

**CENTRAL MONTCALM
HIGH SCHOOL**



2011-2012

STUDENT/PARENT HANDBOOK

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LETTER FROM THE SUPERINTENDENT

The new school year will present many new challenges as well as many rewards. There have been changes in administration, course offerings, teachers, state and school rules and regulations. You should review these carefully.

You have been given a significant tool, your laptop, please use this tool responsibly. You are accountable for either your success or failure in your coursework. It is my sincere hope that you will take some time to reflect on your educational goals, and I hope you make the right choices.

This booklet has been prepared to assist you in becoming familiar with policies, procedures, courses, credit requirements, etc. Please read it carefully and refer to it as often as the need arises. Take it home and let your parent/guardian read it, as it will assist them also in becoming more knowledgeable about your school. You can find the handbook on the webpage, i.e., www.central-montcalm.org.

I encourage you to take full advantage of the many opportunities, which your school affords. You have my best wishes for a very successful year.

Jacob J. Helms
Superintendent

COMMENTS FROM THE PRINCIPAL

Welcome to Central Montcalm High School! I look forward to assisting you in having a successful school year. High school is an important time of your life as you are beginning to prepare for the next phase of your life as an adult. It is important that you make the most of your time in high school and take advantage of every opportunity to find success.

Please read this handbook and become acquainted with the policies and procedures of the high school. Share this information with your parents, and don't hesitate to ask a school staff member if you have any questions regarding anything contained in the handbook.

On behalf of the staff of Central Montcalm High School, I wish you a pleasant and successful school year. I encourage you to take advantage of the numerous opportunities offered here, including clubs, athletics, and academic interests. School spirit is an important aspect in making a great high school. I hope that each of you will carry with you a spirit that will make Central Montcalm High School a great place to be. The more you become involved as a student, the more rewarding your experience here will be.

Go Hornets!

Anthony Petersen, Principal

This handbook has been prepared to give you, as briefly as possible, information which will help you throughout your high school career. Read this book carefully for it will help answer many questions about your needs and what will be expected of you. Please remember this handbook and all policies in it have been adopted by the Central Montcalm Board of Education.

CENTRAL MONTCALM HIGH SCHOOL
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www.central-montcalm.org

Anthony Petersen, Principal
Tammy Miller, Counselor 9-12
Cynthia Wheeler-Gough, Social Worker 9-12

HORNET FIGHT SONG

Go Central High School
You look fine tonight
Lift up high the banner
That's colored green and white
Rah Rah Rah
Onward our hornets
You are Central's Pride
Fight on for our school's honor
And a victory for the Central side

CENTRAL MONTCALM MISSION STATEMENT

The staff of Central Montcalm High School accepts the responsibility to provide all students a safe and orderly climate and a maximum opportunity to grow intellectually, socially, and emotionally in order to become productive and responsible citizens.

THE EDUCATIONAL PHILOSOPHY OF CENTRAL MONTCALM HIGH SCHOOL

We believe that Central Montcalm High School has the responsibility of preparing students for life in a complex, fast-changing society. Through a broad curriculum and extracurricular activities, we should help students develop intellectually, physically, and socially to the best of their abilities. Helping students develop a positive sense of self-esteem should be the foundation of the educational process.

Education should be stressed as the job of youth as work is of adults. Therefore, emphasis should be placed on citizenship, good attendance, promptness, neatness, accuracy, self-control, and the ability to function in groups. In the development of these characteristics and in the educational plans of their children, we continue to encourage the participation of parents.

We recognize the necessity of preparing students for the world of work through vocationally-oriented classes both on campus and in the community; we also recognize the danger of preparing students too narrowly in an age when change is inevitable.

Equal educational opportunity should be available to all students. We should also recognize the needs of mathematics which will enable them to lead self-sufficient lives. Students also need to recognize and understand the influence of computer technology in our society. In order to help students prepare intelligently for the future, it is also our responsibility to help them understand the past. Finally, we believe that students need preparation for becoming responsible members of the ecosystem.

ELASTIC CLAUSE

The school administration reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The school administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

CENTRAL MONTCALM HIGH SCHOOL STUDENT DAILY SCHEDULE

REGULAR SCHEDULE

Period 1:	7:45-8:45	Period 1:	7:45-8:45
Period 2:	8:50-9:45	Period 2:	8:50-9:45
Period 3:	9:50-10:45	Period 3:	9:50-10:45
A-Lunch:	10:45-11:15	B-Period 4:	10:50-11:45
A-Period 4:	11:20-12:15	B Lunch:	11:45-12:15
Period 5:	12:20-1:15	Period 5:	12:20-1:15
Period 6:	1:20-2:15	Period 6:	1:20-2:15
Seminar:	2:20-2:50	Seminar:	2:20-2:50
Correctives:	2:50-3:10	Correctives:	2:50-3:10

2 Hour Delay Schedule

Period 1:	9:45-10:21	Period 1:	9:45-10:21
A- Lunch:	10:21-10:51	Period 2:	10:26-11:03
Period 2:	10:56-11:33	B-Lunch:	11:03-11:33
Period 3:	11:38-12:15	Period 3:	11:38-12:15
Period 4:	12:20-12:57	Period 4:	12:20-12:57
Period 5:	1:02-1:39	Period 5:	1:02-1:39
Period 6:	1:44-2:20	Period 6:	1:44-2:20
Seminar:	2:25-2:50	Seminar:	2:25-2:50
Correctives:	2:50-3:10	Correctives:	2:50-3:10

Early Release Schedule

Period 1:	7:45-8:22
Period 2:	8:27-9:04
Period 3:	9:09-9:46
Period 4:	9:51-10:28
Period 5:	10:33-11:10
Period 6:	11:15-11:50

ACADEMIC INFORMATION CLASS MEMBERSHIP AND GRADUATION

In order to qualify as a Freshman, a student must have successfully met the middle school requirements or be advanced by a joint decision of the middle school and senior high school principals.

