CHASSELL TOWNSHIP SCHOOLS

Middle School/High School

Student Handbook

2026-2027



Middle School and High School Handbook

Notice: A new handbook with a more user friendly format will be coming out sometime this year.

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CHASSELL HIGH SCHOOL 2020-2021 PARENT/STUDENT HANDBOOK

SCHOOL ADDRESS

Chassell Township Schools
41585 U.S. Highway 41
P.O. Box 140
Chassell, MI 49916
(906) 483-2132
Fax: (906) 487-9045

MOTTO

"Learning for Life"

MISSION STATEMENT

"Chassell Township School's vision is to be a leading K-12 inclusive school that prepares students through individualized attention to be successful contributing members of any community."

INTRODUCTORY STATEMENT

The administration and faculty welcome you to Chassell High School. This handbook has been prepared to acquaint students and their parents with the curriculum, student activities, organizations, and regulations of Chassell High School. Students and their parents are required to read this handbook carefully.

Ignorance of the contents of this handbook will not be considered a valid reason for not complying with the procedures and regulations contained in the handbook.

These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Call the Principal's Office for a hard copy of the handbook, at 483-2132, ext. 404.

FACULTY AND STAFF

SUPERINTENDENT'S OFFICE

Marco Guidotti	Superintendent
Tara Arens	District Secretary

PRINCIPAL'S OFFICE

Tricia Tervo	Principal
Leanna Kuenzel	Principal's Secretary

MIDDLE AND HIGH SCHOOL FACULTY

Jared Berryman	PE, Health, Ext. 316
Quinn Erickson	Shop, Art Ext. 314
Sarah Guidotti	ELA, Virtual Learning, Ext. 306
Sydney Harmon	Special Education, Ext. 106
Kellan Heikkila	Math, Science Ext. 307
Amy Johnson	Band Co-op
Senia Kuntze	Social Studies, Ext. 313
Aubrey Rady	Special Education, Music, Ext. 308
Casana Ryynanen	Art, Ext. 315
Veronykah Shafer	Science Ext. 310
Beth Squires	Science, Ext. 311
Mark Ware	ELA, Ext. 312
Naomi Woodruff	Math, Ext. 309

SUPPORT STAFF

Keira Chrestensen	Title I Teacher, K-8
Tony Corrigan	Maintenance, Custodial
Carolina Grady	Classroom Aide/Parapro
Danielle Hurst	Food Service Director Ext.320
Christy Kilpela	Food Service
RyLee Maki	Classroom Aide /Parapro
Nora Olson	Librarian, Parapro
Tamara Pietila	Bus Driver
Kayla Ruonavaara	Special Education Parapro
Naomi Tervo	Bus Maintenance, Custodial
Norm Thomas	Driver
Shanda Tikka	Food Service
Jomarie Wakeham	Title I Aide, Parapro

SCHOOL DAY

First Block	8:15-9:40	Lunch	11:50-12:20
SecondBlock	9:45-11:10	Third Block	12:25-1:50
Flex Time	11:15-11:50	Fourth Block	1:55-3:20

DELAYED START

Please listen to the local radio stations for delayed openings or school cancellations. Messaging will also go out on our Chassell Township Schools app. Parents and students are responsible for knowing about emergency closings and delays. Delays will be 2 hours.

EARLY DISMISSAL

There are several early dismissals scheduled throughout the school year. The school calendar notes the time of dismissal as noon.

If we are sending students home early due to weather, we will announce this on the radio and on our school app. The weather related dismissals are decided on an area wide basis. The times will vary according to conditions. If the weather is very bad, please listen to the radio for information. WMPL, WOLV/WCCY, and WGGL are all notified.

OFFICE HOURS

During the school year the Principal's office and the Superintendent's office are open from 7:30-4:30. The office may be closed during lunch hours but at least one of the administrative offices is normally available to assist students, parents, and visitors. Summer hours are more variable.

ACCIDENT POLICY AND PROCEDURE

Any accident occurring in school or at a school even should be reported to the Principal's office at the earliest possible time and an accident report completed.

Since the Chassell Township Schools cannot assume responsibility for medical expenses for injuries, the students and their parents may wish to purchase accident insurance.

ADVANCED PLACEMENT

Advanced Placement test options are available for qualified students. In order to receive college credit, the student must obtain a score of three, four, or five on a scale of one to five on a national test administered by The College Board in May. There is a $99.00 charge (or more, depending on the test) for this test and partial scholarships for this amount are available from the State of Michigan. Colleges vary in the amount of credit given for the AP test. While not all students receive college credit for AP courses, successful completion of an AP exam in a course enables students to begin their college experience at a higher course level, and, subsequently reduce college expenses. Students interested in this option should contact the Principal/Superintendent.

AGE OF MAJORITY

When a student reaches eighteen years of age, they may assume responsibility for their own absence notes, information releases, and internet responsibilities etc. They need to sign a form in the office to exercise this option. The parents will be notified if their student assumes these responsibilities.

ANNOUNCEMENTS

Announcements will be read on the public address system. Individuals wishing to submit announcements should do so in writing by 8:00am on the morning they wish to have the announcement appear. Announcements will be subject to approval by the Principal or principal's secretary. Students and staff members are expected to listen to announcements for necessary information.

ASSEMBLIES

School assemblies will be conducted from time to time as part of the educational program. The following rules apply to all students attending these assemblies:

1. Students are to enter the gymnasium in an orderly manner and sit by grade level in the assigned area with their class advisors.
2. Conduct appropriate to the type of assembly will be expected.
3. Classes will be dismissed by the Principal or faculty moderator. Students should exit the gymnasium in an orderly manner.

4. Students who demonstrate inappropriate behavior at assemblies will face disciplinary consequences and may be denied future assembly privileges.
5. Attendance is required except for students wishing to be excused for religious reasons. Written parental permission is required for such an exception. A study hall will be provided.

ATTENDANCE POLICY

It has long been established that good attendance is strongly related to success in school. Michigan Law requires that children between the ages of six and sixteen attend school regularly. It is important to remember that during daily classroom instruction, multiple means of assessment are being used. This means that when a student misses classroom instruction, they have missed valuable classroom interaction, discussion, note-taking, lecture, group work, participation, speaking, asking questions, etc. We urge parents to support strong student attendance and to cooperate with the following policies, practices, and regulations.

