1. Remain in the seat until the bus has stopped.
2. Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver has signaled that it is safe and only after the flashers have been turned on.
3. 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.

In addition to the basic safety rules, the following rules also apply:

1. No animals will be transported on the bus.
2. Students will not be allowed to board a bus other than their own, or get off at a stop other than their designated stop without written permission from a parent and building principal.
3. If a bus should become stuck or disabled due to inclement weather or mechanical problems, students must remain on the bus and obey the instructions of the driver until help arrives.
4. No horseplay, fighting or wrestling.
5. The rear emergency exit is not to be used for boarding or leaving the bus at any time except in the case of an actual emergency.
6. No glass of any kind is allowed on the bus. This includes but not limited to glass bottles, containers, plates etc.
7. The use of matches or other incendiary devices are strictly prohibited.
8. All incidents of vandalism or destruction must be reported to the driver immediately.

### **BUS DISCIPLINE PROCEDURES AND POLICIES**

The following steps will be taken to provide students with a standard process when discipline is warranted:

1. Warning from driver
2. Referral to building administrator
3. When referred to a building administrator, the disciplinary action taken may include a verbal warning, probation, parent meeting, or bus suspension.
4. The sequence of bus suspensions can range from 1 day to 1 year, depending upon the severity of the incident(s) and the age of the student. Building Administrators will use their discretion with regard to any disciplinary actions that may result from bus incidents.
5. Loss of riding privileges/suspension means that the student will not be allowed to ride any school bus, van or car.
6. Dangerous or extreme misbehavior may result immediate suspension from all transportation at the first offense or any time thereafter.
7. No student will be put off a bus and left alone while en route.
8. Only small parcels may be transported on the bus and school be kept in the possession of the student in his/her seat. Band instruments must be kept out of the aisles in the interest of safety.
9. By law, school buses cannot transport projectile items. This includes but is not limited to snow boards, skateboards, sleds, etc. If you are unsure if an item can be transported, consult the driver prior to bringing the item on the bus.

**EXTRA TRIPS**

1. All rules of conduct apply to transportation of students on extra trips.
2. On long trips, food may be allowed if it agreed to by the chaperone and driver and the bus is clean before the students get off.
3. If a student is serving a transportation suspension due to a disciplinary action, eligibility to ride a district bus during an educational field trip will be determined by the building administrator.

**VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

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.

# Cheboygan Area High School

## GRADES 8-12

*In this section, specific procedures and policies for Cheboygan High School (CHS) are described. Additional procedures and policies for the entire district, which also apply to CHS, are described in the District section. It is the responsibility of the student and parent to read the information contained in the District section of the Handbook. **Complete academic and curricular information is found in the [Curriculum Guide](#).***

## GRADE POINT AVERAGE

Grade point average (GPA) is an indicator of the student's overall scholastic performance. The GPA is calculated by totaling the number of grade points earned in each course (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, E = 0) and dividing the sum by the total number of courses taken. GPA is based on semester grades only. Advanced placement courses are weighted on a 5.0 scale (A = 5.0, A- = 4.7, B+ = 4.3, B = 4.0, B- = 3.7, C+ = 3.3, C = 3.0, C- = 2.7, D+ = 2.3, D = 2.0, D- = 1.7, E = 0).

## HONOR ROLL

An honor roll will be published at the end of each semester. The honor roll is based on final grades for each semester. To be on the honor roll, a student must:

1. Have no incomplete (I) grades reflected for any course
2. Be enrolled in six class periods
3. Have maintained at least a 3.0 GPA for the semester and no grade lower than a "C"

## EARLY GRADUATION

Students who wish to graduate after successfully completing 6 semesters and meeting all graduation requirements may apply for early graduation. Parents/students must submit this request in writing to the building principal by *June 1st* of their sophomore year. This request must include the intent for requesting early graduation. After a meeting with the student, parent, and high school principal, the requests are submitted to the Board of Education for approval.

Students who have successfully completed 7 semesters and have met all graduation requirements may apply for early graduation at the end of the first semester. Parents/students must submit this request in writing to the building principal by *November 1st* of their senior year. This request must include the intent for early graduation. After a meeting with the student, parent, and high school principal, the requests are then submitted to the Board of Education for approval.

Students who graduate early are no longer eligible for extracurricular activities and cannot attend school events such as dances and prom (unless as an approved guest of a CAHS student). Students graduating at the end of the first semester of their senior year will be permitted to participate in the commencement ceremony held in the spring.

## ACTIVITIES AND CLUBS

A variety of age appropriate activities are available for students. Participation in these activities is encouraged at all levels, as they can have a very positive impact on the career of a student in high school. Some activities for 8<sup>th</sup> grade students will be coordinated with the Intermediate School. All school rules and policies apply during all school-sponsored activities on and off campus. Failure to comply with these policies may result in loss of attendance privileges to school activities for the remainder of the current school year, including prom and graduation. The district reserves the right to require a participation fee for all athletics, extra-curricular activities, and clubs.

## **ADULT STUDENTS (AGE 18)**

Policies and procedures apply to all students regardless of attainment of the legal age of majority. Adult students who sign a release form are given the responsibilities for educational decisions that were previously made by a parent. While parents of dependent children may still receive educational records, released 18 year olds may access their records, represent themselves during discipline conferences, receive grade reports and may sign themselves in and out of school and verify absences. The release form is available in the main office and must be approved by an administrator.

## **ATHLETICS**

Cheboygan Area High School is committed to providing equal opportunity to compete in interscholastic athletics for both male and female students. All interscholastic activities recognized and approved by the Board of Education shall follow the guidelines established by the Michigan High School Athletic Association. The following are general rules and procedures that are to be followed:

- An athlete will not be able to play another sport if he/she is removed from a team for disciplinary reasons. If a player is out for reasons other than disciplinary, he/she may participate in another sport.
- All rules of the Michigan High School Athletic Association must be adhered to.
- Athletic facilities may be used on Sundays for school sponsored athletic activities with the approval of the principal or designated authority.
- Athletic awards are to be presented at a school sponsored function where practical (i.e. banquet or assembly)
- For contests where the district provides transportation, coaches are responsible for the behavior of athletes on the bus and during the trips.
- After away contests, team members may be released directly to their parents by the coach.
- After away contests, team members wishing to ride with another team member's parent must have submitted to the office prior to the athletic contest a note from their parent requesting their child to ride with another parent AND permission must be granted by the principal or designee prior to the athletic event.
- Behavior/Discipline - When an alleged offense that brings negative exposure to the school, community, coach, team, or the student athlete occurs, the student athlete(s) may be suspended by the athletic director until completion of the athletic director's investigation. The outcome of the investigation will be reported to the committee consisting of the building principal, athletic director and coach. This committee's disciplinary decision will be communicated to the student athlete(s), and their parents/guardians.
- If an athlete shall come under the jurisdiction of the probate court as the result of an alleged delinquent act or under the jurisdiction of the district or circuit court as a result of a criminal act, he/she may be suspended by the athletic director from all athletics until the athletic director has completed an investigation. The administrator, athletic director and coach involved shall determine when the athlete may be reinstated or a hearing granted. The outcome shall be determined by a majority vote of the athletic director, coach and administrator. The coach can suspend any athlete for up to 14 calendar days without a hearing; any suspension over 14 days requires a hearing and a student can request a hearing on any suspension.
- 8<sup>th</sup> grade students will participate on teams at the Cheboygan Middle School.
- Dress when representing the school is determined by coaches. Athletic uniforms are not to be worn unless specified by the coaches.

### **More Serious Violations and Penalties**

- a. Any student athlete charged with the commission of a felony will be in violation of the Cheboygan Area Schools handbook and will result in an investigation and decision by the Athletic Director and administration.
- b. Any student athlete found guilty of a felony will be suspended from co-curricular activities for a period of one year (12 months) from the date that the Athletic Director becomes aware that the offense has occurred, whichever comes first. Any student athlete that “pleads guilty” to a felony in order to enter into a training or deferment program will be considered the same as a student athlete who has been “found guilty” of a felony.
- c. Any student athlete charged by a law enforcement agency with an offense that is in violation of the student/parent handbook may be prohibited from participation in interscholastic activities until the charge has been resolved or until the specified number of suspension dates for that offense have been reached.
- d. Any student athlete charged by a law enforcement agency with an offense that is in violation of the student/parent handbook should contact the Athletic Director.
- e. One year after a suspension has been served, the student athlete must come before the school board for review

### **Athletic Attendance**

On the day of a scheduled athletic event, student athletes must attend all hours of the school day. If an absence occurs, the student may be ineligible for the day’s contest. If it is necessary to attend an appointment on a game day, verification must be provided upon returning to the school. It is expected that the athlete will attend as much school, both before and after appointment, as able. The athlete is expected to be in school for a full day following an athletic contest or he/she may be ineligible for the next contest. All situations are subject to administrative discretion.

### **Athletic Eligibility**

All incoming freshmen are eligible to participate in athletics. All 8<sup>th</sup> grade students are eligible to participate in athletics at the Middle School. All athletes must be passing five classes at all times to remain eligible to participate in athletics. If the athlete becomes ineligible due to grades, a weekly progress report will be completed. The athlete is ineligible for a minimum of one week and may become eligible if he/she is passing five classes after one week. Student athletes who do not meet the weekly eligibility standards for three (3) consecutive weeks will be removed from the team. A student that fails three or more classes in a semester is ineligible for the next semester (90 school days). Exception to the 90-day rule is after the second semester the student completes summer school, correspondence or on-line courses that result in eligibility being restored.

### **Dual Sport Participation Policy**

Cheboygan Area High School seeks to provide quality co-curricular athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular season and both of these teams can benefit. Some activities may struggle with low numbers, and this can boost participation in those sports.

### **Student Participation in Two Activities During the Same Season**

1. Students are allowed to participate in two co-curricular activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sports participation.
2. Students are not allowed to participate in “open gym” as well as other non-school competition in another sport, on the same day they are participating in a school sponsored co-curricular sports activity, without permission of the head coach of the sport in which they are currently participating and the building principal.

## **Rules of Dual Sport Participation**

1. A student who wishes to participate in two sports during the same season must designate a primary sport.
2. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all scheduling conflicts. If one sport has a contest and the other has practice, the contest will take precedence.
3. Both coaches MUST agree and both coaches must sign a contract of dual sport participation.
4. The student must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
5. Approval may be denied because of academic concerns at any time during the sport season. The athletes will then participate in the primary sport only.
6. The student and parents or legal guardians must sign a contract of dual sport participation before the first practice sessions he or she attends.
7. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation.  
**For example:** Student A is suspended 25% of a season for drug use. That suspension is to be served for both the primary sport and secondary sport.
8. The High School Athletic Director and the High School Principal will serve in the capacity of advisors and final judgments on matters concerning dual sports participation.

## **Hazing**

Hazing is defined as an intentional, knowing or reckless act by a person who acted alone or with others that was directed against an individual done for the purpose of affiliation with, participation in or maintaining membership in any organization.

The coach, athletic director and administrator will investigate any suspected hazing. If it is determined that an athlete has participated in hazing, he/she will be suspended for one-third ( $\frac{1}{3}$ ) of the sporting season plus school consequences under the harassment policy. If the season is at the end, the suspension will continue into the next season in which the student participates.

Per the Michigan High School Athletic Association there is no such thing as a school team outside the interscholastic season of practice and competition. It is further stated that schools cannot require or sponsor activities in the name of the school team outside of the season for the sport involved. However, bona fide summer team camps are subject to all athletic policies and guidelines.

## **Injuries/Medical Conditions**

When the athletic trainer refers a student athlete to follow up with a doctor, and that doctor holds the student athlete from participation, the student athlete needs a clearance letter from said doctor to return to athletic participation.

## **Parental Concerns or Grievances**

Concerns or grievances must be directed first to the coach, second to the athletic director, third to the building administrator, fourth to the superintendent and then to the school board if the matter has still not been resolved.

## **Banned Drugs**

The use, sale or distribution of banned drugs and other performance enhancing drugs is strictly prohibited. Any student who possesses, uses, or sells/distributes banned substances violates Michigan law as well as the Cheboygan Area High School Student Code of Conduct. Any violation of banned substances will be subject to the consequences under the Cheboygan Area High School

Code of Conduct. The following classes of drugs (and any substance chemically related to these classes) are banned:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers
- d. Diuretic and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

Although there is no complete list of banned drugs, a listing of some drugs within each classification outlined above is available on the NCAA drug testing website at [www.ncaa.org/drug testing](http://www.ncaa.org/drug-testing).

### **Training Rules**

Individual head coaches will have specific rules for each sport. These rules will be stated and explained to each athlete at the beginning of that specific season and will be on file with the athletic director. The illegal consumption and/or possession of alcoholic beverages, drugs, chemicals, smoking or chewing tobacco, electronic cigarettes, are considered violations of the training rules for all athletic teams.

**First Offense** – The coach, athletic director and administrator will determine if the violation has occurred.

If the violation is smoking or possession of tobacco, or electronic cigarettes, the punishment will be a 1-date suspension for football and a 2-date suspension for all other sports. If the violation is the consumption or possession of alcohol, drugs or chemicals, the punishment will be a suspension of one-third of the athletic dates during the season in which the athlete is currently participating:

Golf 5 dates	Bowling 2 dates	Cross Country 5 dates
V Baseball/Softball 5 dates	Varsity Soccer 6 dates	Football (all levels) 3 dates
Hockey 8 dates	Fall Cheer 3 dates	JV Baseball/Softball 4 dates
V/JV Basketball 7 dates	Track 5 dates	
JV Soccer 4 dates	V/JV Volleyball 6 dates	

These numbers may be amended if the number of dates in a certain sport changes. Amendments will be made by the athletic director. The punishments are to be carried out consecutively and include any play-off games or events that occur simultaneously with a contest (i.e. parent's night). If the season ends before the one-third penalty is served, the punishment will carry over to the next sport. The number of dates will be determined by the coach of the new sport, the athletic director and the administrator. If the athlete does not incur any training rule violations during a one-calendar year period beginning the first day of the first suspension, the athlete will have the violation dropped from the record.