In order to qualify as a Sophomore, a student must have earned six (6) credits in the 9th grade.

In order to qualify as a Junior, a student must have earned a least twelve (12) credits in the 9th and 10th grades.

In order to qualify as a Senior, a student must have earned at least eighteen (18) credits in the 9th, 10th, and 11th grades.

To qualify for graduation and Commencement exercises, a student must meet the requirements as set forth by the Board of Education. A diploma will be awarded with the successful completion of twenty-one (21) credits of study.

COMMENCEMENT

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

HONOR ROLL

The honor roll list will be published at the end of each marking period. In order to qualify a student must fall into one of the following categories.

"A" Honor Roll- to qualify for the "A" honor roll a student must have earned a Grade Point Average of 3.67 or

better.

"B" Honor Roll- to qualify for the "B" honor roll a student must have earned a Grade Point Average of 3.00-3.66.

INCOMPLETE/LATE WORK

Students who are absent will be given the same number of days to make up their work as the length of their absence. Work not made up on time will automatically become an incomplete. It is the student's responsibility to make arrangements to complete all course assignments.

MINIMUM REQUIREMENTS FOR GRADUATION

Language Arts 4 credits:

- 1 credit in 9th Grade English Language Arts**
- 1 credit in 10th Grade English Language Arts**
- 1 credit in 11th Grade English Language Arts**
- 1 credit in 12th Grade Language Arts**

Science 3 credits:

- 1 credit in Earth Science**
- 1 credit in Biology**
- 1 credit in Chemistry/Physics**

Mathematics 4 credits:

- 1 credit in Algebra I**
- 1 credit in Geometry**
- 1 credit in Algebra II**
- 1 credit in Math or Math-related course in final year**

Social Studies 3 credits:

- 1 credit in American Studies/Geography**
- 1 credit in World History/Geography**
- 1/2 credit in Economics**
- 1/2 credit in U.S. Government (Civics)**

Physical Education 1 credit:

- 1/2 credit in Physical Education**
- 1/2 credit in Health Education**

Fine Arts 1 credit:

Art, Band, Choir, Web Design, or Multi-media

**World Language 2 Credits: World Language Electives
(Class of 2016)**

Required courses 16 credits:

Elective courses 5 credits:

**TOTAL 21 credits: minimum required for graduation
(out of 24 credits)**

POLICY COVERING EARLY GRADUATION

Under certain circumstances, it may be possible for a Central Montcalm High School student to graduate ahead of his/her class. To be considered for early graduation, a student must meet or exceed the following criteria:

1. The student must have an overall grade point average of 3.50 or higher.
2. The student must have successfully completed all required courses in the basic subject matter areas.
3. The student must have taken the MME exam and/or the SAT test and must have scored at a level higher than the state and national averages in all areas. In addition, the student's composite score must equal or exceed the nineteenth percentile at both the state and national levels.
4. Each student requesting consideration for early graduation must have on file with the high school principal each of the following:
 - a. A written recommendation from members of the high school faculty representing the following subject matter areas: language arts, mathematics, science, and social studies.
 - b. A written statement from a high school counselor indicating the counselor's analysis of the impact that an early graduation would have on the academic, social, and emotional development of the student.
 - c. A written statement from the parent/guardian of the student indicating concurrence with the concept of an early graduation.
 - d. A written recommendation from the high school principal indicating that an early graduation would be in the best interest of the student and why.
5. The student must provide to the high school principal a written statement requesting consideration for an early graduation. The statement must include the reason(s) the student feels he/she is qualified and his/her educational plans for the future.

Individual students who fulfill the aforementioned requirements shall be eligible to graduate early; however, said student(s) shall not be eligible to graduate with honors nor will he/she be eligible to receive the honor of valedictorian or salutatorian. The Board of Education has the sole authority to approve or disapprove requests for early graduation.

REPORT CARDS

Report cards will be issued at the conclusion of each semester, with a progress report issued at the end of each nine weeks.

SUPPLEMENTARY CREDIT

It is possible for a student to earn up to a maximum of five (5) credits toward a high school diploma by taking correspondence courses/online courses.

1. Permission to earn such credit must be obtained from a counselor or the principal prior to enrollment.
2. No required courses may be taken via correspondence unless the student attempted to complete such courses at CMHS first.
3. The student is responsible to make sure that he/she has fulfilled all responsibilities associated with completion of such courses.
4. It is the student's responsibility to ensure that an official transcript, indicating grades and credits earned are sent to this school district. This must be done or no credit will be granted. If this credit is needed for graduation, this information must be received before May 1st in

order to participate in the graduation and commencement ceremonies sponsored by the school.

TOP ACADEMIC HONORS STUDENT

Each year, senior students possessing a 3.8 grade point average at the completion of the next to final semester will be identified and honored. No student will be considered for academic honor recognition (i.e. Top Academic, honor student status for graduation, etc.) in his/her senior year if he/she has an incomplete on his/her high school transcript. Official grade point average and class ranks will not be determined until the completion of the final semester. These figures will be recorded in the cumulative folder (C.A. 60) as the official performance record.

Class Attendance and Credit

It is important for students and parent(s)/guardian(s) to understand the educational value of regular classroom attendance. Daily class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. It is a relevant, objective criterion, which can be related to a student's course grade.