1) Parents are requested to call the school attendance line by 9:00 a.m. on each day a student is to be absent from school. The attendance line can be accessed 24 hours a day.
2) If parents have not called by 9:00 a.m., school personnel will call to check on the child.
3) In the event phone contact was not made by home or school, parents are requested to send a signed, dated note to school on the day the child returns to school explaining the reason for the absence.
4) Unexcused absence
   The following situations are considered unexcused absences:
   a) An absence not approved by your parent or guardian with a phone call or note by the fifth day following the absence
   b) Leaving the building without signing out in the office in the prescribed manner
   c) Being in the building (or on school grounds) but not reporting to class
   d) Missing more than 10 minutes of class without a valid pass
   e) Submitting a note to excuse an absence which contains false information or misrepresentation
5) Prearranged absence
   An excused absence may be prearranged according to the following protocols:
   a) A written parental request must be presented indicating when the student will be absent and stating ta parent/guardian's approval of the absence.
   b) A prearranged absence form (available in the principal's office) must be completed and submitted to the principal's office prior to the absence.
   c) Prearranged absences are excused absences and help the staff and student properly make up loss of class time.
6) Sanctioned absences
   a) A sanctioned absence means you are in school but not in class because you are participating in a school activity. There is no penalty for sanctioned absences.
   b) Students who have been absent should report to the principal's office before classes on the day they return to school. Students who do not submit an excuse when returning to school will be given a temporary absence. **Absences not excused prior to the first class within five days following an absence will be unexcused.** To avoid this, it would be best to communicate with office staff in advance of the sanctioned activity.
7) Making up work when absent
   Regular attendance is essential for satisfactory achievement and progress in school. In many instances, your attendance record is as important to a prospective employer as your academic grades. following grading policy will be applied on a consistent basis:
   a) **Excused Absences:** It is your responsibility to request make up work from the teacher and complete the work according to the handbook policy. One day of additional time will be allowed for each day absent. (Extensions may be granted by the teacher for unusual circumstances.)
   b) **Unexcused Absences:** Any student with an unexcused absence will be required to take the exam. It is the responsibility of the parent to verify attendance records with the office.
   c) **School-Sanctioned Absence:** This policy also applies to students who are absent for school-sanctioned events.
8) Make up time policy
   Students are required to make up time for any absences beyond 10 days per semester. The policy details are as follows:
   a) Make up time will be required for any absences beyond 10 days within a semester.
   b) Students are required to make up ½ hour per 1 hour of class time missed.
   c) The only exceptions to this policy will be a major medical situation with a doctor's note or an illness-related quarantine mandated by the school.
   d) Make-up time sessions will be offered before and after school. The make-up time schedule will be posted in the offices.
   e) For a make-up time session to count, a student must be present at the start of the designated session.
   f) Make-up time sessions will be supervised by school staff.
   g) Students must be working on school work during make up sessions in order for the time to count.
   h) Not making up time will result in a 3% reduction in grade per day beyond the 10 allowed absences per semester. The grade reduction will be applied to the final semester grade.
9) Tardy policy
   a) Every third tardy in a class will result in a detention before or after school.

ATTENDANCE AT SCHOOL SPONSORED EVENTS

Students are encouraged to attend athletic events, concerts, plays, and other types of school activities. Standards of conduct, rules, and regulations that apply during normal school hours will continue to apply for these activities. Failure to comply may result in disciplinary action and/or loss of permission to attend future activities. Students are reminded that, if they are absent during the school day because of illness, they should not attend evening activities.

BICYCLES

Bicycles must be left in the bicycle racks provided near the building. The school cannot assume responsibility for loss or damage to bicycles and recommends that students lock their bicycles to the bicycle rack when not in use. Students are not to ride bicycles during the school day and should exercise extreme caution when riding before and after the school day. The school reserves the right to deny students the privilege of riding bicycles to and from school. Bicycles should not be left at school overnight.

BUS RULES AND REGULATIONS

Students who consistently violate the rules below, may lose the privilege of riding the bus for a period to be determined by the Principal.

Students are:

1. To be in the place designated both morning and evening, ready to board the bus on schedule. The driver is responsible for maintaining the schedule and cannot wait for tardy pupils (also causes unnecessary delay of traffic).
2. To occupy the same seat or seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
3. To observe classroom conduct while getting on or off and while riding on the bus, except for ordinary conversation
4. To obey the driver and report promptly to school authorities when instructed to do so by the driver.
5. To warn the driver of approaching danger if there is a reason to believe the driver is not aware of the danger.
6. To stay off traveled part of the highway at all times when waiting for the bus.
7. To wait until the bus is stopped before attempting to get on or off.
8. To leave the bus only with the consent of the driver.
9. To enter and leave the bus only at the front door after the bus has stopped, except in emergency.
10. To keep hands and head inside the bus at all times.
11. To inform driver when absence is expected from school.
12. To report to driver any damage to bus.
13. To keep feet off the seats at all times.
14. To refrain from eating on the bus.
15. To not toss litter on or out of the bus. (Michigan Litter Law-$500.00 fine)
16. To cross the traveled highway if necessary after leaving the bus in the following manner:
    a. Make sure the bus is stationary.
    b. Go to the front of the bus far enough that you can see the driver and wait for proper signal for crossing.
    c. Upon signal from driver or personal escort look to the right and left and walk across the highway in front of the bus.
    d. Walk, DO NOT RUN, in front of the bus when crossing the highway.
17. Remember that riding the bus is a privilege, not a right. This privilege can be canceled for misconduct.

RESPONSIBILITY OF PARENTS

(1) To ascertain and insure that their children arrive at the bus stop on time in the morning.
(2) To provide necessary protection for their children when going to and from bus stops.
(3) To accept joint responsibility with school authorities for proper conduct of their children.
(4) Make a reasonable effort to understand and cooperate with those responsible for pupil transportation.
(5) If your child is to ride a bus on another route or if a child is to accompany him/her on his/her bus, written permission from the parents must be secured with the Principal or secretary.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, musical instruments, computers, and furniture supplied by the school. Students who damage school property will be required to bear the expense of any repair or replacement and may also be subject to additional disciplinary action such as detention or loss of privileges.

CAREER/TECHNICAL EDUCATION CENTER AT THE CCISD AUTO MECHANIC/NURSE AIDE/EARLY CHILDHOOD EDUCATION

Students wishing to elect Auto Mechanics, Nurse Aide, or other CCISD Vocational Programs should submit a letter of interest to the principal indicating their interest and stating reasons for their interest. Students accepted into these programs must be willing to make necessary schedule adjustments, cooperate with transportation arrangements, and be willing to bear expenses for independent study courses made necessary by scheduling conflicts. **In some cases the students may need to provide their own transporation. All drops of CTE classes must be completed before the end of the first wek of class.**

CLOSED CAMPUS

Chassell High School operates a closed campus system. Students will be required to stay in the building or on approved areas of the school grounds for the entire school day unless permission to leave the building is given by an administrator. Upon receiving permission, a member of staff will escort the student to their vehicle. Students are not to be in parked cars or in the parking area during the school day unless authorized by staff. Students driving to school will be required to park vehicles in the student parking area for the entire school day unless granted permission to use the vehicle by an administrator. Normally, students will not be granted permission to leave the building without written or verbal permission from a parent.

COPY MACHINE

Office copy machines are for student use only when school material is being copied for a teacher, staff member, or for a school related function. Students should be under the direction of the office staff or faculty member. Personal copies can be purchased for $.10 per copy.

CURRICULUM

6TH GRADE
English
Math
Science
Social Studies
Computers
PE/Encore
Tutorial
Elective: Band or Exploratory

7TH GRADE
English
Math
Science
Social Studies
PE/Shop/Speech&Debate/Drama&Theater
STEM/Lego/Life Skills/Technology
Tutorial
Elective: Band or Service Learning

8TH GRADE
English
Math
Science
Social Studies
PE/Shop/Speech&Debate/Drama&Theater
STEM/Lego/Life Skills/Technologyf
Tutorial
Elective: Band or Nature Skills

9TH GRADE
Seven classes required
English
Math – Algebra I
Science
U.S. History
Tutorial
Electives- 3
Suggested Elective:
Physical Education/Health

10TH GRADE
Seven classes required
English
Math- Geometry
Biology I
World History
Tutorial
Electives- 3

11TH GRADE
Seven classes required
English
Math – Algebra II
Government/Economics
Tutorial
Electives- 4
Suggested Elective: 3rd required science credit (Physics, Applied Physics, Chemistry, Applied Chemistry, or Earth & Space Science)

12TH GRADE
Seven classes required*
English
Math
Tutorial [Unless required for travel time approved by administration]
Electives- 5
[*Administration may approve one period of travel time if needed.]