**Second Offense** – If determined that a second violation occurred less than one calendar year from the first training rule violation in or out of season, the athlete will be removed from the team for the remainder of the season and be on suspension for one-third of the next sport season he/she participates in. The athlete will have 180 days from the date of the second suspension to have the violation dropped from the record.

**Third Offense** – If determined that a third violation occurred less than one calendar year from the second training rule violation, the principal, athletic director and head coach of the sport will determine the length and scope of suspension.

**Off-Season Offense** - If a training rule violation occurs during the off-season (defined as any time during the calendar year), the consequences will be decided by the athletic director and principal, consistent with the training rules previously described.

## **Student Attending Athletic/Extracurricular Events (Example: Student Section)**

Students are expected to conduct themselves in a manner that reflects positively on Cheboygan Area Schools, Cheboygan Area Schools athletes, and the Cheboygan community. With this expectation in mind, the student code of conduct will be enforced at all times at athletic/extracurricular events (home or away). Additionally, if students are removed from an event from a referee, school official, or other adult in a leadership role, they will face the following consequences:

**First Offense** - Student will be suspended from attending all athletic/extracurricular events for two consecutive weeks.

**Second Offense** - Student will be suspended from attending all athletic/extracurricular events for the remainder of the season (Fall, Winter, Spring) or a specified date set by school administration.

### **Provision for Student Athletes Returning from Late Events**

If a student athlete rides the bus back from an athletic event and the bus pulls into the school parking lot after 11:30pm, then the student athlete will have the ability to have an excused absence for the following zero hour and 1st hour of the next day. To use this provision, a parent/guardian must still notify the high school office about their student athlete's absence.

## **ATTENDANCE AND ABSENCES**

The school day for students in grades 8-12 begins at 8:00 am and ends at 2:50 pm.

All absences, excused or unexcused, will count towards the ten (10) total allowable absences. If you have any questions, or would like further information with regard to the changes, please contact the school secretary or building administrator. At 15 absences a meeting with the school, the parent, and the school resource officer will be requested.

### **Definition of Absences**

**Excused Absences** are verified by a parent and include, but are not limited to:

- Illness (Prolonged illness will require verification from the doctor)
- Appointments with verification from the professional
- Required court attendance or appointments
- Funeral or death
- Observation or celebration of a bona fide religious holiday

**School Related Absences** are those related to a school activity, class or athletic team. Students must have written parent permission to attend a field trip and are responsible for obtaining assignments and making arrangements for make-up work. In order to participate in these school events, students must be passing four out of six classes. When students attend extracurricular events or field trips, they are expected to be in school on time the next morning.

**Unexcused Absences** are not verified by a parent and include, but are not limited to:

- Leaving school during the day without permission or without signing out in the office
- Skipping class
- All other absences not listed specifically as excused absences

**Suspensions (In-school or Out-of-school)** are counted as excused absences and are assigned for disciplinary reasons. Work may be made up during the period of suspension at full credit. In some situations, teachers may be unable to provide work during the period of suspension. In these cases, it is the responsibility of the student to meet with the teacher and make up the work.

### **Tardies**

Students are allowed four minutes of passing time between each class. Tardiness to class impedes students' and teachers' ability to effectively begin a lesson and disrupts learning. The specific tardy policy is described below:

- 1<sup>st</sup> Tardy:** Verbal warning from the teacher
- 2<sup>nd</sup> Tardy:** 2 closed campus lunch periods assigned by office
- 3<sup>rd</sup> Tardy:** 2 closed campus lunch periods assigned by Assistant Principal;  
Teacher calls home
- 4<sup>th</sup> Tardy:** 1 week of closed campus lunch assigned by Assistant Principal; AP calls home
- 5<sup>th</sup> Tardy:** Saturday school assigned by Assistant Principal; AP and Teacher call home
- 6<sup>th</sup> Tardy:** Closed Campus for two (2) weeks

Tardies beyond the 6<sup>th</sup> tardy will be treated on an individual basis and consequences will be subject to administrative discretion. The number of total tardies resets at the beginning of each new marking period.

A student who is up to 10 minutes late to class (15 minutes for first hour) will be marked as 'Tardy' by the teacher. Anything beyond 10 minutes will be counted as an absence.

### **Consequences for Violations of Attendance Policy**

Any unexcused absences exceeding 10 will result in a petition to the school resource officer for truancy. Additional consequences for violations of the attendance policy may include but are not limited to the following:

- Saturday school
- Closed campus
- In-school suspension
- Loss of credit due to poor participation and lack of work
- After school detention
- Discipline points and subsequent action per the Student Behavior Code

## **CELL PHONES/ELECTRONIC DEVICES**

Cell phones must be turned off to eliminate classroom disruptions, and they may not be used in bathrooms, locker rooms, or other locations where inappropriate photographs and/or videos may be taken. Students are allowed to use their cell phones between classes and at lunch. Cell phones are prohibited from usage in the classroom. Parents may leave messages on their student's phone, but if an emergency requiring immediate notification of the child occurs, parents are encouraged to call the school office at 627-7191. It is an expectation that parents and their students not communicate during class as this would create a classroom disruption, and also be in violation of the cell phone policy. Students may not text their parents during class or Final Exam time as this would create a classroom disruption.

Failure to follow the cell phone guidelines, such as disruption of the classroom, use of the cell phone in prohibited areas, or failure to shut off a cell phone as requested by school personnel, will

result in confiscation of the phone. The disciplinary consequences for cell phone issues are as follows:

### **Offenses**

#### **1<sup>st</sup> Offense**

Phone is confiscated and turned into the office. The phone will be released to the student at the end of the day.

#### **2<sup>nd</sup> Offense**

Phone is confiscated and turned into the office. The phone must be picked up by a parent and/or guardian.

#### **3<sup>rd</sup> Offense**

Phone is confiscated and turned into the office. A written referral will be assigned. The phone must be picked up by a parent and/or guardian.

#### **4<sup>th</sup> Offense+**

Phone is confiscated and turned into the office. and one (1) Saturday School will be assigned, the phone must be picked up by a parent or guardian. Students will be allowed to return to class in addition to a required parent/guardian meeting.

Repeated offenses, points may accumulate due to insubordination and could result in more serious disciplinary consequences including suspension. The school will not be responsible for loss, theft, or damage to any personal property, including cell phones.

Additionally, cell phones are not to be used to record other students without their consent. Unauthorized recordings and/or sharing videos to others (including social media) may be viewed as bullying and/or malicious use of technology, which have significant consequences, both district-wide and legal, attached to them.

### **OPEN CAMPUS LUNCH**

Students in grades 10-12 are not allowed to leave the building without administrative permission, except during their lunch period. All school rules apply during open campus lunch. Open campus privileges may be revoked for violations of the behavior code during lunch, or if a student returns to school late from lunch. 8th and 9th grade students have a closed campus lunch and they are not allowed to leave the building (or designated outdoor areas) without parent and administrative approval.

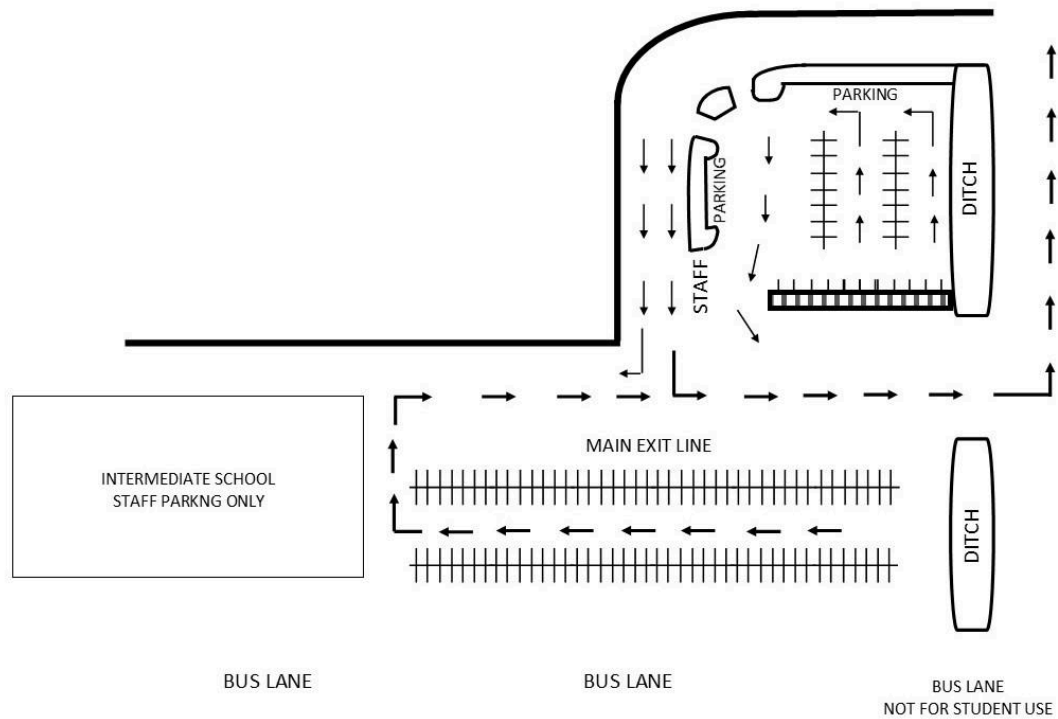
### **DRIVING**

***All vehicles must be registered.*** Registration cards are available in the main office. A parking fee will be charged for each student vehicle that is driven to school and parked on school property. Students who drive to school must use the Loomis Street entrance and exit only, and park in designated student parking located on the east and south sides of the building. The front (north) parking lot is reserved for staff and visitors and the west parking lot is used for bus traffic only. Parking directly behind the Welding and Auto Shops is reserved for Intermediate School staff. Students are not to park or enter the building through the north or west ends of the building.

Only cars and trucks that are registered with the Secretary of State and possess a license plate are permitted in the parking lot. Students are not allowed to have snowmobiles, ATVs, tractors, dirt bikes, off-road vehicles, scooters, etc. on school grounds. Students can lose parking privileges for

not abiding by these rules. The Safe driving procedures must be followed at all times. In addition to legal driving regulations, the following rules apply to all drivers:

- No loitering in the parking lot or use of the vehicle from arrival to dismissal, unless approved by an administrator.
- No driving through/crossing parking space lines.
- The east-west (along the building) line has the right of way. Merge only when appropriate and allowed. Do not force your way into the line. Do not drive through or cross parking space lines.
- No riding in the beds of pick-up trucks.
- The search and seizure policy applies to student driven vehicles on school property.
- Speed limit in the school parking lots is posted at 5 mph.



Driving violations will result in loss of driving privileges and may result in additional disciplinary action/points per the Student Behavior Code. The following chart lists possible violations and consequences. While it is thorough, it is not inclusive. The discretion of the administrator may allow a deviation from these consequences depending on the severity of the violation. Multiple offenses may result in a permanent loss of driving privileges.

The following are violations of the Student Driving Code and can result in loss of driving privileges for up to 180 days on school property:

- Vehicle not registered or falsely registered
- Vehicle other than a Secretary of State licensed car/truck
- Loitering in lot or vehicle
- Cutting through parking space or driving out of designated lanes
- Loud, disruptive noise
- Forcing into line
- Using wrong entrance or exit

- Failure to obey traffic signs/signals
- Parking in unauthorized spaces including staff lot and outside of parking lines
- Excessive speed
- Littering
- Illegal activity/possessions in vehicle
- Reckless/careless driving and /or public damage
- Illegal activity/possessions in vehicle
- Reckless/careless driving and /or public damage
- Failure to comply with disciplinary action taken may include towing of vehicle at owner's expense

This code may later be amended to include any other violation not specified. The school administrator has discretion to make exceptions in extreme circumstances. Listed below are the specific rules for students choosing to use the school parking lot. Please reference the map of the parking lot shown below.

1. Do not cross any parking space lines.
2. East-West main exit line along the building has the right of way. Merge only when appropriately let in. Do not force your way in! Do not drive through or cross parking space lines.
3. Left turn only at student exit. Single file line
4. No parking in areas marked "Staff" or "Drift Inn Parking"

## **GRADUATION ACTIVITIES AND CEREMONIES**

Graduation activities and ceremonies are student privileges, not rights. Students may be prohibited from participation in these activities due to school behavior and discipline, credit deficits and/or illegal behavior in or out of school. Diplomas will be issued to students who have completed all graduation requirements. No student will be able to participate in the commencement ceremony if he/she has not earned the minimum credits for graduation. The top ten scholars will be recognized at the commencement ceremony.

## **DANCES**

High school dances are for students in grades 9-12. Selected high school dances for students in grades 8-12 will be announced and communicated to staff, students, and parents. Dances are sponsored and operated by a school club, class or organization and authorized through the Student Council and the Principal's Office. All rules of conduct that are in effect during the regular school day are in effect at all school dances whether those in attendance are students at Cheboygan Area High School or guests in our school. Non-CAHS guests must be under the age of 20 to participate in dances, with the exception of prom (prom guests can be no older than 20 years old). Some variations in dress are permitted on special occasions and with the approval of the principal. Organizations sponsoring the dances will be responsible for providing sufficient chaperones.

The following rules pertain to dances:

1. Students are not allowed to wear coats.
2. Students are not allowed to wear shoes. Socks must be worn on the dance floor.
3. Drinking or being present under the influence of alcohol is strictly prohibited.
4. The use or distribution of illegal drugs or substances is strictly prohibited.
5. Smoking or vaping will not be allowed.
6. Any non-CAHS student must have prior approval of an administrator— no exceptions.
7. Once a student leaves the building for any reason, they will not be readmitted.
8. If a student violates any dance rules, s/he forfeits the privilege to attend all future dances for the remainder of the current school year. This includes the prom.

## **LOCKERS**

Lockers are subject to search at any time. Each student will be assigned to a locker. Combination locks are available for lockers in the main office. The school will not be responsible for any items missing from lockers.