In order to earn full credit in a course, a student must be in attendance a minimum of 90% of the days. Students may be absent a maximum of eight (8) days (excused or unexcused) in a semester without being required to make up missed classes. Unexcused absences will be subject to discipline

Excessive Absences (more than eight (8) per semester)

Nine (9) and Ten(10) absences:

- * At nine (9) ten (10) and eleven (11) absences per semester students will be required to complete **one** class (55 minutes) for each absence missed. All make up periods must be completed before the end of the semester.

OR

- * Student must earn an 80% (or established cut score) on the final exam or other course assessment(s) as determined by the department in order to have grade calculated.

It is the responsibility of the student to create a schedule with the teacher for making up time. Students who fail to make up the time before the end of the semester based on the earlier discussion with their teacher will not earn credit and will receive a failing grade in class unless the exam requirement is met.

Twelve (12) or more absences:

- Students absent twelve
- (12) or more times per semester will not earn credit in that course(s) unless an appeal with supporting documentation that details extenuating circumstances is submitted and approved. Appeals are due to the principal by the end of the current semester. Student must earn 80 % (or established cut score) on the exam or other course assessment(s) as determined by the department in order to have the grade calculated.

Authorized exceptions to this policy, which may allow a student to exceed the maximum number of absences, will be determined by the school administration/designee and may cover:

- * School sponsored activities (All school activities must be pre-approved and arrangements made with the teacher in advance)

- * School-imposed absences, such as a suspension
- * Deviations from normal bus routine caused by inclement weather conditions
- * Enrollment in a homebound program, with proper documentation by a physician
- * Approved one-time family requested vacation, limited to five (5) consecutive school days per school year. Must follow attendance appeal process.
- * Attendance to funeral with documentation

Attendance Appeal Process

Students at risk of losing credit due to excessive absences and who feel their absences have been the result of extenuating circumstances may appeal to the principal or his/her designee for review of their situation. Appeals should be requested as early as possible in the marking period. Appeals are due to the principal before exams are scheduled.

The appeal procedure for the attendance policy requires the following:

Appeals should be requested as early as possible in the marking period. Appeals are due to the principal before exams are scheduled.

1. Write a letter in which you note the name and grade of the student, any extenuating circumstances and supporting documentation that led to excessive absences, the specific dates that you believe should be considered and any other information that applies. Unexcused absences or excessive tardiness may negate the chance of a successful appeal.
2. Submit appeal before scheduled exams.
3. Parents/guardians will be notified by phone and/or writing with the results of the appeal request.

Absences

Students absent from school must either:

- * Have a parent/guardian call the school on the day or days of the absence. This call can be made anytime, day or night, to either **831-2100 or 831-2102**
or
- * Upon their return to school a written note signed by a parent/guardian shall be turned in to the office. This note should be dated and give a specific reason for the absence(s) and the date(s) of the absence(s).

An unexcused absence will result if no note or call is received from the parent/guardian before **3:00 pm** on the day a student returns from an absence.

Unexcused Absences

Any absence out of class or any absence that does not meet the Attendance Policy and/or has not been verified with the office before 3:00 p.m. the day a student returns from an absence will be considered unexcused. An unexcused absence from a class shall be considered truancy and may be subject to discipline.

Tardy Policy

Students will have 5 minutes to travel from one class to the next. Each student should realize the importance of starting class on time and the problems created by students entering late. Class tardiness will be cumulative per semester. Any student who has an unexcused tardy, will be treated in the following manner:

First Offense:	Student will be issued a warning
Second Offense:	Student will be required to make up fifteen (15) minutes
Third Offense:	Student will be required to make up fifteen (15) minutes
Fourth Offense:	Student will be required to make up thirty (30) minutes
Fifth Offense:	Student will be required to make up thirty (30) minutes
Sixth Offense:	Student will be required to make up one (55 minute) class
Seventh Offense:	Student will be suspended from school and a parent meeting must take place before the student comes back to school.

If a student fails to serve assigned time, she/he will be referred to RTC (insubordination).

Student will be considered absent (not tardy) if they miss more than **ten minutes** of a class period.

Career Center Tardy Policy

Any student who has an unexcused tardy, will be treated in the following manner: Three (3) tardies will result in the student's loss of driving privileges for (1) month. Four (4) tardies will result in loss of driving privileges for the rest of the semester. If a student reaches five (5) tardies while attending the Career Center he/she will lose their driving privileges for the remainder of the school year and will be required to take district provided bus transportation to the Career Center.

GENERAL INFORMATION

ADULT STATUS – 18 YEAR OLD

In general, procedural rules at Central Montcalm High School apply to all students regardless of age. Eighteen (18) year-old students are permitted to complete, at the request of a parent or legal guardian, an adult status form giving the student complete responsibility for his/her own attendance, behavior, and record. Requests for the forms may be made through the high school office. Parents signing this form give up all rights to receive student information.

ASSEMBLIES

Various school groups periodically plan assemblies for the students at CMHS. The purpose of these assemblies can be of an educational nature, can provide entertainment to the student body, or can present information of honors to the members of the student body.