Available to students in grades 9-12: Virtual learning options (through APEX Learning and Michigan Virtual), Peer-to-Peer

Available to students in grades 11-12: Career and Technical Education (CTE), Early College, Dual Enrollment

Available to students in grade 12: Work based learning

Online Learning platforms:
APEX Learning, https://www.apexlearningvs.com/, https://www.apexvs.com/ApexUI/default.aspx
Michigan Virtual School, https://michiganvirtual.org/students/

DROP/ADD

Students pre-schedule for fall/winter semester classes in the spring of the previous year. Prior to school in the fall, student schedules are distributed. Student requests to make changes or additions to their schedule may be made before the class begins that semester.

Classes may be added or dropped only until the first Friday of each semester. To add or drop a class the student must meet with the Principal or guidance counselor to determine the feasibility of the desired change. After the second Friday, a student may make the following schedule change: move to a higher/lower level of the class within a subject area with the recommendation/consent of the teachers involved and the student's parent(s)/guardian(s).

For circumstances that fall outside of this policy, students may appeal administration's decision by writing a letter to the School Board Education Committee. The committee will schedule a meeting to determine student's appeal. Until a decision is made, the student will remain in the scheduled class

ONLINE COURSES

Enrollment in online classes such as Odyssey Ware and Michigan Virtual High School may be considered for credit recovery and scheduling conflicts.

Chassell Township Schools has given the student an opportunity to utilize online programs and tools to complete some of their required coursework. Edmentum is the primary program that is used to complete this course work. Students who would like to take an Edmentum course that is not for credit recovery or scheduling conflicts must submit a request form (Attachment A) to the Principal's Office. A committee of staff members, one from each core area and administration will review each request for approval.

Classes on Edmentum are designed to be completed as either a semester or yearlong class. Students are expected to complete the class in the required amount of time or risk the chance of failing the class. Deficiency reports will be sent out if a student falls behind or is not receiving a passing grade.

<u>Assignment Attempts:</u>

The number of attempts students will be given is based on the effort the individual student has demonstrated on the assignment. Students who do not put in adequate effort will be limited to their additional attempts on assignments. Assignments passing grades are >70%.

<u>Time Utilization:</u>

This is an online course that depends on students having a degree of self-discipline, especially in completing their work in a timely manner. Students are not here to watch online videos or play games. If students are caught not using their time effectively, the following consequences will occur:

1st Offense: Verbal Warning

2nd Offense: Loss of computer time for the day

3rd Offense: Referral to the office

4th Offense: Removed from online class and assigned a class (Student can continue online course from home)

Academic Honesty:

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered.

Honesty is primarily the responsibility of each student. Chassell Township Schools considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse.

The term “Cheating” includes but is not limited to:

- Plagiarism
- Receiving or knowingly supplying unauthorized information
- Using unauthorized material or sources
- Changing an answer after work has been graded and presenting it as improperly graded
- Illegally accessing confidential information through a computer
- Taking an examination for another student or having another person take an examination for you
- Presenting another person’s work as your own
- Forging or altering registration or grade documents
- Submitting collectively developed work as your own, unless specifically allowed by the professor

- First Offense in a course: A grade of “E” (without recovery) on the assignment/test. The student and parents/guardians will receive a notification of the offense and consequence, signed, dated, and filed by the office. The notification will advise the student of the consequences of the second offense.

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- Second Offense in the same course: A grade of “E” (without recovery) on the assignment/test and an ISS. The student and parents/guardians will receive a notification of the offense and consequence, signed, dated, and filed by the office. The notification will advise the student of the consequences of the third offense.

- Third Offense for the remainder of the year: “E” for the course and ineligibility for academic honors upon graduation. The student and parents/guardians will receive notification of the offense and consequence. This notification will explain the action taken. The student shall be removed from the class where the third offense occurred and placed in another class, not on-line.

Types of cheating and plagiarism:

1. Cloning: An act of submitting another’s work, word-for-word, as one’s own.
2. Copy/Paste: A written piece that contains significant portions of text from a single source without alterations.
3. Find/Replace: The act of changing key words and phrases but retaining the essential content of the source in a paper.
4. Mix/Remix: An act of paraphrasing from other sources and making the content fit together seamlessly.
5. Recycle: The act of borrowing generously from one’s own previous work without citation; to self-plagiarize.
6. Reuse: Taking a previously graded assignment and turning it in for a grade in the same or another class.
7. Hybrid: The act of combining perfectly cited sources with copied passages—without citation—in one paper.
8. Mashup: A paper that represents a mix of copied material from several different sources without proper citation.
9. File not Found Error: A written piece that includes citations to non-existent or inaccurate information about sources.
10. Aggregator: The “Aggregator” includes proper citation, but the paper contains almost no original work.
11. Re-Tweet: This paper includes proper citation, but relies too closely on the text’s original wording and/or structure.

Many of these ideas, as well as more examples and in-depth discussion, can be found at: http://plagiarism.org/plagiarism101.

Some Information was taken from pages 251-252 of the 2013-14 Mt. San Antonio College Catalog

DEFICIENCIES

Students below a "C-" in one or more subjects, either at the end of the fourth week of the marking period or at the end of the marking period, will be considered deficient. Following the fourth week of the marking period, a written report will be mailed to parents each time a student is deficient. The report card will inform parents and the end of each marking period.

Students with deficiencies will not be excused from classes except for reason of academic assistance or approved enrichment activities.

DETENTIONS

Detention may be assigned after school or on Saturdays. The detention period will begin at 3:20pm on weekdays and 8:00am or 10:00 a.m. on Saturdays. Students missing detention or those who are disruptive in detention will be suspended in or out of school for a term of one to three days. Students are expected to bring appropriate work to detention. Students may also be assigned additional tasks in detention. Students in detention must comply with the following:

a. Sit and remain in assigned seats
b. Refrain from personal grooming.
c. Refrain from talking or other noises.
d. No food or drinks.
e. Have sufficient study materials to occupy the entire detention period and/or complete tasks assigned by the detention supervisor.

DIRECTORY INFORMATION

The law requires that schools give parents the opportunity to request that information, including name, phone number, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student not be disclosed. Our school has limited our directory information to name, address, phone number, date of birth and participation in officially recognized activities and sports.

We ask you to sign a media release which allows use of picture, name, grade and activities in the yearbook, school newsletters, honor roll and other school approved media releases including the school web pages.

We are required by law to release information to military recruiters. You MAY opt out of release to military recruiters by completing a form. In other words, you may allow release of the honor roll and other school uses and REFUSE the release to military recruiters. If you have questions, please check with the office.

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DISCIPLINE SECTION

Personal self-discipline is an important element in the educational process. It is necessary that each of us assume responsibility for our own choices and conduct. The school teaches and encourages positive choice and behaviors, and, in doing so, helps each student to become a positive contributing member of the school and community.

In a democratic society, we enjoy freedoms, but we are free only to the extent that we do not interfere with the rights and freedoms of others. Our society is governed by certain laws that insure a harmonious society and protect the rights of each individual. The school seeks to copy this model by establishing rules and practices that will enable the school to better fulfill its educational mission and protect the rights of the school's citizens.

The school has certain expectations expressed as rules and regulations by which students must abide. Students who choose not to comply with the rules and regulations must also be prepared to accept the responsibility for the consequences. These rules, stated in broad and general terms are:

A. Students will be respectful and considerate of others and of the property of others.
B. Students will not be tardy. Students will be considered tardy when they are not in their assigned seat and ready for instruction at the ringing of the tardy bell. C. Students will be prepared for classes.
D. Students will not disrupt the educational process.
E. Students will comply with the Student Handbook and staff expectations.

DISCIPLINE-GROSS MISCONDUCT

Gross misconduct is a serious infraction that will include, but not to be limited to, insubordination, disrespect to staff, vulgar or crude behavior, use of tobacco products (vape pens, e-cigarettes, cigarettes, chewing tobacco) or illegal drugs/controlled substances, or endangering person or property. Gross misconduct will result in immediate suspension.