## **NATIONAL HONOR SOCIETY**

A minimum grade point average for membership is 3.50. The GPA used to determine eligibility includes the cumulative total of those grades that count toward graduation. The National Honor Society advisor will check records provided by the counseling department. In addition, NHS provides ballots to a committee of teachers to rate scholastically qualifying sophomores and juniors on character, leadership and service. The rating system is based on a 1 (low) to 4 (high) scale. Candidates are rated on the basis of personal contact with the faculty in the classroom, in extracurricular activities and through general activities in and out of school. All points are averaged in each category; then all four categories (scholarship, leadership, service and character) are averaged for each candidate. Students selected are notified before the induction ceremony.

## **PARENT INVOLVEMENT**

Parents are encouraged to get involved in their student's school career. Please contact teachers, administrators and counselors with questions or ideas you have concerning your student's academic progress. The High School Academic Booster Club meets on the 3<sup>rd</sup> Monday of each month @ 6:30 PM in the High School Library.

## **STUDENT BEHAVIOR**

In all activities, both on and off campus, students are expected to conduct themselves as mature high school students. Common sense, courtesy and good taste shall be the standards by which actions will be evaluated. Individual teachers will assign specific classroom rules and procedures. All points will be assessed by the principal or assistant principal.

The student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct that will subject the student to disciplinary action.
2. Notice of the specific charge against the student and the nature of evidence supporting the charge.
3. Notice of date of hearing sufficiently in advance to permit preparation of the defense.
4. Notice of student's procedural rights at the disciplinary hearing

After any suspension of 3 or more days, a parent meeting must be held before the student can return to school.

**Tobacco/E-Cigarette Products:** Any student in possession of, or caught using tobacco products or e-cigarettes will receive a one (1) day suspension on their first offense. They will also be required to attend the Teen Intervene Program through Thunder Bay Community Health Service. Failure to attend will result in a three (3) day suspension. Additional occurrences will result in a three (3) day suspension.

**Classroom Insubordination/Disorderly Conduct:** The following is the procedure for classroom insubordination and disorderly conduct:

- 1<sup>st</sup> offense – Redirection of desired behavior by teacher

- 2<sup>nd</sup> offense – A warning by the teacher
- 3<sup>rd</sup> offense - Parents contacted by the teacher
- 4<sup>th</sup> offense - Referral to administration by the teacher

- ***This code may later be amended to include any other violation not specified.***
- ***The school administrator has discretion to make exceptions in extreme circumstances.***
- ***School administration may contact local authorities to review situations that potentially have legal ramifications.***
- ***Final decisions are at the discretion of the building principals***

### **Detention, Closed Campus, Saturday School and Suspension**

Detention, Closed Campus, Saturday School, and/or suspension (In-school or Out-of-school) may be utilized in disciplining students who violate policies established by the school.

### **STUDENT DRESS CODE**

Clothing and dress should be appropriate, safe, and should not distract from the educational process. If you are unsure about an article of clothing or an outfit, bring it to the office and check before you wear it to school. Personal expression through dress and general attire must be positive, non-violent and promote educational growth. Students in violation of the dress code will be asked to change or turn the article of clothing inside out when appropriate.

Students shall not dress or wear clothing that:

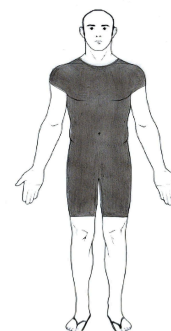
1. Presents a safety or health hazard to either themselves or others.
2. Displays disruptive symbols or slogans that either represent illegal substances or contraband; that depict violence, racism, or hate messages; that is sexually revealing; that is sexually explicit; or is sexually harassing.
3. Causes excessive wear or damage to school property.
4. Violates community standards.

Students must follow CTE class guidelines as it applies to individual CTE classes and they must conform to the safety standards and professionalism exhibited in each individual CTE class.

Students who represent the school at an official function or public event may be required to follow specific dress requirements.

Specific criteria for appropriate school dress are as follows:

- Absolutely no alcohol, tobacco, or drug advertising. No lewd, sexual or suggestive wording or clothing. For example, "Hooters" shirts are not permitted.
- Shoes (not slippers) must be worn at all times.
- There should be no holes in clothing in any place where shorts would normally cover. Students will be required to change clothes if the location of holes is deemed to be inappropriate by administration. All areas of the body shaded in the diagram to the right must be covered at all times.
- Rips and tears that could be considered a safety hazard will not be allowed.
- Sleeveless apparel such as tank tops, cut-off sweatshirts or blouses and exposed midriffs are not acceptable.
- All shorts, pants, skirts and dresses must extend below the fingertips of the student when standing with arms extended



- downward or within four (4) inches of the knee.
- No jewelry that is deemed dangerous or disruptive.
  - All pants must be worn at the waistline.
  - Clothing with metallic rivets/spikes or metallic cleats on shoes are not allowed.
  - No sunglasses, unless of a medical exception for the student's health.
  - Revealing or see-through clothing is not permitted. No undergarments are to be visible.
  - Hats may be worn in the morning until the first bell that starts the day and after the last bell which ends the day. Hats may not be worn during the school day. Hoods are considered a hat.
  - Bandanas are not allowed.
  - No gang symbols or colors are allowed.
  - No disruptive symbols or slogans that depict violence, racism, or hate messages are allowed.
  - Costumes and other attire deemed distracting to the learning environment by administration are not allowed (except for designated "spirit days").

**The dress code section above covers most issues in regards to student dress. *The rules above are not meant to be an all-inclusive list; they are meant to be guidelines to help school administration deal appropriately with dress code as it applies to the health and safety of every student, the general order of the school system, and the proper functioning of the educational process. Students are to dress in a manner that is not distracting or disruptive to the educational process.* Final discretion is up to the building principals.**

## **SUPPORT SERVICES**

Support services are available for general education students in all academic and Career and Technical Education programs. Students who fall into the categories of economically disadvantaged, academically disadvantaged, handicapped or have limited English proficiency may qualify for further assistance. For more information contact Marty Mix, Principal, and/or Ben Wilson, Assistant Principal, Cheboygan Area High School, 801 W. Lincoln Avenue, (231) 627-7191.

## **TELEPHONE USE AND NOTES TO STUDENTS**

The office telephone is available on a limited permission basis. Messages will not be delivered to students unless there is an emergency. Students are advised to stop in the office at the end of the day to see if a message has been left for them.

## **TEXTBOOKS AND SUPPLIES**

Students will receive all required materials from his/her teachers. Textbooks will be issued at the start of each course, or when a new student enters the class, and must be returned at the end of each course. Students will be charged for damaged or lost books and non-consumable supplies. While the district does not require a rental fee for materials, some courses may have a cost to students. For example, if a student chooses to make a non-required project in woods, art, metals etc., he/she must bring in his/her own purchased materials.

## **CHROMEBOOKS**

Cheboygan High School is a 1:1 building while students are in session, which means that each student will have access to a school-provided Chromebook during school hours. Students will be expected to use their Chromebook to review PowerSchool, course materials, complete assignments, etc. Any damages to a Chromebook and/or chargers (including lost Chromebooks and chargers) will be the responsibility of the student. Each classroom will have an available Chromebook Cart.

\*All discipline referrals or consequences will be determined by the building principals. Each circumstance is subject to legal consultation if needed, and appropriate parent/guardian involvement will be provided.

*\*\*The Cheboygan High School Student Handbook does not encompass all situations. Administration reserves the right to make decisions on issues that impact the school day or extracurricular events*

# Inverness/Virtual Academy

## GRADES 9-12

*In this section, specific procedures and policies for Inverness Academy are described. Additional procedures and policies for the entire district, which also apply to Inverness are described in the District section. It is the responsibility of the student and parent to read the information contained in the District section of the Handbook.*

## ELIGIBILITY FOR INVERNESS ACADEMY

Inverness Academy is a diploma-bearing alternative learning environment for students in grades 9-12 and includes three program formats: In person learning, complete virtual learning and a hybrid of in person and virtual learning. While some students enroll and stay at Inverness for the entire high school experience, other students are enrolled at Inverness for two years for credit recovery. The needs of each student are reviewed and individualized plans are created.

Considerations for enrollment to Inverness Academy include, but are not limited to, irregular attendance, court referrals, deficit credit, at risk of dropping out of school, single parenthood, unique medical conditions or a demonstrated need for individualized instruction and smaller classes.

Students requesting to transfer from Cheboygan Area High School must first meet with the CHS counselor and/or administrator.

## ADULT STUDENTS (AGE 18)

Policies and procedures apply to all students regardless of attainment of the legal age of majority. Adult students who sign a release form or those adult students who are unaccompanied are given the responsibilities for educational decisions that were previously made by a parent. While parents of dependent children may still receive educational records, released 18 year olds may access their records, represent themselves during discipline conferences, receive grade reports and may sign themselves in and out of school and verify absences. The release form is available in the main office and must be approved by an administrator.

## ATTENDANCE AND ABSENCES

### FACE-TO-FACE/IN-PERSON LEARNING

The school day for students in grades 9-12 begins at 8:00 am and ends at 2:50 pm.

All absences, excused or unexcused, will count towards the ten (10) total allowable absences. At 15 absences a meeting with the school, the parent, and the school resource officer will be requested.

### Definition of Absences

**Excused Absences** are verified by a parent and include, but are not limited to:

- Illness (Prolonged illness will require verification from the doctor)
- Appointments with verification from the professional
- Required court attendance or appointments
- Funeral or death
- Observation or celebration of a bona fide religious holiday

**School Related Absences** are those related to a school activity or class.

**Unexcused Absences** are not verified by a parent and include, but are not limited to:

- Leaving school during the day without permission or without signing out in the office
- Skipping class

All other absences not listed specifically as excused absences

**Suspensions (In-school or Out-of-school)** are counted as excused absences and are assigned for disciplinary reasons. Work may be made up during the period of suspension at full credit. In some situations, teachers may be unable to provide work during the period of suspension. In these cases, it is the responsibility of the student to meet with the teacher and make up the work.

### **Tardies**

Students are allowed three minutes of passing time between each class. A student who is up to 10 minutes late to class (15 minutes for first hour) will be marked as 'Tardy' by the teacher. Anything beyond 10 minutes will be counted as an absence. Tardiness to class impedes students' and teachers' ability to effectively begin a lesson and disrupts learning. Excessive tardiness will be treated on an individual basis and consequences will be subject to administrative discretion. Consequences may include closed campus lunch, after school detention or Saturday school.

### **Consequences for Violations of Attendance Policy**

Any unexcused absences exceeding 10 will result in a petition to the school resource officer for truancy. Additional consequences for violations of the attendance policy may include but are not limited to the following:

- Saturday school
- Closed campus
- In-school suspension
- Loss of credit due to poor participation and lack of work
- Subsequent action per the Student Behavior Code

### **100% VIRTUAL LEARNING**

Attendance at the Inverness Virtual Academy is measured in two ways:

- Being on "pace" in a minimum of 3 classes OR working online for a minimum of 20 hours per week in an attempt to get on pace (time-on-task is determined by Edmentum program)
- Two-way communication with the mentor teacher on a weekly basis

Failure to meet the minimum expectations listed can result in a referral to the school resource officer for lack of attendance. Truancy procedures can be initiated for lack of participation in the Edmentum program.

### **BACKPACKS AND STRING BACKPACKS**

Backpacks and String Backpacks are to remain in the hallway in designated areas during the school day and not carried into the classrooms without administrative/teacher approval.

## **CELL PHONES/ELECTRONIC DEVICES**

Students may use WCDs before school, during lunch and after school. WCDs must be turned in to the office during instructional time. Cell phones may not be used in bathrooms, locker rooms, or other locations where inappropriate photographs and/or videos may be taken. Students are allowed to use their cell phones between classes and at lunch. Use of a cell phone (or other device) to video classroom activities is only permitted if educationally necessary and prior approval has been obtained. Parents may leave messages on their student's phone, but if an emergency requiring immediate notification of the child occurs, parents are encouraged to call the school office at 627-5613.

Failure to follow the cell phone guidelines, such as disruption of the classroom, use of the cell phone in prohibited areas, or failure to shut off a cell phone as requested by school personnel, will result in confiscation of the phone. The disciplinary consequences for cell phone issues are as follows:

### **Offenses**

#### **1<sup>st</sup> Offense**

Phone is confiscated and turned into the office. The phone will be released to the student at the end of the day.

#### **2<sup>nd</sup> Offense**

Phone is confiscated and turned into the office. The phone must be picked up by a parent and/or guardian.

With repeated offenses, disciplinary referrals may accumulate due to insubordination and could result in more serious disciplinary consequences including suspension. The school will not be responsible for loss, theft, or damage to any personal property, including cell phones.

Additionally, cell phones are not to be used to record other students without their consent. Unauthorized recordings and/or sharing videos to others (including social media) may be viewed as bullying and/or malicious use of technology, which have significant consequences attached to them.

## **CAREER and TECHNICAL EDUCATION**

Inverness Academy students may be eligible for enrollments in Career and Technical Education (CTE) courses at Cheboygan High School. Course options will be discussed with eligible students in the spring for fall enrollment. Cheboygan Area Schools will provide transportation for students taking CTE classes at the high school. Participation in courses at the high school is a privilege, and must be treated as such. Privileges can be revoked at any time for lack of attendance, behavior concerns or any reason determined by the administration.

## **DAMAGE TO SCHOOL PROPERTY/EQUIPMENT**

It is the intention of the district to seek damages against either the student or parent(s) in all cases involving malicious or willful destruction or damage of school property, this includes: computers, laptops/chromebooks, furniture, reference and textbooks. All Parents/Guardians and students working virtually off campus and using school equipment are required to review and sign the current "Request for Technology" agreement at the beginning of each school year.

## **DRIVING**

Safe driving procedures must be followed at all times. In addition to legal driving regulations, the following rules apply to all drivers:

- No loitering in the parking lot or use of the vehicle from arrival to dismissal, except during lunch or approved by an administrator.
- No riding in the beds of pick-up trucks.
- No speeding or reckless driving
- No using the wrong entrance
- The search and seizure policy applies to student driven vehicles on school property.