At all times, the student's behavior should be refined and courteous. Unacceptable conduct would include but is not limited to whistling, uncalled for clapping, catcalls, boisterousness, and talking during the program. **ALL STUDENTS ARE EXPECTED TO ATTEND ALL ASSEMBLIES. STUDENTS WHO DO NOT BEHAVE PROPERLY WILL BE DENIED THIS PRIVILEGE.**

COUNSELING SERVICES

Counselors can help students in many ways including:

- Orientation of eighth graders to the high school
- 1. Selecting appropriate classes
- 2. Helping students to better understand themselves
- 3. Interpreting standardized test results
- 4. Discussing effective study skills

5. Helping students to better get along with others
6. Teaching students how to appropriately fill out applications and prepare for job interviews
7. Finding career information appropriate to a student's interests
8. Helping students develop decision-making skills
9. Discussing college plans
10. Providing financial aid information to students continuing their education beyond high school
11. Working with students to select appropriate shared-time programs
12. Making class presentations and facilitating discussions
13. Working with students in developing their future plans
14. Helping students find part-time work or full-time employment after graduation
15. Making referrals to outside agencies

Individual counseling is often done in the areas of:

16. Personal problems
17. Choosing classes
18. Improving study skills
19. Clarifying career goals
20. Post high school planning
21. Improving communication with teachers, peers, and/or family
22. Decision making
23. Academic achievement
24. Dating and marriage decisions

Counselors are responsible for coordinating the testing program. In addition to administering the tests, counselors interpret test results to students, parents, and teachers.

1. Differential Aptitude Test:
This test helps students identify their strengths and weaknesses. The results are used to help students make decisions about career plans. The D.A.T. is given in the fall of the freshman year.
2. Michigan Assessment Test:
This test is given to all tenth and eleventh graders in the State of Michigan and consists of math, reading, and science.
3. Comprehensive Test of Basic Skills:
All juniors take this 10-battery test. Tests include reading comprehension and vocabulary; spelling, language mechanics and expression; math concepts, computation and application; study skills; science and social studies. Results of this test are used to help students make college and career decisions.
4. Testing information for college-bound students:

PSAT- Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT) is given to juniors in the fall, although sophomores and others may take the test if they desire. The PSAT assesses verbal and mathematics reasoning ability.

MME- In March of 2007, Michigan high school students said goodbye to the MEAP exam and hello to the MME (Michigan Merit Exam). This new test not only combines items from several tests it will save students and families time and money. The exam will provide students with: a free ACT college entrance exam score, free WorkKeys assessment that connects work skills training, and testing to improve student education and job opportunities.

Testing Dates for MME: March 6th, 7th, and 8th of 2012
Make-up Test Dates: March 20th, 21st, and 22nd of 2012

SAT- Scholastic Aptitude Test is usually taken early in a student's senior year. It is not required

by Michigan colleges, but some out-of-state schools require the SAT. The SAT tests verbal and math ability. Various test sites throughout Michigan are available. To register see your high school counselor before September 15th of your senior year.

TESTING OUT OF COURSES: TESTING OUT OF A CLASS

In 1995, the Michigan Legislature passed Public Act 335; which requires high schools to develop alternative options for students to fulfill academic requirements. Section 1270B of the State School Code requires schools to provide an opportunity for high school students to “test out” of any course. The “test out” option does not include those courses in which students are currently enrolled. In order to “test out”, students need to exhibit mastery of the subject matter by attaining a grade of not less than (80-85%) on the final course exam. The student may also be able to demonstrate mastery through other types of assessments used in the course such as portfolios, performance, paper, project, or presentation, in addition to or in lieu of, a final exam. Teachers and counselors are not responsible for tutoring or providing instruction relative to students “testing out” of the course. Students must earn a minimum of 21 credits for graduation.

TESTING OUT TIMELINES

Beginning of June: Applications available in the guidance office
End of June: Completed applications are due to the high school principal
Beginning of July: Class test-out packages available
Beginning of August: All required course work is due/final exam is taken

***Please note that by “testing out” of a course, a student will miss participation in discussions, classroom activities and additional opportunities to develop the skills that are nurtured by daily contact with the teacher and fellow students. If you have questions or concerns, please contact your child’s counselor. Applications are available in the counseling office.

Electronic Information Acceptable Use Policy Central Montcalm Public School Summary

This is a policy summary that students and staff should read and will be accountable for following the entire policy. Technology covered by this policy includes the use of District software, audio and video media, computers and hardware peripherals, network, telecommunications, video and audio equipment. The use of District technology is a privilege, which can be revoked at any time by the District. Each individual user is responsible for the reasonable care of technology, including hardware and software while in their possession or while they are using it. Users of District technology will be responsible for its use and its misuse. Appropriate use of District technology is defined as use in furtherance of the instructional goals and mission of the District. Users should consider any use, which does not fall under this definition of appropriate use as being potential misuse for which a loss of technology use and disciplinary consequences may occur. Staff and students acknowledge that software, audio and video media is protected by a variety of licensing agreements and copyright laws and that any misuse of these may subject the user, as well as the District, to a variety of legal liabilities. Students and staff need the permission of the Director of Planning, Instruction and Technology or his/her designee to install software or media. Staff who purchase District software or media are responsible for forwarding purchase and specification information to the Office of Director of Planning, Instruction and Technology.

Users are responsible for the security of the technology, including the ability to use that technology to access confidential information while such technology is in their possession or under their control. Staff and students are not to either use or disclose confidential information, except as a part of an appropriate educational use of technology.

Passwords are the property of the user and are not to be used by anyone else.
Check out of District technology for non-classroom use must be in accordance with Board policy.

FIRE DRILL

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the first signal is given everyone promptly follows directions and clears the building by the prescribed route as quickly as possible. Students are to remain outside the building until a signal is given to return to classes.

Tampering with fire alarms is against the law. Students who tamper with fire alarms will be reported to the police and will be disciplined by school officials.