DISCIPLINARY PROCEDURES

Each teacher has their own classroom rules and procedures. Once the teachers has contacted the parent and exhausted all of their own disciplinary procedures, these steps will be followed:

Level 1:	**Meeting with some combination of the principal, teacher, parent, and student**
Level 2:	**Consequence- detention (lunch or after school)**
Level 3:	**In or out of school suspension (1 day).**
Level 4:	**In or out of school suspension (3 days).**
Level 5:	**In or out of school suspension (5 days).**
Level 6:	**In or out of school suspension (10 days).**

Students who fail to comply with a level will automatically move to the next level. Saturday school may also be assigned. Principal reserves the right to adjust the level of disciplinary action on an individual basis.

DISCIPLINE-VIDEO & COMMUNICATION DEVICES

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam. They may also be suspended. S/He also faces possible withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty and expulsion is a possibility, even on the first offense.

DISCIPLINE-PLAGIARISM

Plagiarism will be defined as the unauthorized use of the language and thoughts of another author and the representation
of them as one's own. An unfortunately common example is copying a portion or a whole article from the internet and turning it in as one's own work.

The consequences for such infraction will be:

1. The student will receive a zero for that assignment.
2. If the assignment is a major part of the student's grade for that quarter, the teacher MAY elect to give the student an opportunity to complete the assignment honestly. In this case, the student's second grade will be averaged with the zero to compute the grade for that assignment.
3. The teacher will inform the office of the infraction and the office will keep a record of this behavior. If a second instance of this occurs in that class or in any other class in the course of the student's career at CTS, the student will fail the course in which the second infraction occurred with a 50% or less for the marking period. A third infraction will result in failing the course, in which the third infraction occurred, for the semester (no credit).
4. Teachers will reiterate the importance of honesty before all major writing or research assignments and at the beginning of each course.

DEFINITION OF TEMPORARY SEPARATION, SUSPENSION, AND EXPULSION

A. Temporary separation is defined as the exclusion from one or more classes for a period of one to three days. Conditions of a temporary separation may require a student to be detained within the school or be required to stay at home for the period of the separation. Students excluded from classes under this provision will be unexcused. Temporary separation will be an option to suspension when infractions occur in one or two specific classes.

B. Suspension is defined as exclusion from all classes and school property for a specified period of time not to exceed ten days. Students excluded from school under this provision will be unexcused.

C. Expulsion is defined as a permanent exclusion of a student from school and is an action taken by the Board of Education based on a recommendation from the school administrator.

DISCIPLINE-SNAP SUSPENSIONS

A teacher may suspend a student from any **"class, subject, or activity"** for up to one day when a student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn.

The teacher must **"immediately"** report the suspension to the Principal and send the student to the office for **"appropriate action"** by the Principal. The student **shall not** be returned to the teacher's classroom that day without mutual agreement of the teacher and Principal. **"As soon as possible"** after the suspension, the teacher **shall** ask the student's parent/guardian to attend a conference at which an administrator **shall** also be present if the teacher or parent/guardian so requests.

DISCIPLINE-PERMANENT EXPULSION

In compliance with the State and Federal Law, any student who possesses a dangerous weapon in a weapon-free school zone or commits arson, criminal sexual conduct in a district building or on district property, including school buses and other transportation, shall be permanently expelled from school.
Any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. The statute defines **"physical assult"** as **"intentionally"** causing or attempting to cause physical harm to another through force or violence.

As with expulsions for weapons, criminal sexual conduct, and arson, the student is **permanently expelled** from **all** Michigan public schools other than "strict discipline academies" and appropriate alternative education programs.

DISCIPLINE-MANDATORY SUSPENSION/EXPULSION

If a student in grade 6 or above commits a **physical assault** against another student and the assault is reported to the board or administration, the student shall be suspended or expelled for **up to** 180 school days.

If a student in grade 6 or above commits a **"verbal assault"** against a school employee, volunteer, or contractor and the assault is reported to the board or administration, the student shall be suspended or expelled for **up to** 180 school days. Verbal assault is defined as any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily harm or injury.

PROCEDURES AND RIGHTS INVOLVED IN SEPARATION AND SUSPENSION

1) The Principal is given the authority by the Board of Education to temporarily separate or suspend students.
2) Parents will be notified, when possible, if a student is at risk of a separation or suspension.
3) Parents will be notified at the earliest possible time, by telephone or other direct communication, if possible, of a decision to suspend a student. Such contact will be documented by the Principal.
4) Written notification to parents indicating circumstances of the suspension will follow verbal notification to parents.
5) The Superintendent will be notified in writing of a suspension.
6) Students and/or their parents may appeal a decision to suspend according to the following procedure:
    a) A conference with the Principal may be requested for the purpose of presenting written appeals to the decision for temporary separation or suspension. Such conferences must be held within the time period of the suspension or separation. The Principal shall affirm for modify the action within two days of the date of the conference. The decision of the Principal will be final in cases of temporary separation.
        (1) Within five school days, the parents may request a hearing with the Superintendent to appeal the Principal's decision involving suspension. The Superintendent shall affirm or modify the decision of the Principal within two days of the date of the conference.
        (2) Parents will have the right to appeal the decision of the Superintendent to the Board of Education within five school days of said decision. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that the hearing shall be conducted according to the following rules and procedures.
            (a) Written notices shall be given regarding the time and place of the hearing.
            (b) Witnesses may be presented at the hearing, and the student or his representative may question witnesses testifying against the student.
            (c) The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
            (d) The following may be present at the hearing
        (3) The Board of Education's attorney and such other individuals and/or resources that the President of the Board may deem necessary for the proper adjudication of the matter.
            (a) The Board of Education shall render a written statement of its determination within two school days from the date of the hearing. Such written statements shall be forwarded to concerned parties.

END OF DISCIPLINE SECTION

NOTICE OF NONDISCRIMINATION

The Chassell Township School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following individual has been designated as the District's Compliance Officer to handle inquiries regarding the nondiscrimination policies: Stephen S. Spahn, Superintendent, (906)483-2132, Chassell Township Schools, U.S. HWY 41 South, P.O. Box 140, Chassell, MI 49916.

In compliance with the Family Educational Rights and Privacy Act of 1974, a parent or guardian of a student under 18 years of age and a student 18 years of age or over may have access to the records, files, and data of the school district relating to the student. They also have the right to challenge any of the contents of said record to ensure their accuracy and fairness according to the procedures established by the Board of Education. Such procedures shall be made available upon request and shall include the opportunity for a hearing upon request.

Such procedures are available in the Principal's office upon request.

DRESS CODE

Personal cleanliness, good grooming, and modest, tasteful clothing are appropriate for school. Grooming or dress that does not conform to this guideline and distracts from the educational mission is not appropriate and will not be allowed.