## **GRADE POINT AVERAGE**

Grade point average (GPA) is an indicator of the student's overall scholastic performance. The GPA is calculated by totaling the number of grade points earned in each course (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, E = 0) and dividing the sum by the total number of courses taken.

## **GRADUATION CEREMONY**

The date of the graduation ceremony is decided upon with the general school calendar in mind. The date will be published each year in the Inverness Academy Calendar and on the school website. Diplomas will be issued to students who have completed all graduation requirements. The graduation ceremony is separate from Cheboygan Area High School's ceremony.

## **GRADUATION REQUIREMENTS**

Twenty-one (21) credits are required of all graduates. To earn a diploma the student must successfully meet the following Michigan Merit Curriculum (MMC) course requirements:

- 4 credits English
- 4 credits Math (Algebra I, Geometry, Algebra II, choice)
- 3 credits Social Studies (US History, World History, Gov/Econ)
- 3 credits science (Biology, Chemistry or Physics, choice)
- 1 credit Visual, Performing or Applied Art
- 2 credits or Proficiency in a World Language
- 1 credit computer/on-line experience
- 0.5 credit in personal finance (starting with students entering 9th grade in 2024)

## **GRADUATING EARLY**

Students who meet all the graduation requirements, are in good academic standing in enrolled courses, and have a specific plan may be eligible for early graduation in November of the cohort graduation year. Students who are interested in early graduation must submit a written request to the building administrator. Students graduating early will be permitted to participate in the commencement ceremony held in the spring.

## **HONOR ROLL**

An honor roll will be published at the end of each marking period. To be on the honor roll, a student must have earned A's and B's in all courses.

## **OPEN CAMPUS LUNCH**

Students are not allowed to leave the building without administrative permission, except during their lunch period. All school rules apply during open campus lunch. Open campus privileges may be revoked for violations of the behavior code during lunch, or if a student returns to school late from lunch.

## **STATE TESTING/ASSESSMENTS**

The State of Michigan requires that all students participate in State Testing. All testing will be **face to face at Inverness Academy**. Test dates will be posted as soon as the information becomes available to the school district. These dates are not flexible.

The district also requires students to take local assessments, such as the NWEA tests. All students, both face-to-face and virtual, will be required to participate in local assessments.

Failure to participate in state testing can affect the option for enrollment in virtual learning in the future.

## **STUDENT DRESS CODE**

Clothing and dress should be appropriate, safe, and should not distract from the educational process. If you are unsure about an article of clothing or an outfit, bring it to the office and check before you wear it to school. Slogans on clothing are to be positive, non-violent and promote educational growth. Students in violation of the dress code will be asked to change or turn the article of clothing inside out when appropriate.

- Absolutely no alcohol, tobacco, or drug advertising.
- No lewd, sexual or suggestive wording or clothing. For example, "Hooters" shirts are not permitted.
- Shoes, not slippers, must be worn.
- No Pajamas
- Rips and tears that could be considered a safety hazard will not be allowed.
- Sleeveless apparel such as tank tops, cut-off sweatshirts or blouses and exposed midriffs are not acceptable.
- All pants must be worn at the waistline.
- Clothing with metallic rivets or metallic cleats on shoes is not allowed.
- Revealing or see-through clothing is not permitted. No undergarments are to be visible.
- No gang symbols or colors are allowed. This includes bandanas, wristbands, laces, etc.
- No sunglasses, unless of a medical exception for the student's health
- No disruptive symbols that depict violence, racism, or hate messages are allowed
- Costumes or other attire deemed distracting to the learning environment by administration are not allowed (except for designated "spirit days")

**The dress code section above covers most issues in regards to student dress. *The rules above are not meant to be an all-inclusive list; they are meant to be guidelines to help school administration deal appropriately with dress code as it applies to the health and safety of every student, the general order of the school system, and the proper functioning of the educational process. Students are to dress in a manner that is not distracting or disruptive to the educational process. Final decisions are at the discretion of building administrators.***

## **STUDENT CONDUCT/BEHAVIOR**

To make teaching and learning enjoyable for everyone, it is mandatory that students exhibit responsible and mature behavior. It is essential that the school rules are followed and that due respect be given to classmates and staff. Common sense, courtesy and good taste shall be the standards by which actions will be evaluated. Students who are disruptive or disrespectful will be spoken to and appropriate disciplinary action will be administered. Should it be necessary to suspend a student, restorative practices will be considered.

## **STUDENT DISCIPLINE /RESTORATIVE PRACTICES**

Inverness Academy utilizes Restorative Practices as a proactive approach to managing student misbehavior. In addition to traditional consequences, students are provided with the support needed to confront those they harmed and repair their relationships with those persons. The goal of Restorative Practices is to help students take responsibility for their actions and repair the damage they have caused. At Inverness Academy, Restorative Practices may take various forms: (1) Students may be asked to respond to effective questions and/or statements. (2) Students may be expected to participate in small impromptu conferences. (3) Students may be expected to participate in whole class groups or circles. (4) Students may be expected to participate in formal restorative conferences. Suspensions and expulsions may still be implemented after Restorative Practices have been considered.

\*See District Student Discipline Code

## **TOBACCO/VAPE/E-CIGARETTE PRODUCTS**

Any student in possession of, or caught using tobacco products or e-cigarettes will receive a one (1) day suspension on their first offense. They will also be required to attend the Teen Intervene Program through Thunder Bay Community Health Service. Failure to attend will result in a three (3) day suspension. Additional occurrences will result in a three (3) day suspension.

## **TEXTBOOKS AND SUPPLIES**

Students will receive all required materials from his/her teachers. Textbooks will be issued at the start of each course, or when a new student enters the class, and must be returned at the end of each course. Students will be charged for damaged or lost books and non-consumable supplies. Virtual students will be issued a school computer and necessary equipment. Students are responsible for damage to equipment. A list of replacement and repair costs will be available to students and parents. All students are required to sign a technology user agreement.

## **WITHDRAWAL FROM PROGRAM**

Students must notify the Inverness Academy office of their intent to withdraw from school. All computers, books, and materials must be returned at that time.

\*\*The Inverness Academy Student Handbook does not encompass all situations. Administration reserves the right to make decisions on issues that impact the school day or extracurricular events.

# Cheboygan Middle School

## GRADES 6-7

*In this section, specific procedures and policies for Cheboygan Middle School are described. Additional procedures and policies for the entire district, which also apply to CMS are described in the District section. It is the responsibility of the student and parent to read the information contained in the District section of the Handbook.*

The middle school years are very important in a student's education. During this time, the Cheboygan Area Schools strive to fill students with the wonder of discovery, the satisfaction of accomplishment and a desire for success. Developing a sense of responsibility, respect, and recognizing appropriate behaviors are also areas of critical importance during these years.

Most of the school day is devoted to instruction in language arts, mathematics, science and social studies. We also provide educational opportunities that add to the total academic, cultural and social growth of our students. These subjects include physical education, art, music and computers. Cheboygan Middle School (CMS) has a traditional library, up-to-date instructional tools, multiple computer labs and mobile computer carts. Teachers use the library to strengthen classroom learning programs and to familiarize their students with the tools of individual research.

Our teachers are dedicated to each student's achievement and success. Each teacher is highly qualified and uses a variety of proven techniques to discover the educational potential of all students. The classroom instructors are supported by reading specialists, math coaches, special education teachers, academic teacher consultants, speech therapists, social workers, and building and program aides.

## COMMUNICATION

Each school year is filled with many dates, subjects and topics that are important to your child's education. Most of these events are announced in school newsletters which are posted on individual school websites and sent home. Recorded messages and updates will be sent weekly via the alert system in Powerschool. Please review the Communicator when it is sent home for articles of interest or importance to you and your student. Information and content will be updated frequently through alerts and news feed on the Aptegy platform through the Cheboygan Area Schools App.

Parents also are encouraged to call the school (627-7103) with questions, concerns, or comments, or to arrange to visit. You are urged to request completed assignments from your child to keep close track of the classroom work. Non-custodial parents may request newsletters, copies of report cards, and dates for conferences.

## GRADES

The school will use the following grading system:

93.5 - 100 = A	89.5 - 93.49 = A-	
86.5 - 89.49 = B+	83.5 - 86.49 = B	79.5 - 83.49 = B-
76.5 - 79.49 = C+	73.5 - 76.49 = C	69.5 - 73.49 = C-
66.5 - 69.49 = D+	63.5 - 66.49 = D	59.5 - 63.49 = D-

59.49 and Below = E

### **GRADE POINT AVERAGE**

Sixth grade is the first year that students will have grade point averages (GPA) calculated. GPSAs are calculated by dividing the total amount of grade point equivalents earned by the total amount of credit hours attempted.

<b>Grades</b>	<b>Grade Point Equivalent</b>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
D	1.00
F	0.00

### **OFFICE TELEPHONE USE AND NOTES TO STUDENTS**

The phone in the office is for school business and emergency use only. Students wishing to use the phone must ask permission from office personnel before using the phone. Notes from parents to students should be kept to a minimum. They will be delivered to students at the end of the school day.

### **DRESS CODE**

- Absolutely no alcohol, tobacco, or drug advertising. No lewd or suggestive wording or clothing.
- Shoes must be worn. Shoes with wheels are not permitted.
- Spaghetti strap tops are not allowed. Tanks tops that are appropriate are allowed grades k-7.
- No pajama pants. All pants must be worn at the waistline.
- Clothing should be free of major rips or tears. Jeans may have holes below the fingertips.
- Undergarments must not be visible. Overly tight, revealing or see-through clothing is not permitted.
- Coats, windbreakers, jackets, hats and other outdoor apparel may not be worn in the building.
- No hats, bandanas, visors, or scarves to be worn on the head.
- All shorts, skirts and dresses must extend below the fingertips of the student when standing with arms extended downward.
- Leggings must be covered with appropriate length shorts, pants, skirts, or dresses.

### **PARENT TEACHER CONFERENCES**

Conferences are offered to parents to provide an opportunity to get a personal progress report on your child. Individual conference times are scheduled. You can get the most out of each conference by taking the following steps:

1. Listen to the teacher's remarks and try to ask any follow-up questions or give suggestions at that time.

2. Be sure to listen to how you can help your child do his or her best in every subject.
3. End the conference with a summary of what has been said and of your future plans.
4. After returning home, go over the report in detail with your child. Determine why grades may have changed and make definite plans for improvements if needed.

## **PARENT VOLUNTEERS**

Cheboygan Middle School provides many opportunities for parent involvement. You are invited to share your time and support in these worthwhile activities. If you want to volunteer on a regular basis, please fill out a parent volunteer form obtained in the office.

You are also welcome to provide input on school programs at meetings of the Board of Education. The seven trustees of the School Board are elected to represent the public in general policy-making and goal setting. The Board of Education generally meets the fourth Monday of each month at 6:30 pm at the Board of Education Building. All meetings of the Board of Education are public.

## **ILLNESS**

If your child is ill, please keep him/her home from school. If he/she is well enough to attend school, he/she is well enough to participate in school activities including gym class. Children unable to participate in school activities such as gym must have a dated doctor's note specifying the reason and length of time they are to be excused. If your child should become ill during the school day, you will be notified immediately. Be sure the school has an emergency number to call in such cases. You should give the school this number at registration time. Please update the office when the emergency contact numbers or your numbers change.

## **HEAD LICE**

Head lice are a common condition that can be transmitted where any group assembles regularly. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely. Please check your child's head. Look around the ears and back of the neck. Be sure you have good light. Stand near a window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off the hair. While dandruff or scalp flakes move very easily, the nits are very difficult to remove from the hair shaft. If there are lice, notify the school and start treatment immediately. Thunder Bay Health Clinic will be working with families and students in addressing any cases of head lice. A child may not return to class until he/she has been determined to be nit and lice free, per Cheboygan Area Schools District policy.

## **ACCIDENT CARE**

Students, teachers and supervisors are asked to report all school and playground accidents to the office. When necessary, an accident report is filled out and parents are called. If there is a need for medical attention, the student will be directed to the Thunder Bay Health Clinic and the parent will be contacted.

Parents contact the school office when emergency contacts change so someone can be contacted in case of an accident or illness. School or Thunder Bay Health Clinic personnel will first call the parent at home or the place of employment if a child becomes ill or injured at school. In rare instances a child must be transported to a hospital by ambulance. School personnel will accompany the child until a parent arrives at the hospital.

## **MEDICATION**

All medication, both prescription and non-prescription, must be kept in the school office. The only exception to this is when the student's physician allows the student to carry medication on his/her person to allow for immediate and self-determined administration.

All medicine must be kept in a labeled container as prepared by the pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration and accompanied by a signed authorization and specific directions for the administration of this medication.

## **STUDENT CONDUCT**

All school staff have been instructed to safeguard the rights of students and staff who wish to focus on teaching and learning activities each day.

Proper conduct in a school includes:

1. Using self-control so as not to interrupt or interfere with a school's educational and extracurricular activities
2. Showing and maintaining respect for adult authority.
3. Developing well-mannered habits and attitudes.

Teachers have the authority to establish individual classroom rules and procedures.

Disciplinary action will be taken when students do not observe school rules. In general, minor problems will be handled informally with the administrator, teacher and student. Parents will be called for any major infraction.

The students at the Cheboygan Middle School are part of a Positive Behavior Interventions and Supports school, and there are very high expectations for student behavior. The school behavior motto is that we are **“Respectful, Responsible, and Safe”**. In the interest of student behavior of which everyone can be proud, please remember the following:

1. **Treat others the way you'd like to be treated.** This is the "Golden Rule" and encourages thinking before speaking or acting. It also will help to eliminate insults, rudeness, gossip, threats, fights, theft, and profanity. Everyone at CMS is expected to show respect toward others.
2. **Practice self-respect.** The use of alcohol, tobacco, and other drugs is clearly unhealthy and strictly prohibited.
3. **Treat the building and furnishings with respect.** Community members have made great investments in the facilities for the sake of education, please be responsible and respectful!
4. **Value learning.** The typical student will spend well over 1,000 hours in school each year. It is important to spend those hours wisely by getting to class on time and arriving prepared to learn.