HOMEBOUND/HOSPITALIZED SERVICES

The homebound/hospitalized services will be available only to eligible handicapped students and students who will be out of school for ten (10) or more days. Requests for homebound/hospitalized services may be made through the high school office. Written documentation from a physician must be presented at the time of request indicating nature of illness, anticipated length of hospital or home stay, and effective date of illness/injury.

MEDICATION POLICY

The Board of Education recognizes that the existing law enables school employees to administer medication under certain conditions. Therefore, the Board authorizes, but does not mandate, the administration of medication(s) to students at school. If a student is required to take medication during school hours, and the parent/guardian is unable to administer the medication, the Principal or his/her adult designee may administer the medication in compliance with the written instructions of a physician and the written permission of the parent/guardian. The necessary physician and parent forms are available in the office.

The exact dosage, method of delivery (oral, topical, etc.) and frequency of administration must be clearly marked on the prescription label of the medication container, and the request form, or written instructions signed by the health care professional. The school is prohibited by law from dispensing aspirin, Tylenol or other over-the-counter pain medication without written permission from the doctor and parent on the appropriate forms. The parent/guardian must assume responsibility for informing the principal's office in writing of any change in the child's medication and for providing a new prescription or health care professional note to change the original prescription dosage and/or directions. The parent/guardian is also responsible for keeping track of the amount of medication at school and transporting the medication to and from school. Students may not carry medication to and from school. It is the student's responsibility to report to the office on time to receive their medication. Unused medications will be destroyed one week after the termination date or one week after the close of school if not picked up by the parent/guardian.

Injections: The Michigan Attorney General's opinion (No. 5679, April 11, 1980) allows a school administrator, teacher, or designated employee to administer medication in the form of an injection in an emergency if he/she is properly trained to perform the injection and does so pursuant to the instructions of a physician. School personnel in emergency situations shall follow the following procedures:

1. An attempt to contact the parent/guardian will be made.
2. Injections from a physician-prescribed kit may be administered by the individual requiring the injection or by a school employee under the supervision (written orders/instruction) of a physician.

LIBRARY/MEDIA CENTER

The library/media center is a place where students read, study, and do research. Please respect the rights of others to use it in this manner. The library/media center is open from 7:45 a.m. until 3:30 pm most days.

Books and magazines may be checked out for three (3) weeks. Some encyclopedias and other reference materials may be signed out on a more limited basis. Audiovisual materials and some reference materials are for use in the library/media center only. Most materials may be renewed.

Students will pay for materials that are misused or lost. Food and beverages are not allowed. Hats may not be worn at any time in the library/media center. Students coming to the library/media center must have a pass, unless their teacher accompanies them. Only the library staff will issue lunch passes during passing time from 7:45 to 10:45 am.

Students are asked not to bring radios, disc players, recorders, headsets, video games, etc. to the library/media center unless at the request of a teacher for curricular use.

LOCKDOWN DRILL

In preparation for a potential threat to the security of students and staff, two lockdown drills will be conducted each school year per state law. Lockdowns will be announced via the intercom system. Procedures are posted in the classroom and reviewed annually with students. Staff also debrief with their students after each lockdown drill.

LOCKERS

Lockers are provided on a loan basis and remain the property of the school. Locks have been supplied to protect your personal belongings. Vandalism to either the locker or the lock will result in penalties. They are provided for your benefits; use them and respect them. The school maintains ownership and lockers may be inspected at any time. Damaged lockers and locks must be reported to the high school office immediately.

SCHOOL ANNOUNCEMENTS

Each morning a bulletin of information pertaining to students and school activities will be published. Announcements should be turned into the office one day in advance. All announcements must be approved or signed by the teacher or administrator.

SCHOOL DANCES/PARTIES

The student council and administration must approve all dances. Approval for building use must be obtained from the high school secretary. For a complete list of rules and procedures for dances, consult the high school office.

Names of all chaperones must be submitted to the Principal two (2) weeks prior to the date of the dance before final approval will be granted. Sponsoring groups and chaperones are responsible for supervision of the dance. Teacher chaperones are responsible for final decisions.

No middle school students are allowed in high school dances. No high school students are allowed in middle school dances.

School rules apply for student conduct while attending dances.

Chaperones are authorized to remove anyone who violates school rules while at a dance.

Students may be removed from a dance and face disciplinary consequences if it is believed they are under the influence or in possession of tobacco, alcohol or drugs.

All high school dances/parties shall last no more than three (3) hours and shall end no later than 11:00 p.m.

Visitors may be allowed at the discretion of the principal. The Central Montcalm student shall be responsible for the behavior of his/her visiting guest. All visitors must sign a guest list and are subject to all student rules for dances/parties. Visitor passes must be submitted to the high school office and approved the day before the dance. School administration does not need to give an explanation for turning down a visitor pass to a school event and all decisions are final.

SCHOOL RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, official school records directly relating to a student shall be available for examination by parent/guardian of a minor or the student who has attained the age of majority.

SEVERE WEATHER CONDITIONS

In case of severe or inclement weather, the official announcement of school closings may be heard over the following local radio and TV stations: WCUZ, WGRD, WLHT, WLAV, WMUS, WODJ, WOOD, WJFM, WKLQ, WWJQ, WGBU, WXYB, WGNR, WCSG, WZZM, WION, WFYC, WCFX, TV-8, TV-13 and TV-17. Listen to these stations and DO NOT call the school.

TELEPHONE

Office telephones are for business use only and are not available to students except in emergency situations and with the permission of an office secretary.

Any student using the phone for school business, must have a pass from the instructor they are representing.