The school has the right to determine what will constitute appropriate dress. The following items will help the student determine what the school would consider inappropriate:

A. Clothing that advertises alcoholic beverages, tobacco products, or drugs.
B. Clothing that depicts pictures and/or language that is in poor taste, obscene, or offensive.
C. Visible undergarments.
D. Clothing not modest, not acceptable by community standards, or educationally distracting. All short and skirt lengths must be conducive to participation in daily school activities.
E. Clothing that is cut, torn, or not in the style or manner of its original intent or design. Health and safety standards may necessitate specific clothing restrictions in classes such as shop, science, etc.
F. No head wear: hats and hoods, sweatshirt hoods, and bandanas worn during the school day unless otherwise authorized by the administration.
G. Pants worn no lower than 2 inches below the natural waist of that student.
H. **Skirts and dresses must be at least within an inch of finger tips (with a relaxed posture).**
I. **Shorts must be at least mid-thigh in length.**

Any staff member who thinks a student's apparel is in violation of this policy will send or report the student to the Principal's office. Students who do not comply with the standards or acceptable dress while in school or at school sponsored activities **will be provided with appropriate clothing by the school until suitable clothing is delivered from home.**

DRUG POLICY

The unlawful possession or use of illicit drugs, inhalants, tobacco including electronic cigarettes (also known as e-cigarettes) and personal vaporizers (PV's), and alcohol is wrong and harmful and will not be tolerated. No student who is affected by alcohol or drugs may attend or participate in a school activity. Students may not consume any form of alcohol or use any form on illegal drug or tobacco at any school activity, regardless of the location of the activity. Misconduct as described above will result in suspension or expulsion. Law enforcement may be called. Approved/Adopted 10/20/2014

DUAL ENROLLMENT

The Post-Secondary Enrollment Options Act entitles students in the 11th and 12th grades to take college level courses. Students interested in this option should seek full information from the Principal's Office and/or the Guidance office.

ELECTRONIC COMMUNICATION DEVICES (CELL PHONES, ETC.)

These devices may be used before or after school and during lunch periods. For a first offense, the device will be taken by a staff member and turned into the office, where it can be retrieved by the student at the end of the school day. After the first offense, the device will be taken by a staff member and turned into the office, where it will need to be picked up by a parent.

EXAMS

Exams will be administered to middle/high school students in grades 6-12 at the end of each semester in core classes. Exams will be given for all classes (except Band) and will carry the weight of 20% of the semester grade. *Any student who fails to report to an exam will receive and INCOMPLETE on their transcript until the exam is taken. No credit will be given for the course.

EMERGENCY DRILLS

The law requires that various drills be conducted each school year. It is important that students treat these drills seriously. Please comply with the following:

A. Follow the directions of your classroom teacher who will instruct you about the procedures and expectations in their location.

FUNDRAISING

Fundraising organizations should observe the following guidelines:

1) All fundraising activities must be approved by the Principal and are usually scheduled in May for the following year.
2) Other sales may be conducted as opportunity permits, but must be scheduled and approved by the Principal at least thirty days in advance.
3) No two fundraising events will be allowed to function at the same time without administrative approval.

GRADING SYSTEM

Students will be graded by percentage grades. Report cards are issued four times per year. They will indicate both the letter grade and the percentage for the period. Semester grades will be calculated by adding the percentage grade for each marking period and the semester exam (which is worth 20% of the semester grade). The semester grade is the grade used for calculating GPAs and class rank. GPA for class rank will be rounded to the nearest thousandth. Class rank is determined at the end of the sophomore year, at the end of the junior year, and, for graduation honors, at the end of the first semester of the senior year.

GRADUATION REQUIREMENTS

A = 4.00 (93%-100%)	**B** = 3.00 (83%-86%)	**C** = 2.00 (73%-76%)	**D** = 1.00 (63%-66%)
A- = 3.70 (90%-92%)	**B-** = 2.70 (80%-82%)	**C-** = 1.70 (70%-72%)	**D-** = 0.70 (60%-62%)
B+ = 3.30 (87%-89%)	**C+** = 2.30 (77%-79%)	**D+** = 1.30 (67%-69%)	**F** = 0.00 (59%-below)

I – Incomplete; Please see section on incomplete

Unless a special exception is granted by the Board of Education or an approved personal curriculum is in place, all graduating seniors will have completed all requirements for graduation prior to participating in the commencement ceremony.

GUESTS

Students wishing to bring a guest to school must:

A. Present a note to the Principal from their parent authorizing the visit.
B. Prior to the visit a completed the Guest Pass Form available in the Principal's office.
C. Accept responsibility for the behavior of the guest.

GUIDANCE SERVICE

Guidance services are available to all students. These services will include assistance with educational planning, interpretation of standardized test scores, career information, college information, and scholarship opportunities, and social concerns. Additional agencies and resources are available to assist students with social concerns.

Students may meet with the Principal at any mutually available time.

HARASSMENT/BULLYING/HAZING

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 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. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors. The following individual has been designated as the District's Compliance Officer to handle inquiries regarding anti-harassment issues: Marco Guidotti, Superintendent, (906)4832132, Chassell Township Schools, U.S. HWY 41 South, Chassell, MI 49916.

HONOR ROLL

An honor roll will be published each marking period. The honor roll will be posted in the building. It will be determined at the time that report cards are issued and may not include students who have not completed all course work by the end of the marking period.

To be eligible for the honor roll, students must maintain a minimum G.P.A. of 3.00 with no grade lower than C-, and students must carry a minimum of four (4) classes. Grades earned in P.E. do not count for GPA or for Honor Roll calculations.

Honor Roll will be computed by averaging the numerical equivalent of each grade as illustrated in the Grading Scale section of this Handbook. All A Honor Roll includes students with all A's and A-'s.

ILLNESS

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in theoffice 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.

INCOMPLETES

Students not completing requirements in any course may be given an incomplete by the teacher with the approval of the Principal. Although make up time may be extended by the teacher due to extenuating circumstances, it is otherwise expected that **students will complete requirements within 14 calendar days following the end of the semester or marking period.** Students who do not complete requirements within the expected time will be denied credit, regardless of previous academic standing. Further, it is understood that, while the teacher may lower the student's grade/percentage for late submission, the teacher will also have the right to reject work that is not completed in a conscientious manner.

INFORMATION

Due to language included in the *No Child Left Behind Act* and the *National Defense Authorization Act for Fiscal Year 2002*, we must give directory information to military recruiters unless we are requested not to release this information for a single student. Please see information on this in the appendix.

INDEPENDENT STUDY

There are various types of independent study options available to students. If a student is interested, they should request the Board Policy #2370 and the Administrative Guideline #2370 for details. Independent study requires a great amount of commitment from the student to complete their work and submit it to the teacher. This option is only granted when all parties (student, parent, teacher and administrator) are in agreement. This option may be withdrawn for irresponsible behavior, significant disciplinary problems, non-completion of assignments and projects or objections by any of the concerned parties. For staff members supervising these students, it take a tremendous amount of time to plan for the year. Therefore, there are some independent study courses that are only offered at the beginning of each year.

INDEPENDENT STUDY COURSES

Independent study courses for credit must:

A. Complete request form for teacher committee approval.
B. Be monitored by school personnel.

INTERNET USE

You must have a completed Internet Use form signed by you and your parent(s)/guardian(s) before you will be allowed to use the internet. This form covers both internet and e-mail use. You may only use gaggle.net as your e-mail provider.

INTERSCHOLASTIC ACTIVITIES

Chassell High School students may participate in track, basketball, volleyball, gymnastics, swimming, football, skiing, golf, and cross country. Athletic participation will require that the students meet the eligibility standards in the athletic code.

LEAVING THE BUILDING

A. Students must have written or verbal permission from their parent to leave the building.
B. Students must be checked out in the Principal's office **and have administrative permission.**
C. Students leaving the building at the request of a teacher must have written or verbal permission from their parent
D. Unauthorized checkout will be considered an unexcused absence.

LIBRARY USE

Students may use the library when an aide is available, or at other times under the supervision of a staff member.

Library materials are expected to be returned on time. Fines will be imposed for late returns and grades will be withheld at the end of the marking periods for students with unpaid fines.

LOCKERS

Lockers are assigned to students at the beginning of the school year. Locks are available to students for a $3.00 fee, which is refundable at the end of the school year. Lockers and locks are school property and may be inspected by school administrators at any time. Stickers should not be attached to the front or interior of the lockers. A $5.00 fee may be charged to clean stickers from lockers.