## **REWARDING POSITIVE BEHAVIOR**

Positive behavior and academic achievement may be rewarded and recognized through the following:

- **Awards Assembly** — Each grade level will determine the ways in which students will be recognized.
- **Class Trips and Events** — Students will be held to high academic and behavior standards. If a student is failing one or more classes they may lose the privilege of attending class trips. Students who have accumulated three (3) or more *behavioral referrals at any time during the year* or have more than 10 absences may not attend the class trip, but are expected to be in attendance in school the day of the trip. Students who receive a *major offense* at any time during the school year may not be allowed to attend the class trip. The teachers have the right to add additional criteria in order

for students to attend the class trip as long as the criteria is stated and distributed to students when the trip is arranged at the beginning of the school year. *\*Notification that a student is not eligible to attend will be made 2 weeks prior to the trip, however if a serious behavioral or academic situation arises within the 2 week window a student may still lose the privilege of that particular class trip.*

- **Grade Level Incentive Days** — As determined by individual grade levels, incentive days will be scheduled to reward students for academic performance and/or good behavior. On these days, academic remediation opportunities are provided for students who need them.
- **Honor Roll** — Students qualify for the Honor Roll by having a 'B' average or better for the marking period.
- **Student of the Month program** — Students are nominated by their teachers to be deserving of this award. Students are selected based on their overall contribution to the school and the learning process.
- **School Sponsored Activities (Athletics, Clubs, etc.)** To participate in the variety of activities at CMS, students must attend at least half of the day on the date of the scheduled activity and a full day on the date after the scheduled activity. All rules of conduct that are in effect during the regular school day are in effect at all school activities.

The school's discipline code is in effect at all school-sponsored activities. Students that are involved in situations that require discipline will receive the appropriate points. Students must be in school during the day in order to attend after school activities. Activities, clubs, and sports require the student to pay participation fees. Alternative arrangements can be made on an individual basis if necessary. Parents are asked to pick up students from activities within 15 minutes of the designated completion time. Additionally, there may be a fee for participation in student activities.

- **School Wide Celebrations** — As part of the Positive Behavior Interventions & Supports (PBIS) initiative CMS will recognize exemplary student behavior with periodic school-wide celebrations throughout the year. For these events ALL students are able to participate. This allows even those students who may have struggled with academics or behavior to be a part of a school-wide event and be included in the festivities.

## **DISCIPLINARY ACTIONS**

These procedures will be followed when major infractions of school rules, such as those listed in the district section of the handbook occur:

1. Parents of offending students will be informed of the violation.
2. The teacher or principal may assign in-school suspension or keep students after school for discipline, special work projects, or academic make-up work. Transportation from school will be the responsibility of the student's parents.
3. Social probation may be put in place, which means the student would not be allowed to participate in any activity outside of the regular school day (8:00-3:00).
4. An out-of-school suspension of one to ten days may be administered by the principal using the following guidelines:
  - Parents or guardians shall be notified before the student is suspended from school.
  - Students under suspension are not allowed on any school property, in school buildings, or admitted to any school function.
  - A parent conference will be held upon the return of the student from an out-of-school suspension.
5. Chronic infractions may result in a meeting with the Superintendent or Board of Education to determine long term suspension or expulsion. Students referred for discipline for any behavior offense in violation of Michigan Law (weapons, arson, false alarms) will be immediately

suspended and expulsion proceedings before the Superintendent or Board of Education may be initiated. Law enforcement will be notified.

The Cheboygan Area Schools work closely with local law enforcement, the juvenile and family court and other community agencies. These resources will be utilized as necessary to help support the student, family and school.

The policy is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive mood within the building, on school property, or at any school event. The student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct that will subject the student to disciplinary action.
2. Notice of the specific charge against the student and the evidence supporting the charge.
3. Notice of date of hearing sufficiently in advance to permit preparation of the defense.
4. Notice of student's procedural rights at the disciplinary hearing.

### **RESTORATIVE PRACTICES**

Restorative practices will be utilized in all situations where disciplinary action is necessary. Restorative practices are designed to repair when an individual's behavior has been disruptive and hurtful to others. This process includes having all individuals involved take responsibility for their behavior. Students are asked to "Make it Right" by apologizing, "Pledge Forward" that it won't happen again, and "Pay for It" by serving the appropriate consequence. It is important to understand that restorative practices do not take the place of consequences. A student who has committed a behavior infraction may participate in restorative practices and also receive disciplinary action up to and including suspension.

### **PERSONAL PROPERTY**

The following are five personal property expectations which students should be familiar with:

1. **School materials** - Required textbooks and related learning materials are supplied free of charge. However, students are responsible for reasonable care and safe-keeping of all materials. Students and parents must pay for items that are lost or damaged during the school year.
2. **Clothing** - All students' outerwear such as coats, hats, boots and gloves should be labeled. Hundreds of dollars' worth of lost or misplaced clothing materials are not claimed each year. Each building has a 'lost & found' location for unclaimed items that can be checked by students or parents. All unclaimed clothing at the end of the school year is given to charity.
3. **Animals or Pets** - Animals or Pets are not allowed in school.
4. **Money** - Parents should not allow students to carry more money than is needed for lunch or school sales.

### **CELL PHONES**

Student cell phone use is not allowed at CMS from 8AM-3PM.

#### **Offenses**

##### **1<sup>st</sup> Offense**

Phone is confiscated and turned into the office. The phone will be released to the student at the end of the day.

##### **2<sup>nd</sup> Offense**

Phone is confiscated and turned into the office. The phone must be picked up by a parent and/or guardian.

### **3<sup>rd</sup> Offense**

Phone is confiscated and turned into the office. One (1) week of lunch detention will be assigned. The phone must be picked up by a parent and/or guardian.

### **4<sup>th</sup> Offense+**

Phone is confiscated and turned into the office. One Saturday School will be assigned. The phone must be picked up by a parent or guardian.

With repeated offenses, points may accumulate due to insubordination and could result in more serious disciplinary consequences including suspension. The school will not be responsible for loss, theft, or damage to any personal property, including cell phones.

Additionally, cell phones are not to be used to record other students without their consent. Unauthorized recordings and/or sharing videos to others (including social media) may be viewed as bullying and/or malicious use of technology, which have significant consequences attached to them.

### **LOCKERS**

All lockers and desks remain on school property and are subject to a search at any time. Backpacks, coats, and hats must be kept in lockers. Valuable items that are brought to school are the responsibility of the students. The school will not be held liable for repair or replacement. Students may post school appropriate pictures on the inside of their lockers with magnets, however no tape, glue, or adhesives can be used.

### **CAFETERIA**

School lunch rules are necessary to maintain order while many students are in the cafeteria. Adult supervisors are present during this period. Students who abuse the guidelines below are subject to loss of privileges from the classroom teacher or principal.

1. Students should listen to and show respect for the lunchroom supervisor.
2. Students should eat quietly and use good table manners.
3. All garbage should be disposed of in proper containers.
4. Students are to complete any assigned tasks prior to leaving their tables.
5. Parents are always welcome to join their children for lunch.

### **ATHLETICS**

Opportunities to participate in Cheboygan Area Schools sports become an option as students begin 7<sup>th</sup> grade. The athletic offerings are as follows:

#### **Girls**

Cross Country (Fall)  
Volleyball (Fall)  
Basketball (Winter)  
Track & Field (Spring)

#### **Boys**

Cross Country (Fall)  
Basketball (Winter)  
Track & Field (Spring)

Eligibility for these sports is based on both academic and behavioral expectations. Coaches will discuss these during their team meetings, per respective sport.

For any parental concerns dealing directly with athletics please follow the chain of command: 1. Speak directly to the coach 2. Speak to the athletic director 3. Speak to an administrator 4. Speak to the Superintendent 5. Speak to the Board of Education.

**PARKING**

Parents are asked to park only in the designated parking areas on the West side of the building, and to the North, near the tennis courts. The Bus Lane (the drive between the Middle/Intermediate School and the High School) must be kept clear between 7:15 and 8:00 a.m. and 2:45 to 4:00 p.m. as buses are arriving and leaving during that time.

Parents who pick up students at the end of the day must park in a designated spot and wait for students. Sixth and seventh grade students will be released for parent pick up out the main entrance doors.

\*\*The Cheboygan Middle School Student Handbook does not encompass all situations. Administration reserves the right to make decisions on issues that impact the school day or extracurricular events.

# Cheboygan Intermediate School

## GRADES 3-5

*In this section, specific procedures and policies for Cheboygan Intermediate School are described. Additional procedures and policies for the entire district, which also apply to CIS are described in the District section. It is the responsibility of the student and parent to read the information contained in the District section of the Handbook.*

## SCHOOL HOURS

The school day begins at 8:00 a.m. and ends at 2:50 p.m. The main office is open from 7:45-3:45 each day.

## COMMUNICATION

A number of techniques are used to keep you informed of your child's progress and the educational activities affecting you in the school community.

The school uses progress reports, parent-teacher conferences, telephone calls, on-line parent access to student information, and the district website, [www.chebschools.org](http://www.chebschools.org). Primary means of communication is done through ClassDojo, including schoolwide and classroom information. A weekly ClassDojo message is sent out by the principal either at the end or beginning of the week. Your child's teacher will provide you with information on how to sign up to receive these important messages.

Parents can also keep up to date with what is going on in our school by reading our Daily Bulletin. You may access the Daily Bulletin through the Daily Bulletin link on our website or through your Family Access in the Powerschool Parent Portal.

Parents also are encouraged to call the school (627-7103) with questions, concerns, or comments, or to arrange to visit. You are urged to request completed assignments from your child to keep close track of the classroom work. Non-custodial parents may request newsletters, copies of report cards, and dates for conferences if they share legal custody

## DRESS CODE

It is expected that students attend school wearing clothing that is appropriate, safe, and does not distract from the educational process. The following are the dress code guidelines that students are expected to follow:

- Absolutely no alcohol, tobacco, or drug advertising. No lewd or suggestive wording or clothing.
- Shoes must be worn. Shoes with wheels are not permitted.
- Sleeveless apparel such as tank tops, cut-off sweatshirts or blouses are not permitted.
- No pajama pants. All pants must be worn at the waistline.
- Clothing should be free of holes, major rips or tears.
- Undergarments must not be visible. Overly tight, revealing or see-through clothing is not permitted.
- Coats, windbreakers, jackets, hats and other outdoor apparel may not be worn in the building.
- All shorts, pants, skirts and dresses must be hemmed with NO FRINGES.
- No hats, bandanas, visors, or scarves to be worn on the head.
- All shorts, skirts and dresses must extend below the fingertips of the student when standing with arms extended downward, or within four (4) inches of the knee.
- Leggings must be covered with appropriate length shorts, pants, skirts, or dresses.

When enforcing the dress code, administrative discretion will be used. If you are unsure about acceptable clothing, you may bring it to the office before your child wears it to school. It is also recommended that students keep a set of clean clothes in their backpack in case of unforeseen circumstances.

### **RECESS/PLAYGROUND RULES**

Because fresh air and exercise have been proven to aid in the physical and educational growth of students, the intermediate school has an outdoor recess program. Children should attend school only when healthy enough to go outside. A doctor's statement is required if a child is to be excused from recess. It is very important that children wear appropriate clothes to stay outdoors each recess. Please label all clothing with children's names.

We have outside recess when the weather is above 10 degrees with the wind chill and it is not raining. During the Fall and Spring months, proper attire (sweatshirts, long pants, etc.) is expected when the temperature is below 55 degrees. These are the guidelines for safe and friendly playground activities during recess:

1. Be respectful
2. Play in assigned areas only
3. Use playground equipment properly
4. No hard balls, baseballs, bats or golf balls are allowed.
5. Throwing snow or rocks and/or sliding on ice is dangerous and not allowed.
6. Physically aggressive or roughhousing types of activities are not allowed.
7. Line up quickly and quietly when the whistle is blown to enter the building.

### **PARENT TEACHER CONFERENCES**

Conferences are offered to parents to provide an opportunity to get a personal progress report on your child. Individual conference times are scheduled. You can get the most out of each conference by taking the following steps:

1. Listen to the teacher's remarks and try to ask any follow-up questions or give suggestions at that time.
2. Be sure to listen to how you can help your child do his or her best in every subject.
3. End the conference with a summary of what has been said and of your future plans.
4. After returning home, go over the report in detail with your child. Determine why grades may have changed and make definite plans for improvements if needed.

### **VOLUNTEERS**

Cheboygan Intermediate School provides many opportunities for parent involvement. You are invited to share your time and support in these worthwhile activities. If you want to volunteer on a regular basis, please fill out a parent volunteer form obtained in the office. Please note that visitor/volunteer access to the building may be limited by the principal when it may interfere with the educational process or health and safety of students and staff.

### **GETTING YOUR CHILD OFF TO A GOOD START**

One way to maintain the excitement of the first days of school is to help your child prepare for the challenges of school. There are many things that you as a parent can do to ensure that your child is prepared for school each day.

**1. Teach your children to be organized**

School is their “job.” Help them develop a system to assume the responsibilities of making sure homework assignments are complete and to have the supplies that are needed each day.

**2. Children need a good night’s sleep**

It is very important that your child comes to school rested every day. Establish an evening bedtime schedule for your child and stick to it.

**3. Develop a calm morning routine**

Allow enough time for a healthy breakfast and a timely school arrival.

**4. Share your child’s day**

Your own reactions and attitudes will go a long way towards determining how your child feels about school, the teacher, and other students.

**5. Read to and with children for 20 minutes every day**

Kids who “practice” their reading do better than those who don’t.

**6. Build a “can do” attitude in your child**

When she/he tries something hard, praise the effort. Help break a big project down into smaller tasks. Then praise him/her as each step is completed. The process is as important as the product.

**7. Join your school’s parent group**

Sign up to help in some way. When parents are involved, kids learn more...and their schools are better, too.

**STUDENT PICK UP AT THE END OF THE DAY**

Students should be picked up at the designated parent pick-up area. Parents are provided with a window sign with your child’s name on it to display in your windshield for easy identification during pick up. Dismissal will begin at the end of the day. Any student that has not been picked up within 15 minutes of the school dismissal time will need to be picked up in the main office.