TEXTBOOKS

Textbooks for students are provided by the school district. It is the student's responsibility to use books properly and prevent their loss. Stolen books are considered lost books. Students will be required to pay for damaged or lost books.

TORNADO POLICY

Tornado Watch - Forecast of the possibility of a tornado.

In case of a tornado watch, a person is designated to be posted on the roof to keep watch. Students are to continue with classes as usual; however, teachers will be notified of the possibility of a forthcoming warning. Outdoor physical education or other outdoor classes will be asked to remain inside.

Buses will leave on time.

Parent/guardian may take students out of school if they so desire.

Tornado Warning – A tornado has been sighted in the area.

In the event of a warning, (public announcement on P.A.) teachers are directed to take their students to the designated shelter area.

VISITORS

By state law, all persons who are not school personnel must report to the High School Office to sign in and state their reason for being on school grounds or in the building. As to whether the person can remain, is entirely up to the administration. This law is for the protection of students and staff and will be enforced.

SCHOOL LUNCH

Hot lunch and breakfast will be made available to all students and staff. Meal prices are \$2.15 for lunch and \$1.40 for breakfast. Reduced meal prices are \$0.40 for lunch and \$0.30 for breakfast. Milk will cost \$0.40 and is available with breakfast and lunch. Free and reduced meal applications are available in the main office. Breakfast will be available from 7:15 until 7:45. Lunch times are listed in the daily schedule on page 5 of the handbook.

CENTRAL MONTCALM HIGH SCHOOL STUDENT CODE OF CONDUCT

The code of conduct, which pertains to all school related activities and school property, confirms that students come to school for an education and that the school should provide a wholesome atmosphere for a good experience.

*Parent Notification

Parents/guardians of a minor student will be notified of student violations of rules stated in the Student Handbook either by telephone or through the mail. In addition, students are personally given a copy of their discipline letter, which includes the type of infraction and punishment.

*Hearings

Student Disciplinary Intervention - this type of hearing requires that the student and their parent/guardian must meet with the principal to discuss concerns and consequences.

Board Hearing - this type of hearing is necessary when there is a possibility of expulsion. At a School Board meeting, the administration, parents/guardians, and student will all have the opportunity to present their case.

It is the responsibility of the individual student to talk to each teacher concerning making up work missed during a period of excused absence. Absences, whether excused or unexcused, are counted in the district's policy regarding credit earned in classes.

BUS SAFETY RULES

The majority of our students are transported on buses each day. To assure a safe system, the Central Montcalm Board of Education has adopted the following bus rules and procedures:

1. obey the driver as he/she has the same authority as a teacher in the classroom
2. to keep hands and head inside the bus at all times
3. to observe classroom conduct, except for ordinary conversation
4. do not shout at passing persons or vehicles
5. to occupy the seat assigned by the driver and refrain, at all times, from moving around while the bus is in motion
6. to be in place designated both morning and evening ready to board the bus when it arrives, the bus cannot wait
7. to stay off the traveled roadway at all times while waiting for the bus
8. to wait until bus has come to a stop before attempting to get on or off
9. to enter or leave the bus only at the front door except in case of emergency
10. to cross the traveled roadway, if necessary, after leaving the bus in the following manner:
 - a. make sure the bus is stationary
 - b. on alighting go ten (10) feet to the front of the bus within sight of the driver and wait for the proper signal for crossing
 - c. upon signal from the driver or from a personal escort, look both to the right and left and proceed across the roadway in front of the bus

- d. walk, don't run, in front of the bus when crossing the roadway
- 11. report to the driver, at once, any damage to the bus that is observed
- 12. help keep the bus clean, sanitary, and orderly
- 13. no smoking, fighting, or profanity will be tolerated at any time
- 14. no writing on, marring, or defacing the interior or exterior of the bus will be tolerated
- 15. students who ride the bus to school will not be permitted to walk or ride any other bus or get off at another stop unless the driver has written permission from parent/guardian
- 16. the bus driver is in charge of the students while they are on the bus and at the bus stops, while loading or unloading students
- 17. all students will be assigned a seat on the bus

DISCIPLINARY PROCEDURES FOR SCHOOL BUS RIDERS

1. For the safe and convenient transportation of students, respect for the personal freedom of others, and efficient operation of the school buses, the following discipline procedures were established to handle those situations where a rider fails to cooperate by disobeying the rules and regulations for school bus riders. All school rules are in effect while students are awaiting, or using district buses and discipline problems will be handled as if at school. At any citation level involving a serious infraction, the administration may issue a suspension from the bus and/or school.
2. Report of bus stop or bus riding misconduct originates from a responsible person. A driver, a passing motorist, parent/guardian can make observation of misconduct, a school teacher, school official or any other responsible person.
3. The initial handling of bus rider's misconduct is the responsibility of the school bus driver. Most cases can and will be handled and solved by the driver. If the bus driver feels and/or requests that additional assistance be made available to handle and resolve the matter, the following procedures will be used:

The driver will make out a bus discipline citation describing the misconduct

 1. the white copy will be given to the student for delivery to and signature of parent/guardian
 2. the yellow copy will be given to the transportation supervisor
 3. the pink copy will be given to the transportation supervisor for delivery to the school principal
 - B. For the first citation issued, parent/guardian must discuss problem with the student. Parent/guardian must sign it, and the driver must receive the signed citation before the student will be permitted to ride the bus again. The parent/guardian's signature only acknowledges the receipt of the citation.
 - C. For the second citation issued, a three-day suspension from the bus will result. If the situation requires suspension from school, a conference may be held with student, driver, principal, and supervisor with the parent/guardian notified of the action taken. Parent/guardian must sign citation and the driver must receive it before the student will be permitted to ride the bus again.
 - D. For the third citation issued, a ten-day suspension from the bus will result, and if required suspension from school, a conference maybe held with the student parent/guardian, driver, supervisor and the principal. If the citation is issued on the morning route, the student will be taken home that afternoon but will thereafter be excluded from riding the bus pending the action taken. Parent/guardian will be notified of any action taken.
 - E. For the fourth citation issued, the student will be suspended from the bus for the rest of the semester. A conference maybe held with the student, parent/guardian, driver, supervisor and the principal. If the citation is issued on the morning route, the student will be taken home that afternoon, but will thereafter be excluded from riding the bus pending the action taken. Parent/guardian will be notified of any action taken.