Students are advised not to keep valuables in lockers and to use lock appropriately at all times. Students are assigned one locker. If a student would like an additional locker, that must be approved and assigned by the Principal's secretary. (Office staff may occasionally we may assign two lockers when there are enough available.)

LOCKER SEARCHES

Public Act #87 states that "a pupil who uses a locker that is the property of a school district, local school district, intermediate school district, or public school academy is presumed to have no expectation of privacy in that locker or that locker's contents.

The law also stipulates that a public school Principal or his/her designee may search a pupil's locker and the locker's contents at any time. The law further states that a law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a pupil's locker and the locker's contents if that assistance is at the request of the school Principal or his/her designee.

LOCKER SEARCHES-DRUG SNIFFING DOGS

Chassell Township School District has agreed to allow any law enforcement agency having jurisdiction over the school to perform periodic searches with drug sniffing dogs. Law enforcement may search inside the school, school grounds, and parking lot.

LOST AND FOUND

Although the school cannot be responsible for lost items, and lost and found will be maintained in the Principal's office. Property not claimed during the school year will be donated to Goodwill or other appropriate agency.

LUNCH HOURS AND PROGRAM

The lunch period for students in grades six through eight will run from 11:50-11:20. This is a staggered lunch, with grades 6-8 eating immediately at 11:50. Students in grades 9-12 will report to the gym from 11:50-noon, eating at noon. After lunch, students may be in the gymnasium or library (if attended by a staff member).

Students are expected to keep the lunch room neat and orderly, clean up any spills, and place all waste in the waste receptacles.

The school participates in the national School Lunch Program and makes lunches available to all students for a fee (except in years when the program is funded by the state). Ala carte items are available. Students may bring their own lunch to school to be eaten in the school's cafeteria. Chassell Township Schools is a closed campus. No student shall

be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Food Service Director or the Business Office Manager. Parents are requested to pay for lunches by sending money for a period of time to the Business Office Manager. Payments will be credited to the student's account. Students and parents may access the account by logging into PowerSchool.

MAKE UP WORK

A. Students returning from absences are entitled to additional time to complete missed work. Normally one day for each day of absence will be allowed, although extensions can be granted by the teacher for unusual circumstances.
B. It is the student's responsibility to work with teachers to determine which work was missed during an absence and to complete the work within the expected deadline.
C. Students absent for school sanctioned events have the same responsibilities for make -up work as for any other absence.

MEDICATION

Students who need to take prescription medication during the school day should leave the medications with the Principal's secretary or the Superintendent's secretary. Medications will be administered by office staff. A form must be filled out.

There are non-prescription medication forms available in the office for parental permission for the office staff to administer non-prescription medication, such as acetaminophen, ibuprofen, Benadryl, cough drops, or antacids. Students may bring other non-prescription medications that will be kept in the office if they fill out the proper paper work.

(Asthma Inhalers) Students with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate symptoms.

Parents should inform the office of any major medical conditions that affects their child. It is especially important if the condition could potentially cause a problem during school. Examples would be asthma, diabetes, severe allergies, epilepsy, etc.

MOTOR VEHICLES

Vehicles are to be parked in the lot west of the building in marked spaces and not driven during the school day without approval from the Principal's office. Students may go to their cars only with the permission and accompaniment of a staff member. Vehicles must be registered in the Principal's office. Failure to register a vehicle will result in the loss of driving privileges.

Students are reminded that many young children are found in the parking lot and near the driveway. All students should use extreme care while leaving or entering the school property in their car. If a student is seen driving dangerously and is reported to the office, the student and their parent will receive notice of the event. A second report that year will result in the revocation of the privilege of driving to school during the school day for the remainder of the school year.

PERSONAL CURRICULUM

A personal curriculum is a document developed by a group that includes at least the pupil, at least one (1) of the pupil's parents or legal guardian, and a teacher or other school designee as determined by the school principal to meet certain requirements of the Michigan Merit standards in a non-traditional way. The parent or legal guardian of a pupil who has completed grade 9, a teacher who currently teaches in or whose expertise is in a subject area proposed to be modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to developing a personal curriculum may request consideration of a personal curriculum for a student.

PRIVACY ACT

In compliance with the Family Educational Rights and Privacy Act of 1974, a parent or guardian of a student under 18 years of age and students 18 years of age or older may have access to the records, files, and data of the school district relating to the student. They also have the right to challenge any of the contents of their records to ensure accuracy and fairness.

PUBLIC SCHOOL ACCESS

Homeschool and state-approved nonpublic school students in the district may enroll part-time in nonessential elective courses in their grade level. This includes courses in the areas of physical education, art, world language, music, and computer science. Courses that are part of a career and technical education or advanced placement program are also considered nonessential electives. [Remedial courses and courses that are in subject areas considered essential curriculum are not eligible.] Note that all enrollment policies, deadlines, course prerequisites, etc. will apply.

RETENTION POLICY- 6TH, 7TH AND 8TH GRADES

A. Students in the 6th, 7th and 8th grades who fail three or more academic classes for the year will be retained in the same grade level for the next school year.
B. Students in the 6th, 7th and 8th grades who fail English, Geography, Mathematics, or Science will repeat the class during the next school year.
C. In the event that a student is incomplete in any of the above classes at the end of the semester, the student will be given a period of fourteen (14) calendar days following the end of the semester to satisfactorily complete requirements, unless given an extension in time by the Principal.
D. Students who are able to receive remediation in another program, such as a summer school program or tutoring program, that is approved by Chassell Township Schools, and who can demonstrate competency in the subject area, may be given credit in the course that they failed and be reinstated in the next level of that course in the next school year.
E. Failing status for the purpose of this policy will be based on the average of the two grades for the two semesters in each class.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under circumstances outlined below, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. However, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspection of lockers and desks may be conducted without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (ex. purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

SEXUAL HARASSMENT POLICY

Chassell Township Schools, in compliance with Section 1300a of the School Code, prohibits sexual harassment by school district employees, board members, and students directed toward other employees and students. Persons in violation of this policy may be subject to disciplinary measures including suspension.

SPORTSMANSHIP

Good sportsmanship has always been the norm at CTS. We cheer loudly for our teams and refrain from disparaging others. Our fans are there to encourage our teams not draw attention to themselves by obnoxious actions. Positive cheering is always acceptable and taunting is always prohibited. The MSHAA defines taunting as any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean, whether or not the deeds or words are vulgar or racist. We expect good sportsmanship from our students at home, away, or at district games.

SCHOOL SONG

Oh, when the first team boys all fall in line,
We're going to win this game another time.
For the high school that we love so well,
We're going to yell and yell and oo rah rah!
When the score begins to pile up high,
We're going to raise our voices to the sky
And cheer our dear old team to victory
For old CHS!!

STANDARDIZED TESTING

Throughout the school year, the district administers a number of required and elective standardized tests which include the following:

A. ASVAB (Armed Services Vocational Aptitude Battery). Available to 11th and 12th grade students. This is an elective test that measures students' abilities and predicts student aptitudes. Offered in October.

B. M-STEP (Michigan Student Test of Educational Progress). Required for students in 3rd, 4th,5th, 6th, 7th, and 8th grade in Mathematics and English Language Arts and in addition 5th and 8th grades in Social Studies and 4th and 7th grades in Science. The High School Test is required for 11th grade students in science and social studies not exempted.

C. PSAT/SAT (Preliminary Scholastic Achievement Test). Required for students in 9th, 10th , 11th grade students. Appropriate for students who are planning college attendance. Measures achievement in basic academic areas and provides and indicator of success on the SAT. Students interested in competing for National Merit Scholarships should take this test.