**STUDENT BEHAVIOR**

The students at the Cheboygan Intermediate School are part of a Positive Behavior Interventions and Supports (PBIS) school, and there are very high expectations for student behavior. The school behavior motto is that we are “Respectful, Responsible, and Safe”. In the interest of student behavior of which everyone can be proud, please remember the following:

- 1. Treat others the way you’d like to be treated.** This is the "Golden Rule" and encourages thinking before speaking or acting. It also will help to eliminate insults, rudeness, gossip, threats, fights, theft, and profanity. Everyone at CIS is expected to show respect toward others.
- 2. Practice self-respect.** The use of alcohol, tobacco, and other drugs is clearly unhealthy and strictly prohibited.
- 3. Treat the building and furnishings with respect.** Community members have made great investments in the facilities for the sake of education. Please be responsible and respectful!
- 4. Value learning.** The typical student will spend well over 1,000 hours in school each year. It is important to spend those hours wisely by getting to class on time and arriving prepared to learn.

## DISCIPLINARY ACTIONS

<b>Level 1 Incidental Infractions (Non-referred/Non-recorded)</b>	<b>Level 2 Minor Infractions (Non-referred/Minor Incident Referral Completed)</b>	<b>Level 3 Major Infractions (Referred/Office Discipline Referral Completed)</b>
<ul style="list-style-type: none"> <li>● Refusal to Work</li> <li>● Making Noises</li> <li>● Running</li> <li>● Off-Task Behavior</li> <li>● Loud/Yelling</li> <li>● Out of seat</li> </ul>	<ul style="list-style-type: none"> <li>● Mild Disrespect</li> <li>● Lying/Cheating</li> <li>● Dress Code Violation</li> <li>● Name Calling</li> <li>● Non Directed Profanity</li> <li>● Throwing Small Objects</li> <li>● Classroom Disruption</li> <li>● Inappropriate Language Between Students</li> <li>● Electronic Device/Wireless Communication Device Violation</li> <li>● Physical Contact without intent to harm</li> <li>● Leaving assigned area without permission</li> <li>● Failure to comply with redirection of Level 1 Infractions</li> </ul>	<ul style="list-style-type: none"> <li>● Direct Inappropriate Language/Gestures to adults</li> <li>● Fighting/Physical Aggression to Cause Harm</li> <li>● Spitting, Biting, Throwing Objects to Cause Harm</li> <li>● Overt Defiance (refusal to follow directions of adult)</li> <li>● Major Classroom Disruption that cannot be redirected</li> <li>● Reference in conversation, writing or pictures to weapons or acts of violence</li> <li>● Harassment/Bullying as Defined in Board of Education Policy</li> <li>● Lying/Cheating (2nd or greater offense)</li> <li>● Property Destruction</li> <li>● Technology Violation</li> <li>● Forgery/Theft</li> <li>● 4 or more Level 2 Violations</li> <li>● Drug/Tobacco/Vape Use or Possession</li> <li>● Weapon Use or Possession</li> <li>● False Alarm/Bomb Threat</li> <li>● Assault (verbal or physical)</li> </ul>
<p>Teacher addresses the behavior using classroom management system which may include</p> <ul style="list-style-type: none"> <li>● Redirect the correct behavior</li> <li>● Proximity control</li> <li>● Nonverbal cue to correct behavior</li> <li>● Private conference with student</li> <li>● In-class modified seating</li> <li>● In-class time out</li> <li>● Re-teach correct behavior</li> <li>● Model correct behavior</li> </ul>	<p>Teacher addresses the behavior using logical consequences which may include</p> <ul style="list-style-type: none"> <li>● Redirect the correct behavior</li> <li>● Student/Teacher conference</li> <li>● Out of class time with another teacher</li> <li>● Restorative practices</li> <li>● Recess detention with classroom teacher or BASS</li> <li>● Time in BASS room</li> <li>● Loss of privilege</li> <li>● Re-teach correct behavior</li> <li>● Model correct behavior</li> <li>● Parent/Teacher conference</li> </ul>	<p>Student is sent to the office with an Office Discipline Referral and principal will apply appropriate consequences which may include</p> <ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Parent contact by phone</li> <li>● Restorative practices</li> <li>● Individualized Instruction/Behavior Plan</li> <li>● Time in office</li> <li>● Time in BASS room</li> <li>● Loss of Privilege</li> <li>● Parent Conference</li> <li>● In School Suspension</li> <li>● Out of School Suspension</li> <li>● Referral to School Resource Officer</li> </ul>

## **WHEN DISCIPLINARY ACTION IS NECESSARY**

These procedures will be followed when major infractions of school rules, such as those listed above, occur:

1. Parents of offending students will be informed of the violation.
2. The teacher or principal will apply the appropriate consequence/action as listed above.
3. An out-of-school suspension of one to ten days may be administered by the principal using the following guidelines:
  - Parents or guardians shall be notified before the student is suspended from school.
  - Students under suspension are not allowed on any school property, in school buildings, or admitted to any school function.
  - A parent conference will be held upon the return of the student from an out-of-school suspension of 3 or more days.

Any student receiving 3 or more Office Discipline Referrals during a semester may be excluded from extra-curricular and other school sponsored activities such as field trips, assemblies, after school clubs/events, incentive days, and school wide celebrations during that semester.

This policy is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive mood within the building, on school property, or at any school event.

## **RESTORATIVE PRACTICES**

Restorative practices will be utilized in all situations where disciplinary action is necessary. Restorative practices are designed to repair when an individual's behavior has been disruptive and hurtful to others. This process includes having all individuals involved take responsibility for their behavior. Students are asked to "Make it Right" by apologizing, "Pledge Forward" that it won't happen again, and "Pay for It" by serving the appropriate consequence. It is important to understand that restorative practices do not take the place of consequences. A student who has committed a behavior infraction may participate in restorative practices and also receive disciplinary action up to and including suspension.

*\*\*The Intermediate School Student Handbook does not encompass all situations. Administration reserves the right to make decisions on issues that impact the school day or extracurricular events.*

## **East Elementary School**

### **GRADES K-2**

*In this section, specific procedures and policies for East Elementary School are described. Additional procedures and policies for the entire district, which also apply to East are described in the District section. It is the responsibility of the student and parent to read the information contained in the District section of the Handbook.*

The elementary school years are important in a student's education. During this time, the Cheboygan Area Schools attempt to fill their students with the wonder of discovery, the satisfaction of accomplishment and a desire for success.

The mission of East Elementary is to promote strong academics, positive social interactions, and a dynamic sense of community while meeting the individual needs of all students. Our vision for our students is "by inspiring greatness, all children will realize their worth and reach their fullest potential."

Most of the elementary school day is devoted to instruction in language arts, science, social studies and mathematics. We also provide subjects that add to the total academic, cultural and social growth of our student body. These include physical education, STEAM, Health, Art, and Social Emotional Learning.

Our elementary school teachers are dedicated to each student's achievement and success. Each is highly qualified and uses a variety of proven techniques to stimulate the educational potential of all students. The classroom instructors are supported by reading specialists, special education teachers, academic teacher consultants, speech therapists, and social workers.

### **ADMISSION GUIDELINES**

New students to the Cheboygan Area Schools are asked to register immediately. Those arriving in the summer should register three weeks before fall classes begin to assure appropriate placement.

All children entering the Cheboygan Area Schools for the first time must present 2 forms of verification of residency, an original birth certificate, proof of immunizations, a certificate of dental exam and a health appraisal that includes a vision test or screening. The medical records should specify the day, month, and year immunizations were given. The school district is required to exclude students from school who do not comply with the state's laws.

A child's custody papers and any court restrictions on non-custodial parents must be on file in the school office. Release of a child to a non-custodial parent can only be prohibited when an official court document is on file stating the child may not be released to the non-custodial parent. Non-custodial parents may review report cards, newsletters, and information on their child's progress when requested. Custodial parents are encouraged to inform school officials of any concerns or dangerous situations related to their children.

The Cheboygan Area Schools will request official records from a student's previous school when parents complete the necessary office forms.

Children are eligible for kindergarten if they reach their fifth birthday on or before December 1st of the given year.

## **OUR YOUNG 5 PROGRAM**

### What is the philosophy of our Young 5 Kindergarten Program?

This program is designed to prepare students for kindergarten academically, emotionally and socially. The speed and depth of curriculum is adjusted so students will flow smoothly into the regular Kindergarten program the following year. Young 5 Kindergarten is not meant to replace daycare or a Preschool program, but rather as an additional transition into Kindergarten for parents and children who would like another option. Young 5 Kindergarten will focus on the following skills:

#### Foundational Academic Skills

- Reading skills and strategies
- Brain-based skills and strategies
- Technology skills
- Basic Math skills

#### Foundational Social-Emotional Skills

- Play-based learning to teach and enhance appropriate relationships
- Building social skills that will focus on working with others
- Practicing the expectations of what it means to be a student in Cheboygan Area Schools.

### How does my child qualify for Young 5 Kindergarten?

- Students must be 5 years of age prior to December 1st of the current school year (typically the child's birthday would fall between the months of July- Nov.)
- Students must be eligible to attend Cheboygan Area Schools. Schools of Choice forms are available for students who live out of the Cheboygan School district.
- Students must be fully registered at East Elementary School before he/she will qualify.

Space is limited (17 total students) so if you are interested please call the East Elementary office at 627-5211.

## **ARRIVING TO AND LEAVING SCHOOL**

Parents can drop students off no earlier than 8:00am. Children are expected to leave school promptly at the end of the school day with a dismissal bell at 3:05pm. Students arriving after 8:15 a.m. must report to the office prior to going to their classroom.

When dropping off your child in the am:

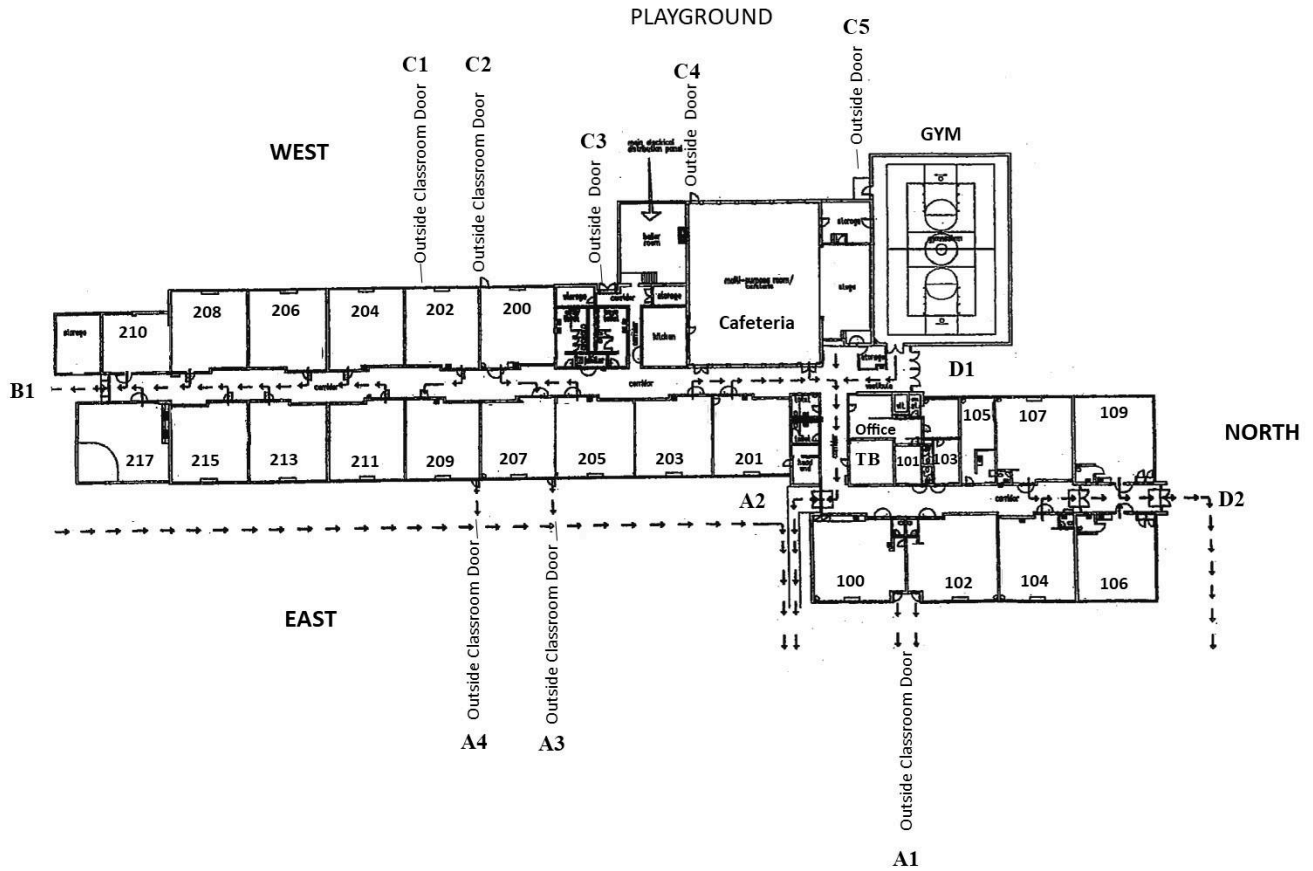
- Kindergarten students can be dropped off at the North end of the building at entrance D2 between 8:00am-8:15am. If you are dropping off after 8:15 am please bring your child through our main office entrance D1.
- 1st & 2nd grade students can be dropped off at the South entrance B1 between 8:00am-8:15 am. If you are dropping off after 8:15 am please bring your child through our main office entrance D1. If you are getting out of your vehicle please park in a designated parking spot and leave the lane closest to the sidewalk (drop-off lane) open for those who prefer not to get out of their vehicle. Please do not allow your child to cross the street by themselves. If you are utilizing the drop off lane please follow the natural flow of traffic to the end of the parking lot before turning around to exit.