In all cases, when riding privileges are suspended (due to student's own misconduct), it is the parent/guardian's responsibility to transport the student to and from school.

CITIZENSHIP

All students participating in co-curricular activities must have on file in the high school office the STUDENT/PARENT ACKNOWLEDGEMENT FORM of the Activity Code before being allowed to participate. Both the student and his/her parent/guardian must sign this form.

For the purpose of eligibility in co-curricular activities, any student referred to the administration for violating any part of the student code of conduct will be considered as demonstrating Unsatisfactory Citizenship.

DISCIPLINE POLICY

THE RESPONSIBLE THINKING PROCESS (RTP)

Teachers have the right to teach, and students have the right to learn in a safe and orderly environment!

The Responsible Thinking Process (RTP) is a discipline process that teaches students how to think through what they are doing in relationship to the rules in all environments (i.e. classroom, cafeteria, hallways, etc.). The key component of this process is its focus on teaching students how to achieve their goals without getting in the way of others who are trying to do the same thing. It teaches students how to take responsibility for their actions by developing their ability to think for themselves, while respecting the rights of others.

A component of RTP is the Responsible Thinking Classroom (RTC). This classroom is designed to allow students to think about their behavior and develop strategies to handle the situation in a more appropriate and respectful manner. If a student chooses to disrupt the classroom, he or she will be asked some specific questions that are designed to help the student think about what they are doing and give them the opportunity to correct the behavior. If a student continues to disrupt, he/she has chosen to go to RTC and follow the process. While in RTC, the student will work with the RTC teacher to develop a plan to resolve the problem. After an acceptable plan is written and a commitment is made to resolve the issue, the student will negotiate. If a student chooses to be disruptive while in RTC, he/she has chosen to go home. At this point, the student will be allowed to return to school only after a successful meeting is held with parents or guardians and a plan is completed. If there are continued problems with disruptive behavior, an intervention meeting is called. An intervention meeting may include the student, parent or guardian and the appropriate staff. The primary purpose of this meeting is to discuss the problem and to formulate strategies that will help the student become more successful. The intervention meeting is an attempt to inform parents or guardians and provide students with every opportunity to succeed.

PUPIL CODE OF CONDUCT

To establish the best possible learning atmosphere for the students, as well as to provide for the health, safety and welfare of all students and employees of Central Montcalm High School, the following categories of misconduct have been adopted along with guidelines for consequences (including suspension and expulsion) when a student engages in such misconduct. These standards of conduct apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. This list is not intended to be exhaustive and includes but is not limited to the offenses listed below. In discipline situations the building administration will have the authority to use alternative penalties. This will be done in cases where a different penalty may be in the best interest of the school and students involved.

GENERAL MISCONDUCT OFFENSES

General Misconduct offense includes, but are not limited to:

1. Computer tampering, unauthorized access, or modifications or destruction of private files.
2. Forgery, plagiarism, cheating on class assessments, falsifying excuses or other school related documents.
3. Refusing to identify self to school personnel, insubordination, refusal to follow reasonable instruction of school personnel, or suggesting that others defy reasonable instructions or direction.
4. Obscene or vulgar language, obscene gestures, or moral affront towards a student.
5. Misuse of books, materials and equipment.
6. Stealing (under \$100 general and over \$100 gross)
7. Unsafe or disorderly behavior, which includes but is not limited to running in the halls, throwing objects, undue noise in the halls, snow balls, possession of lighters or matches, etc.
8. Parking lot is off limits during school hours. Driving and parking on school property are privileges granted by the Board of Education to persons who have legitimate reasons to be in the schools or on school property.
9. Electronic Communication Devices: (pocket pager or electronic communication device, cell phones, MP3. Players, iPads, tablets, CD players, etc.) Students may use electronic communication devices before and after school, during their lunch break, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g. extracurricular activities) and/or at school-related functions. Students may not use electronic communication devices on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Devices should be powered off, not on vibrate, and put away during school hours. Devices may be used for educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. In no circumstances shall the device be allowed to connect to the District's network.
10. Possession or Use of Dangerous, Damaging, or Potentially Harassing Objects: Squirt guns, liquid filled balloons, water bottles, bean shooters, rubber bands, lighters, snowballs, lasers/laser pens, hanging chains, dog chains, spiked necklaces, or bracelets, skateboards, etc.
11. Students are not allowed in areas not supervised by adults.

PENALTIES FOR GENERAL MISCONDUCT

First Violation:	RTP questions or referral to RTC room to write a plan
Second Violation:	Referral to RTC
Third Violation:	Referral to RTC and parent notified
Fourth Violation:	Student is sent home and intervention meeting required to attend school.
Sixth Violation:	Student receives a three-day out-of-school suspension from school.
Eight Violation:	Student may be recommended to the Board of Education for expulsion.