D. ACT (WorkKeys Test). Required for students in 11th grade. The ACT WorkKeys test consists of three multiple choice timed tests – Reading for Information, Applied Mathematics, and Locating Information.

STATEMENT OF COMPLIANCE WITH FEDERAL LAW

The Chassell Township School District, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

It is the policy of the Chassell Township Schools that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, or handicap, shall be discriminated against in employment, educational programs and activities, or admissions.

Questions or concerns regarding Statement of Assurance of Compliance with Federal Law should be directed to Marco Guidotti, Chassell Township School District, P.O. Box 140, Chassell, MI, 49916. Telephone: (906) 483-2132 ext. 401.

COMPLIANCE GRIEVANCE PROCEDURE

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex, in violation of this policy, may file a written complaint with the compliance administrator, in Chassell's case, the Superintendent. The compliance administrator shall cause a review of the written complain to be conducted and a written response mailed to the complainant within ten working days after the receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal as its next regularly scheduled board meeting following receipt of the response. The board shall permit the complainant to address the board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

STUDENT RIGHTS

Supreme Court decisions based on the U.S. Constitution have given students the following rights:

A. Religion
   a. Your right: The school may not interfere with your right to observe any religion (or none at all) by requiring, establishing, or conducting religious exercises for you.
   b. Your responsibility: Respect the religious beliefs and observances of others

B. Speech
   a. Your right: You have the right to express your views, either orally or symbolically, however unpopular or critical of school or government policy they may be.
   b. Your responsibility: You may not violate another person's rights by using slanderous speech.

C. Flag Salute
   a. Your right: You may not be forced to take part in the salute to the flag or Pledge of Allegiance if doing so violates your beliefs or values.

b. Your responsibility: Respect the flag at all times

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D. Suspension and Expulsion

a. Your right: Before you may be suspended from school for ten days or less, the suspending official must:
   i. Tell you what rule you have broken, or write it down and give you a copy.
   ii. Explain to you why he or she believes that you broke the rule, if you deny it.
   iii. Give you an opportunity to tell your version of the occurrence.

b. Your responsibility: First, you have the responsibility to follow school regulations. The Constitution does not shield you from suspension, properly imposed, according to the procedures. Secondly, if your conduct is dangerous to other persons or continually threatens to disrupt school, you may be suspended immediately. In such cases, a hearing in which the above rules are followed should be given as soon as practicable after the suspension.

Specific acts of Congress give students the following rights:

1. Family Educational Rights and Privacy Act of 1974 gives students over 18 or parents or guardians of students under 18, rights regarding access to their educational records.
2. Civil Rights Act of 1964 makes many types of discriminations against minority group members illegal.
3. Title IX of the Education Amendments of 1972 outlaws discrimination by sex and applies to students attending schools that receive federal funds.
4. Education of the Handicapped Act establishes the right of a handicapped student to a free, appropriate education.
5. Rehabilitation Act of 1973 insures that students shall, solely on the basis of their handicap, not be excluded from, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

SUBSTITUTE TEACHERS

Substitute teachers play a vital role in the school operation. Because it is often difficult to employ substitutes, it is important that their experience in Chassell is positive. Students should do everything possible to cooperate with substitutes and to appreciate their circumstances. Students who are not cooperative will be removed from class and can expect maximum disciplinary consequences.

TEXTBOOKS

The condition of textbooks will be evaluated when issued at the beginning of the school year and when returned at the end of the year. Students may be assessed for loss or damage beyond normal wear and tear.

TRAVEL TO AND FROM SCHOOL ACTIVITIES:

A. Students are expected to travel with the team or organization they are representing.
B. If a student must travel other than with the school organization, written permission from a parent must be approved by an administrator.
C. Students may return from an event with parents if the advisor is informed by the parents.
D. Violations of these rules may result in suspension of privileges or further participation in the activity.
E. If students must drive their own vehicle parental permission must include a statement releasing school from liability.

VALUABLES

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

WEAPONS POSSESSION

School law stipulates that students carrying weapons in a Weapon Free School Zone must be permanently expelled unless the student establishes:

A. That the object or instrument was not possessed for use as a weapon or for delivery to another person as a weapon.
B. That the weapon was not knowingly possessed by the student.
C. That the student did not know or have reason to know that the object or instrument constituted a dangerous weapon.
D. That the weapon was possessed by the student at the suggestion, request, or direction of school or police authorities.

Other consequences for students having weapons in school include:

A. That expulsion becomes a part of the student's permanent record.

B. That the school district shall immediately report any incident involving possession of weapons, in writing, to the student's parent or legal guarding and to the police.
C. That the school district will within three days, refer the expelled student to the appropriate County Department of Social Services or County Mental Health agency.
D. Students in grades five or lower can petition the Board of Education for reinstatement after 60 days. Students in grades six or higher can petition the Board of Education for reinstatement after 180 days.

Reinstatement Criteria:
A. Whether the reinstatement would create a risk to other students or staff.
B. Whether the reinstatement would create a risk of school district or individual liability for the district.
C. The age and maturity of the student.
D. The student's previous school record
E. The student's attitude regarding the incident.
F. The student's behavior since the expulsion and prospects for remediation
G. The degree of cooperation and support from the student's parents or guardian.

The following items would qualify as a weapon:
A. Firearms, including BB guns, air guns, revolvers, and pistols
B. Daggers, dirks, stilettos, or knives.
C. Pocket knives opened by a mechanical device.
D. An iron bar or brass knuckles
E. **If it is not allowed on an airplane, don't bring it to school.**

ELECTRONIC RESOURCES USER'S AGREEMENT AND CODE OF CONDUCT

The Chassell Township Schools provide access to a wide collection of electronic resources. This agreement sets forth the conditions for the use of these resources. One of the resources is the Internet. The Internet links computer networks around the world, giving users in our school district access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. The Chassell Township Schools provide access to these local, national, and international sources of information and collaboration, which are so vital to our students and staff members today. The Internet is seen as an extension of our school's resources, and every user has rights and responsibilities, including the responsibility to respect and protect the rights of other users in our school and on the Internet. Users are expected to act in a responsible, ethical, and legal manner in accordance with the school mission statement, code of conduct, policies of network access providers, and state and federal laws.

All users of electronic resources in the Chassell Township Schools will be held responsible for their actions and activities. Unacceptable uses of these resources will result in the suspension or revoking of these privileges. Some examples of such unacceptable use include but are not limited to:

1. Using electronic resources for any illegal activity, including violation of copyright or other contract, harassment, or plagiarism.
2. Using the electronic resources of our school district for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing data of the school district or of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the user's consent.
10. Posting anonymous messages.
11. The knowing or inadvertent spread of computer viruses.
12. Deliberately sending, retrieving, or displaying text or graphics which may reasonably be construed as obscene or abusive.

DISCIPLINARY ACTION

Discipline will be based on the severity and frequency of the offense an may include:

1. A user may be suspended from using all computer equipment at the Chassell Township Schools for a period of up to one year.
2. A user may be required to make full financial restitution.
3. A user may be banned from access to the Internet.
4. A student may be suspended from school.

5. A user may be denied use of school and library computers/Chromebooks/other devices.

CHASSELL TOWNSHIP SCHOOLS ELECTRONIC RESOURCES POLICY

The Chassell Township School district has a variety of electronic resources and access to the Internet available for educational and informational purposes.

The Internet is a vast network of computer networks linking thousands of computers around the world used by educators, businesses, the government, the military, and other organizations, as well as individuals. In schools and libraries, it can be used to educate and inform in the same way as learning resources such as books, magazines, videos, CD-ROM, and other informational sources. Students and staff can use the Internet to communicate with other schools, colleges, and organizations, and to participate in distance learning activities. They are able to consult with experts, locate material, research subjects, learn concepts, and meet their informational needs.