When picking up your child in the pm:

- Kindergarten students will be released by an adult at the north end of the building (D2). Parents should wait outside the doors until their child comes out. Please notify the office if someone other than the parent is picking your child up. Signs will be given out at the beginning of the year with the child's name on it. The adult picking up the student should hold the sign to make the process more efficient. You may request additional signs as needed through the office.

- 1st & 2nd grade students will be picked up at the south end of the building (B1). Parents should wait on the sidewalk outside the doors until their child comes out. Please notify the office if someone other than the parent is picking your child up. Students will not be released until a parent is present at the door.

### East Elementary Map



East Elementary Evacuation Plan

### PARKING

Parents are asked not to park in the driveway parallel to Garfield Avenue between 7:15 and 8:15 a.m. and 2:00 to 4:00 p.m. Buses are arriving and leaving during that time. Parking for parents can be found at the north and south ends of the building.

## **SECURITY**

- In order to ensure the safety of our students all exterior doors except the main entrance are locked during the school day.
- All visitors are required to report to the main office upon arrival.
- Volunteers must have a form on file and background check approved.
- When students are being dropped off in the morning they will be met at the entrance doors by a staff member. Adults dropping off children may not enter the building unless they have a scheduled meeting or are volunteering, in which case they are to sign in at the office entrance.

## **RECESS**

Because fresh air and exercise have been proven to aid in the physical and educational growth of students, all students are expected to participate in outdoor recess. Children should be in school only when well enough to go outside. A doctor's statement is required if a child is to be excused from recess. It is very important that children dress according to the weather. We continue to take students outside as long as temperatures remain above 10 degrees. Please label all clothing with children's names.

## **PLAYGROUND RULES**

We have outside recess when the weather is above 10 degrees with the wind chill and it is not raining. These are the guidelines for safe and friendly playground activities during recess:

1. Be respectful.
2. Play in assigned areas only.
3. Use playground equipment properly.
4. Only soft and rubber coated balls are allowed.
5. Snow and rocks are to be left on the ground.
6. Hands are to be kept to yourself, even when playing games.
7. Stop playing when the whistle blows and line up safely when directed. Enter the building quietly.

## **LUNCHESES**

Menus are posted each month on the [www.chebschools.org](http://www.chebschools.org) website or are available in the school office. East Elementary currently offers free breakfast and lunch for all students. An entrée choice count is taken each morning in the classroom. If you visit the school and would like to have lunch with your child, please let the school office know that morning before 9:00 a.m. so we can plan lunch for you.

Every student has an account that is computerized and accessed by the student number or by name. Call for more details: 231-627-6591.

## **DRESS AND GROOMING**

The Cheboygan Area Schools encourage good grooming and neatness in appearance. This adds to a good educational environment and shows pride and respect for school. The following apply:

1. Student appearance and clothes should be neat and clean.
2. Personal body care such as brushing teeth daily, showering, and washing hair regularly contributes to both the hygiene and grooming of a student.
3. The overall appearance of a student should not disrupt the educational process.

## **DRESS CODE**

- No colored hair sprays or gels
- Short skirts, dresses, etc. must extend below the fingertips of the student when standing with their arms extended downward
- No undergarments are to be visible
- Sleeveless tank tops are acceptable if the straps are at least 2 inches wide and are not tight or revealing
- No tube tops, spaghetti straps, see through, bare midriff, bare shoulder, off the shoulder, beach wear or crop tops
- No lewd or suggestive wording or graphics
- No double meaning wording on clothing or clothing that has alcohol, tobacco or drug language
- Clothing should be free of major rips, tears and holes
- Shoes must be worn
- No pajama pants
- No hats to be worn inside
- Shoes with wheels are not permitted

When enforcing the dress code, the principal's discretion will be used. If you are unsure about acceptable clothing, you may bring it to the office before your child wears it to school. We also ask that students keep a set of clean clothes in their backpack in case of unforeseen circumstances.

## **WE ARE IN THIS TOGETHER**

It takes the cooperation, energy, and ideas of parents to educate children effectively. Because students spend only about 1/3 of their waking hours in school, the importance of non-school experiences is critical to students' success.

If you want to help at home, the best instructional technique is by personal example. Attitudes and values parents place on education, as well as the advice and personal guidelines they give, will have the greatest impact on how children act in the classroom.

## **HOW WE COMMUNICATE**

A number of techniques are used to keep you informed of your child's progress and the educational activities affecting you in the school community.

The school uses progress reports, report cards, parent-teacher conferences, telephone calls, district website([www.chebschools.org](http://www.chebschools.org)), classroom/school newsletters, robo call system and the Cheboygan Area Schools app for communication.

Parents are encouraged to contact their child's teacher with questions, concerns, or comments. You are urged to request completed assignments from your child to keep close track of the classroom work. Non-custodial parents may request newsletters, copies of report cards, and dates for conferences.

## **PARENT TEACHER CONFERENCES**

Conferences are offered to parents to provide an opportunity to get a personal progress report on your child. Individual conference times are scheduled. You can get the most out of each conference by taking the following steps:

1. Listen to the teacher's remarks and try to ask any follow-up questions or give suggestions at that time.
2. Be sure to listen to how you can help your child do his or her best in every subject.
3. End the conference with a summary of what has been said and of your future plans.
4. After returning home, go over the report in detail with your child. Determine why grades may have changed and make definite plans for improvements if needed

### **PARENT HELP NEEDED**

East Elementary School provides many opportunities for parent involvement. You are invited to share your time and support in these worthwhile activities. If you want to volunteer please fill out a parent volunteer form obtained in the office. Please be aware that a background check will be conducted before you are approved.

### **GETTING YOUR CHILD OFF TO A GOOD START**

One way to maintain the excitement of the first days of school is to help your child prepare for the challenges of school. There are many things that you as a parent can do to ensure that your child is prepared for school each day.

#### **1. Teach your children to be organized**

School is their "job." Help them develop a system to assume the responsibilities of making sure homework assignments are complete and to have the supplies that are needed each day.

#### **2. Children need a good night's sleep**

It is very important that your child come to school rested every day. Establish an evening bedtime schedule for your child and stick to it.

#### **3. Develop a calm morning routine**

Allow enough time for a healthy breakfast and a timely school arrival.

#### **4. Share your child's day**

Your own reactions and attitudes will go a long way towards determining how your child feels about school, the teacher, and other students.

#### **5. Read to and with children every day**

Kids who "practice" their reading do better than those who don't.

#### **6. Build a "can do" attitude in your child**

When she/he tries something hard, praise the effort. Help break a big project down into smaller tasks. Then praise him/her as each step is completed. The process is as important as the product.

### **ILLNESS**

If your child is ill, please keep him/her home from school. If he/she is well enough to attend school, he/she is well enough to participate in school activities and outdoor recess.

Children unable to participate in school activities such as gym or recess must have a dated doctor's note specifying the reason and length of time they are to be excused.

If your child should become ill during the school day, you will be notified immediately. Be sure the school has an emergency number to call in such cases. You should give the school this number at registration time. Please update the office when the emergency contact numbers or your numbers change.

### **HEAD LICE**

Head lice is a common condition that can be transmitted where any group assembles regularly. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely.

Please check your child's head. Look around the ears and back of the neck. Be sure you have good light. Stand near a window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off the hair. Dandruff or scalp flakes move very easily. Nits do not.

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent/guardian consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent/guardian about the need to remove the nits.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents/guardians, teacher, social workers, or administrators to determine the best approach to resolve the issue.

### **MEDICATION**

All medication, both prescription and non-prescription, must be kept in the school office and administered by an adult. The only exception to this is when the student's physician allows the student to carry medication on his/her person to allow for immediate and self-determined administration.

All medicine must be kept in a labeled container as prepared by the pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration and accompanied by a signed authorization and specific directions for the administration of this medication. The signed authorization must be provided to the school using the form obtained by the office. More specific information on medication is available in school board policy.

### **PERSONAL PROPERTY**

The following are five personal property subjects which most students must deal with at one time or another:

1. School materials - Required textbooks and related learning materials are supplied free of charge. However, students are responsible for reasonable care and safe-keeping of all materials. Students and parents must pay for items that are lost or damaged during the school year.
2. Clothing - All students' outerwear such as coats, hats, boots and gloves should be labeled. Hundreds of dollars worth of lost or misplaced clothing materials are not claimed each year. Each building has a location for unclaimed items that can be checked by students or parents. After 2 weeks all unclaimed clothing is given to local charity.
3. Animals or Pets - Animals or Pets are not allowed in school.
4. Money - Parents should not allow students to carry more money than is needed for lunch, popcorn sales or bake sales.
5. Electronic Equipment - Cell phones and other electronic or battery-powered entertainment equipment are not permitted in school unless permission has been granted in advance by the

building principal or the child's teacher. If you choose to send your child to school with a cell phone, the cell phone is to remain off and in his/her backpack during school hours. The district is not responsible for lost or stolen cell phones.

## STUDENT CONDUCT

Much more attention can be devoted to teaching and learning in school when students accept responsibility for their behavior. Parents, of course, have the major responsibility for teaching self-control and acceptable behavior. The school works closely with parents to reinforce the good conduct taught at home.

Every student's right to a public education carries with it a responsibility to know and observe school rules. These rules help keep non-educational distractions to a minimum each school day. They also help a student prepare for adult responsibilities and discipline.

All school staff have been instructed to safeguard the rights of students and staff who wish to focus on teaching and learning activities each day.

Proper conduct in a school includes:

1. Using self-control so as not to interrupt or interfere with the school's educational and extracurricular activities.
2. Showing and maintaining respect for adult authority.
3. Developing well-mannered habits and attitudes.

In addition, teachers have the authority to establish individual classroom rules and procedures.

Disciplinary action will be taken when students do not observe school rules. In general, minor problems will be handled informally with the administrator, teacher and student. Parents will be called for any major infraction.

### Behavior/Consequences East Elementary

Behavior	Possible Offenses	Possible Consequence/Corrective Action
<b>Level I</b>	<ul style="list-style-type: none"> <li>● Refusal to Work</li> <li>● Making Noises</li> <li>● Running</li> <li>● Off-Task Behavior</li> <li>● Loud/Yelling</li> <li>● Out of seat</li> </ul>	Classroom managed: Teacher uses classroom management to regulate, reteach and restore relationships through TBRI strategies and Restorative Practices. Natural consequences when appropriate. <ul style="list-style-type: none"> <li>● Teacher may contact parent</li> <li>● No BIR required</li> </ul>
<b>Level II</b>	<ul style="list-style-type: none"> <li>● Mild Disrespect</li> <li>● Lying/Cheating</li> <li>● Dress Code Violation</li> <li>● Name Calling</li> <li>● Non Directed Profanity</li> <li>● Throwing Small Objects</li> <li>● Classroom Disruption</li> <li>● Inappropriate Language Between Students</li> </ul>	<ul style="list-style-type: none"> <li>● Classroom managed</li> <li>● BIR</li> <li>● Redo sheet/Expectation reteach</li> <li>● Apology if applicable</li> <li>● Parent contacted by Teacher or Administrator</li> <li>● Natural Consequences/Loss of privilege</li> <li>● Meet with parent if needed</li> <li>● If behaviors continue teacher requests</li> </ul>

	<ul style="list-style-type: none"> <li>• Electronic Device/Wireless Communication Device Violation</li> <li>• Physical Contact without intent to harm</li> <li>• Leaving assigned area without permission</li> <li>• Failure to comply with redirection of Level 1 Infractions</li> <li>• 3 or more level 1 infractions</li> </ul>	BASS support/behavior plan if applicable
<b>Level III</b>	<ul style="list-style-type: none"> <li>• Direct Inappropriate Language/Gestures to adults</li> <li>• Fighting/Physical Aggression to Cause Harm</li> <li>• Spitting, Biting, Throwing Objects to Cause Harm</li> <li>• Overt Defiance (refusal to follow directions of adult)</li> <li>• Major Classroom Disruption that cannot be redirected</li> <li>• Reference in conversation, writing or pictures to weapons or acts of violence</li> <li>• Harassment/Bullying as Defined in Board of Education Policy</li> <li>• Lying/Cheating (2nd or greater offense)</li> <li>• Property Destruction</li> <li>• Technology Violation</li> <li>• Forgery/Theft</li> <li>• 4 or more Level 2 Violations</li> <li>• Drug/Tobacco/Vape Use or Possession</li> <li>• Weapon Use or Possession</li> <li>• False Alarm/Bomb Threat</li> <li>• Assault (verbal or physical)</li> </ul>	<ul style="list-style-type: none"> <li>• BIR</li> <li>• Redo/Reteach</li> <li>• Apology</li> <li>• Parent contacted by Administrator</li> <li>• Possible Suspension/Expulsion</li> <li>• Request for behavior plan</li> <li>• Meet with parent and/or student</li> </ul> <p>When student makes a threat toward self or others:</p> <ul style="list-style-type: none"> <li>• Parent Called</li> <li>• Conference with student</li> <li>• Threat assessment if necessary</li> <li>• Meet with the emergency response team to discuss further steps if necessary.</li> </ul> <p>Automatic Suspension:</p> <ul style="list-style-type: none"> <li>• Physical aggression with intent to injure</li> <li>• Dysregulation lasting more than 1 hour.</li> <li>• Out of bounds dangerous location w/refusal to comply</li> </ul>

An out-of-school suspension of one to ten days may be administered by the principal using the following guidelines:

- Parents or guardians shall be notified before the student is suspended from school.
- Students under suspension are not allowed on any school property, in school buildings, or admitted to any school function.
- A parent conference will be held upon the return of the student from an out-of-school suspension lasting 3 or more days.

\*\*The East Elementary School Student Handbook does not encompass all situations. Administration reserves the right to make decisions on issues that impact the school day or extracurricular events.



## Cheboygan Area Schools MTSS Guidebook



**A Multi-Tiered System of Supports (MTSS)** is a comprehensive framework comprising a collection of research-based strategies designed to meet the individual needs and assets of the whole child at all achievement levels. MTSS intentionally interconnects the education, health, and human service systems in support of learners, schools, centers, and community outcomes. The five essential components of MTSS are inter-related and complementary. Implementation of the essential components as intended provides educational settings with a framework to organize the strategies and processes needed to eliminate barriers to learning and support successful learner outcomes.