Because the Internet is a constantly changing environment, it is impossible to predict with certainty what information users might locate. It is essential for each user of the Internet to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing the Internet.

INSTITUTIONAL RIGHTS AND RESPONSIBILITIES

- Our school has the right to allocate resources in accordance with our mission.
- Our school has the right to establish policies and procedures that govern the use and security of electronic resources.

  This may include disciplinary restriction of computer access.
- Our school has the right to review files to restore system integrity and to insure that the system is being used responsibly.
- Our school has a responsibility to respect the privacy of individuals whenever possible.
- Our school has a responsibility to provide equal access to all users of electronic resources.
- Our school has a responsibility to train and support students and staff to effectively use information technology.

INDIVIDUAL RIGHTS AND RESPONSIBILITIES

- Users access to electronic resources shall not be denied without just cause.
- All users have ownership rights over their own intellectual work.
- All users have the right to be informed of policies pertaining to the use of electronic resources.
- Each user is responsible to the learning community for recognizing that all electronic resources are shared and that all users are responsible for refraining from acts that waste time and resources or prevent others from using them.
- Each user is responsible for respecting the rights and privacy of other users, respecting the equipment, respecting the diversity of opinions, avoiding abusive language, and complying with legal restrictions regarding the use of information resources as outlined in the users agreement and code of conduct.
- Each user will be required to read and understand the policies and procedures required by the school district pertaining to the use of electronic resources.

REQUEST THAT DIRECTORY INFORMATION NOT BE RELEASED TO RECRUITERS WITHOUT PRIOR WRITTEN CONSENT

STUDENT:_____

ADDRESS:_____

AGE:_____ BIRTHDATE:_____ GRADE:_____

I hereby request the above-named student's name, address, and telephone listing **NOT** be released without my prior written consent to:

_____ Recruiters from the United States Armed Forces who request such information.

_____ Recruiters from institutions of higher education who request such information.

I understand by not checking one of the options listed above, that the Board of Education may release, without my prior written consent, the above-named student's name, address, and telephone listing in accordance with Federal and State law. I also understand that if I authorize the release of information to a recruiter from the United States Armed Forces, that such a recruiter will be required to sign a form indicating that "any information received by the recruiting officers shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." Finally, I understand that the board of Education may contact me to seek my consent if a specifically requested by a recruiter, but that I am not required to provide such consent.

DATE:_____

_____ Signature of parent/guardian/student*

*Student must be eighteen (18) years or older

THIS FORM ONLY NEEDS TO BE COMPLETED AND RETURNED IF A PARENT DOES NOT WANT THE BOARD OF EDUCATION TO RELEASE INFORMATION WIHOUT HIS/HER PRIOR WRITTEN CONSENT.

APPENDIX

THE FOLLOWING INFORMATION IS REQUIRED TO BE INCLUDED IN OUR HANDBOOK BY OUR LEGAL ADVISORS.

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FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school's rules as of June 25, 2012. If any of the policies or administrative guidelines referenced herein are revised after June 25, 2012, the language in the most current policy or administrative guideline prevails.

STUDENT WELL-BEING

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

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

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

ENROLLING IN SCHOOL

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the district's school of choice option.

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:

1. A birth certificate or similar document
2. Court papers allocating parent rights and responsibilities, or custody (if appropriate).
3. Proof of residency.
4. Proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Principal's secretary 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 admissions 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.

TRANSFER OUT OF DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Chassell, 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 Principal or Principal's secretary for specific details.

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

SCHEDULING

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 Principal's 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.

WITHDRAWAL FROM SCHOOL

No student under the age of (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 the 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 immunization or waivers should be directed to the Principal's office.

EMERGENCY MEDICAL AUTHORIZATION

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

The emergency medical authorization form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's education program.

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 NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel or 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, and 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.

PREPAREDNESS FOR TOXIC AND ASBESETOS 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 and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the board offices upon request.

STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information. Directory information includes"

-Student's Name
-Grade Level
-Participation in officially recognized activities and sports
-Weight and height of members of athletic teams -
Degrees, honors, and awards received.

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 "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 in this appendix.

Other than directory information, FERPA and Michigan Law provide access to all other student records. Except for 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 education 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 copies of all education records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal's secretary. 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 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 un-emancipated 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
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 changes 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, or otherwise providing that information to others for that purpose

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 Ave SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquires may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ed.gov PPRA@ed.gov

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Chassell Township Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Chassell Township Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with the district's procedures. The primary purpose of directory information is to allow the Chassell Township Schools to include this type of information from your child's education records in certain school publications. Examples include:

1. The annual yearbook
2. Honor roll or other recognition lists
3. Graduation programs
4. Sports activity programs showing height and weight of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEA) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior consent.

If you do not want Chassell Township Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 11, 2020. Chassell Township Schools has designated the following as directory information:

-Student's name
-Address
-Telephone listing
-Photograph
-Date and place of birth
-Major field of study
-Grade level
-Participation in officially recognized activities and sports
-Weight and height of members of athletic teams
-Degrees, honors, and awards received
-The most recent educational agency or institution attended

INDIVIDUALS WITH DISABLILITES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and state law. The following individual has been designated as the District's 504 Compliance Officer/ADA Coordinator to handle inquiries regarding these policies, procedures, and programs: Stephen S. Spahn - Superintendent, (906) 483-2132, Chassell Township Schools, 41585 U.S. Hwy 41, P.O. Box 140, Chassell, MI 49916.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within 24 hours of their receipt.

ATHLETICS

Chassell Township Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered:

Cross Country	Swimming and Diving	Track
Girls Basketball	Hockey (w. Jeffers)	Volleyball
Boys Basketball	Football (w. Hancock)	Skiing
Gymnastics	Golf	

ARMED FORCES RECRUITING

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

If a student or parent or legal guardian of a student submits a written request to the board that indicates that the student or the parent or the 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 are parents and

guardians are notified of the provisions of the opportunity to deny 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.

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 program. Students may not participate in any school-sponsored trip without parental consent.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a loud air horn.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

SCHOOL SPONSORED CLUBS AND ACTIVITIES

The Chassell Township Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain subject matter. Pep Band, High School Bowl, and Science Olympiad are examples.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that the attendance is voluntary, that school staff are not actively involved in the event, that the event will not interfere with school activities, and that school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. Chassell Township Schools follows the MEAP testing window, which is set by the state.

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

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.
Any high school student who wishes to test out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement but may not be counted towards the required number of credits needed for graduation or be used to determine the student’s GPA.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these.

Students will not be required, as part of the school program or district curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with board policy and federal guidelines.

Depending on the type of testing and specific information requested, parent (or adult student) consent may need to be obtained. Chassell Township Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the Guidance Office.

HOMEWORK

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

STUDENT EMPLOYMENT

Work permits are available in the Superintendent's office.

STUDENT FINES AND CHARGES

Students using school property and equipment can be fined for excessive wear and tear 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. Others may need their use.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT SALES

Students are not permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

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.

VISITORS

Visitors, particularly parents, are welcomed at school. If a person wishes to confer with a member of the staff, s/he should call or 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 permissi

Student Online Request Form

(Attachment A)

Student Name: _____ Date: _____

Grade: _____

Online Course: _____

Semester Course: _____ Full Year Course: _____

Hour planning on taking: _____

Please explain why you would like to take this course and why another class does not work this hour:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Student Signature: _____

Parent/Guardian Signature: _____

Office use only:

Date Reviewed: _____

Approved: _____

Not Approved: _____

_____

_____

_____

_____