### **Multi-Tiered System of Supports (MTSS):**

#### **1. Early Intervention and Proactive Support:**

- MTSS identifies potential challenges in academics, behavior, or social-emotional development early on, before they significantly impact a student's success.
- This allows for immediate and targeted interventions, preventing small issues from snowballing into bigger problems.
- It offers a preventive approach, promoting overall student well-being and academic progress.

#### **2. Universal Support and Tiered Differentiation:**

- MTSS provides Tier 1: high-quality core instruction and universal supports for all students to build a strong foundation.
- For students needing additional help, it offers Tier 2: targeted small-group interventions or differentiated instruction within the classroom.
- Tier 3: intensive, individualized support is available for students with persistent challenges, potentially leading to special education evaluation if needed.
- This tiered approach ensures all students receive the appropriate level of support, minimizing the need for one-size-fits-all solutions.

#### **3. Data-Driven Decision Making:**

- MTSS relies on ongoing data collection and analysis to monitor student progress and the effectiveness of interventions.

- This data informs adjustments to instruction, supports, and resource allocation, ensuring resources are used efficiently and effectively.
- Data-driven decision making leads to continuous improvement and better outcomes for all students.

#### **4. Whole-Child Approach:**

- MTSS goes beyond academics, addressing social-emotional needs, behavior, and attendance alongside academic achievement.
- This holistic approach recognizes the interconnectedness of various aspects of development and supports the whole child, fostering well-rounded individuals.

#### **5. Equity and Efficiency:**

- MTSS promotes equitable access to quality education by providing targeted support to students who need it most, regardless of background or ability.
- It also maximizes resource usage by identifying students who need intensive support before resorting to more expensive special education services.

**Overall, MTSS is a powerful framework that ensures all students have the opportunity to succeed by providing early intervention, tiered support, data-driven decision making, a whole-child approach, and promoting equity and efficiency.**

### **Vision and Goals**

#### **Vision:**

**Using a Multi-Tiered System of Supports (MTSS) model, Cheboygan Area Schools will provide academic excellence by design for all students requiring varying levels of instructional intensity and supports.**

#### **Culture / Learning Environment Goal Statement**

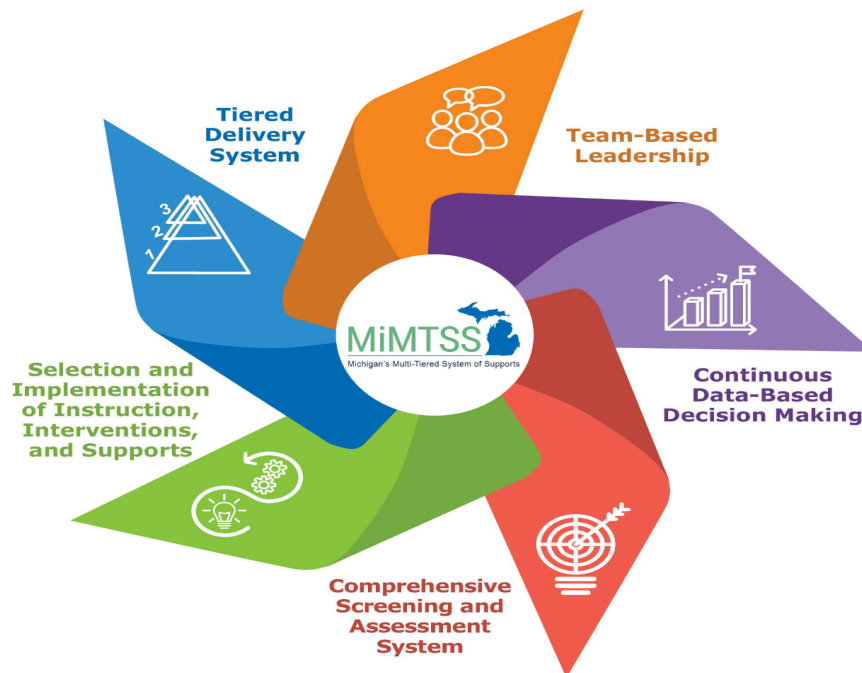
Cheboygan Area Schools will provide a welcoming and safe environment that includes innovative and enriching programs for all.

#### **Goals of the leadership team:**

1. To update the district RtI/MTSS implementation plan/handbook and to monitor implementation of the district plan
2. To provide guidance to all schools throughout the district so they can be in compliance with good RtI/MTSS practices

3. To identify and make available to schools the resources required to implement RtI/MTSS successfully

## MDE MTSS



## **MTSS Implementation Timeframe:**

### [3-5 Year MTSS Implementation Plan](#)

### [Important Roles & Expectations](#)

# Components of MTSS

## Shared Leadership

### Definition:

The coordination of training, coaching, resources, and evaluation to support the implementation of MTSS through shared decision-making by a group of individuals who represent the school, district, and community (e.g. students, family members, general and special educators, specialists, etc.).

## Data-Based Problem Solving and Decision Making

### Definition:

The process used by stakeholder teams from multiple settings (e.g. home, school, community), to analyze and evaluate information related to planning and implementing effective instructional strategies matched to student need.

## Problem Solving Process

### Layered Continuum of Supports

#### Definition:

Culturally- and developmentally-relevant practices, that are layered from universal (every student) to targeted (some students) to intensive (few students), in order to support the academic and behavioral needs of every student.

## Evidence-Based Instruction, Intervention and Assessment Practices (both academic and social/behavioral)

### Definition:

Teaching and learning approaches proven to be effective through scientifically-based research studies which are used to guide educational decisions to ensure improved outcomes for students.

## Universal Screening and Progress Monitoring

### Definition:

#### Universal Screening

Universal screening is a type of assessment that is characterized by the administration (usually three times a year) of quick, low-cost, repeatable data collection of academic and behavioral skills of all students. It shows how functional the curriculum and instruction are in the school and detects whether or not students are making acceptable progress in the curriculum.

#### Progress Monitoring

Progress monitoring is a systematic approach to gathering academic and behavioral data using a variety of data collection methods. Student performance is examined frequently, over time, to evaluate response to instruction and intervention.

## Family, School and Community Partnering

### Definition:

The collaboration of families, schools, and communities as equal partners in improving learner, classroom, school, and district outcomes.

## Assessment Framework and Decision Rules

Creating a comprehensive assessment system is the first major structuring task that must be completed by the school leadership teams.

### Comprehensive Assessment System should include:

1. Screening Assessment and Decision Rules for using those data
2. Progress Monitoring Assessment and Decision Rules for using those data
3. Diagnostic Assessment Process to determine Instructional Focus

### Universal Data Sources for Math

- Delta Math, IM Math, NWEA, MStep

### Universal Data Sources for Reading/Writing

- NWEA, MStep, Acadience, PowerUp

### Universal Data Sources for Behavior

- Major Offenses (office-managed behavior incidents)
- Minor Offenses (classroom-managed behavior incidents)
- 5 Critical components of data that should be tracked:
  - WHAT behavior?
  - WHICH students?
  - WHERE (location of incident)?
  - WHEN (time of incident, day of)

## Tiered System of Supports Building Wide

### East Elementary

- 1) [East Tier 1-3 Supports](#)
  - a) [PBIS Handbook](#)
  - b) Tier One Instruction/Support
- 2) [East SST Process](#)
  - a) Teacher Referral/Expectations
- 3) [Tier 2 Intervention Grid](#)- Entrance and Exit Criteria
  - a) Academic- cut scores
  - b) [Behavior Matrix/Rubric](#) and [Protocols](#)
- 4) Progress Monitor/Team/Meeting Schedule
- 5) Tier 3- Evals, special education, universal support plans

### CIS

- 1) [CIS Tier 1-3 Supports](#)

- a) PBIS Handbook
- 2) [CIS SST Process](#)
  - a) Teacher Referral/Expectations
- 3) [Tier 2 Intervention Grid](#)-Entrance and Exit Criteria
  - a) Academic Cut Scores
  - b) [Behavior Matrix Rubric](#) and [Protocols](#)
- 4) Progress Monitor/Team/Meeting Schedule
- 5) Tier 3-Evals, special education, universal support plans

**CMS**

- 1) [CMS Tier 1-3 Supports](#)
  - a) [PBIS](#) Handbook
- 2) [CMS SST Process](#)
  - a) Teacher Referral/Expectations
- 3) [Tier 2 Intervention Grid](#)-Entrance and Exit Criteria
  - a) Academic- cut scores
  - b) [Behavior Matrix/Rubric](#) and [Protocols](#)
- 4) Progress Monitor/Team/Meeting Schedule
- 5) Tier 3-Evals, special education, universal support plans

**CHS**

- 1) [CHS Tier 1-3 Supports](#)
  - a) PBIS
- 2) CHS SST Process
  - a) Teacher Referral/Expectations
- 3) Tier 2 Intervention Grid-Entrance and Exit Criteria
  - a) Academic- cut scores
  - b) Behavior Matrix/Rubric
- 4) Progress Monitor/Team/Meeting Schedule
- 5) Tier 3-Evals, special education, universal support plans

## **Inverness Academy**

- 1) **[Tier 1-3 Supports](#)-District**
  - a) **PBIS**
  
- 2) **Inverness SST Process**
  - a) **Teacher Referral/Expectations**
  
- 3) **Tier 2 Intervention Grid-Entrance and Exit Criteria**
  - a) **Academic- cut scores**
  - b) **Behavior Matrix/Rubric**
  
- 4) **Progress Monitor/Team/Meeting Schedule**
  
- 5) **Tier 3-Evals, special education, universal support plans**

## **Appendix A: Frequently Asked Questions**

### 1. What is MTSS?

Whole-school, data-driven, prevention-based framework for improving learning outcomes for EVERY student through a layered continuum of evidence-based practices and systems

### 2. What is a Problem Solving Team?

A problem solving team is a group of teachers and school staff who meet regularly to evaluate student data, plan interventions and monitor students progress. Different staff members may be part of the team depending on the needs of the student. Parents or guardians are also encouraged to participate on the team to create an effective action plan for their child.

### 3. What is an intervention?

An intervention is an instructional strategy or curricular component or program used to enhance student learning. Interventions are systematic and targeted in area of identified need and designed to improve student performance toward a measurable goal. An intervention requires instruction.

### 4. How do students move between Tiers?

Moving between tiers is a fluid process and there will likely be some fluctuation for many students whether they exhibit academic and/behavioral concerns. Essentially, students move between tiers based on the gap demonstrated through progress monitoring as well as with the intensity level of the intervention.

### 5. What is Progress Monitoring?

Progress monitoring is a scientifically-based practice used to assess students' academic/behavior performance and evaluate the effectiveness of instruction/intervention. Progress monitoring can be implemented with individual students or the entire class.

### 6. Is behavior part of MTSS?

Yes, many students may have behavior that negatively impacts their academic success. Or the student may struggle with behavior as a result of academic deficiencies.

7. Is RtI/MTSS just a way to avoid providing special education services?

No. RtI/MTSS is a way to integrate No Child Left Behind and IDEA so that all students receive high quality, effective instruction in the general education setting and beyond. RtI is a framework of instruction for students who do receive special education services. The intent is to generate a seamless system of support that is available to all students early on.

8. Can RtI/MTSS be used for students who are Gifted and Talented and/or underachieving?

Yes. RtI/MTSS should be used for students identified as Gifted and Talented or underachieving. Because RtI/MTSS Model is a framework, all students who are making insufficient progress should be provided more intensive interventions based on their needs. Gifted students need strength-based tiered interventions based on programming needs.

## ACKNOWLEDGEMENT OF STUDENT HANDBOOK/PARENT COMPACT

We, \_\_\_\_\_ and \_\_\_\_\_ (Student and Parent/Guardian), have received and read the Student/Parent Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects. To demonstrate our belief that high academic performance is a shared responsibility by parents, the entire school staff and students, the following agreements are identified:

**Parent/Guardian:** I want my student to succeed; therefore, I will:

- See that my student attends each day on time and ready to learn.
- Review homework and offer assistance when needed.
- Attend school functions and support the student's school activities; and,
- Make every effort to attend parent/teacher conferences for my student.

**Student:** It is important that I work to the best of my abilities; therefore, I will:

- Attend school each day on time.
- Complete assignments in an accurate, neat, and timely manner.
- Obey applicable rules and codes of conduct.
- Respect my parents, classmates, teachers, administrators, and other people in the community.
- Pay attention in class and complete assigned lessons; and,
- Participate in classroom discussions.

**Teacher:** It is important that students achieve; therefore, I will:

- Provide a caring, diverse learning environment where your student can be responsible for learning.
- Set high standards for quality instruction that promote grade-appropriate academic skills.
- Keep accurate attendance records.
- Teach students how to study.
- Review basic concepts taught in class.
- Provide flexible scheduling for parent/guardian visits and participation.

**Principal:** I support this form a parental involvement; therefore, I will:

- Provide a positive atmosphere for learning.
- Provide an environment that allows for communication between the teacher, parent and student.
- Support and attend school functions.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

- **Title VI- Policy 5202**
- **Title IX -Form 3118-F (1)**
- **504 Form- 5603-F-12**
- **Unlawful Discrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA- Policy 3118, 5202, 5603**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Policy 3102**
- **Notification to Parents Regarding Student Records Policy 5309**
- **Notification to Parents on Blood-Borne Pathogens Policy 3405**
- **Parent/Student/Teacher Involvement in Education- Policy 5401; Acknowledgement of Student Handbook-Policy 5205, Acknowledgement/Parent Compact is attached.**
- **Authorization for Prescribed Medication or Treatment Policy 5703, Form F-2**
- **Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5703-F-2**
- **Authorization for Non Prescribed Medication or Treatment (Elementary Version) Policy 5703**
- **Authorization for Use of Epi-pens or Prescribed Emergency Medication Form 5703-F-2**
- **Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 5308-F**
- **Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Policy 5309, 5309-F-2**
- **Parent Notification Regarding Student Records. Policy 5309**
- **Anti-Bullying Policy 5207**