Restitution of property “if applicable”

For continued violations of general misconduct, refer to Incurrigibility/Persistent Disobedience in violation of school rules and regulations. The consequences are cumulative.

OTHER MISCONDUCT VIOLATIONS

1. Tobacco: (in any form) use or possession of on school property or at school activities
 - First Violation: Three day suspension
 - Second Violation: Six day suspension, conference with parent/guardian prior to readmission
 - Third Violation: Nine day suspension
 - Fourth Violation: Refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

2. Public Display of Affection: necking, kissing, or other inappropriate bodily contact by students during school or school activities on school property will be dealt with under this section.
 - First Violation: Student will be issued a warning and asked the appropriate questions
 - Second Violation: Student has chosen RTC
 - Third Violation: Student has chosen RTC
 - Fourth Violation: An intervention meeting will be called to address the problem.
 - Fifth Violation: Refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS.

3. Cheating:
 - First Violation: Parent/guardian notified by teacher and 0 credit given for assignment, test, etc. and the student has chosen RTC.
 - Second Violation: Student has chosen RTC and 0 credit given.
 - Third Violation: Student sent home and an intervention meeting required to attend school and 0 credit given.
 - Fourth Violation: Refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

4. Non-Productive: When the teacher determines the student is non-productive, the teacher may assign a ZAP; (zero effort/grades aren't permitted) and the student will be sent to RTC.

GROSS MISCONDUCT OFFENSES

1. Arson: setting a fire
2. Assault and/or battery
3. Bomb threats, false fire alarms, abuse of fire extinguishers and false police reports
4. Breaking and entering: unauthorized entry into school property, including but not limited to school buildings and school vehicles.
5. Explosives: fireworks, smoking devices, incendiary devices as well as caustic or noxious substances.
6. Extortion, blackmail or coercion; obtaining money or property by violence or force.
7. Fighting on school property or at a school sponsored function. A student may also be held responsible for statements and/or actions, which directly provoked aggressive actions by another student.
8. Harassment: sexual, bullying, cyber bullying, teasing of any nature, racist or ethnically slanderous, remarks or moral affronts.
9. Illicit Substances: manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:
 - A. Alcohol or any alcoholic beverage, including "non-alcoholic malt beverages"
 - B. Illicit drugs
 - C. Substances purported to be illegal, abusive or performance enhancing, i.e. "look-a-like" drugs.
 - D. Other mood altering chemicals which can hinder the student's ability to learn or participate and which could cause damage to the student's health.
10. Interference or intimidation of school staff, which includes force or verbal threats.
11. Malicious mischief: property damage
12. Obscene, vulgar or profane language towards a school employee.
13. Theft, including aiding and abetting.
14. Threatening, taunting or provoking others
15. Vandalism: damaging to school property or property of others.
16. Harassment, racist or ethnically slanderous remarks or moral affronts

PROCEDURES FOR GROSS MISCONDUCT

The principal or his/her designee will:

1. Investigate the offense and allow the student to respond
2. Notify the police when appropriate
3. Notify the parent of those involved
4. Notify the office of the superintendent

PENALTIES FOR GROSS MISCONDUCT

One or more of the following may apply as determined by the principal or his/her designee:

1. Suspension: One to ten days, pending further investigation of the incident by administration
2. Suspension of more than ten days
3. Recommendation for expulsion
4. Restitution of property (if applicable)
5. Conference with parents or guardians before readmitting students

PUBLIC ACTS

The statute describes physical assaults as “intentionally causing or attempting to cause physical harm to another through force or violence. (Public Act 102) requires school districts to expel a student for up to 180 days for student on student assault. This statute also has provisions that school districts are required by law to share information on physical assaults with law enforcement agencies.

(Public Act 104) also requires the expulsion of students for up to 180 days for bomb threats or similar threats.

(Public Act 104) requires the permanent expulsion of students in grade six and above who intentionally cause or intend to cause physical harm to a teacher, volunteer, or contractor in a school. Reinstatement to school takes place the same as under the weapons expulsion. Students who have been expelled from a Michigan school may seek reinstatement. For students six grade and above, the waiting period is 180 days. The final decision to reinstate a student rests with the school board. The bill also requires the expulsion of students for up to 180 days for verbal threats, bomb threats or similar threats.

(M.C.L.A.: 380.1308, 380.1310, 380.1310a, 380.1311, 380.1311a)

INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

Persistent and repeated violation of rules will result in a petition filed to probate court and/or long term suspension and/or recommendation to the Board of Education for expulsion from school.

Cafeteria Behavior

All students have an obligation to pick up after themselves. All trash and spills must be taken care of immediately. All cafeteria and or vending machine food-drinks are to be consumed in the cafeteria. Students are to cooperate with and be respectful toward all staff in the lunchroom. Misconduct of any kind will be dealt with by a referral to RTC or disciplinary action.

Dress Code Abuse, Detrimental Body Conditions (General Misconduct)

Student dress and grooming will be the responsibility of the individual and his/her parent/guardian within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.
3. Dress and grooming will not be such as to disrupt the teaching-learning process. Student apparel shall remain within the bounds of common decency. Guidelines to be followed are:
 - a. students are expected to wear clean, neat clothing
 - b. hair shall be neat and well groomed
 - c. by state law, footwear is required on all students

Students whose dress or appearance interfere with or disrupt the educational process, within the classroom, school building, or on school premises shall not be allowed in school. Suggestive clothing shall include but not be limited to phrases referring to alcohol, tobacco, sexually vulgar or obscene behavior or controlled substances (drugs). The following is a guideline of unacceptable clothing, which will be used in determining administrative action:

1. suggestive or vulgar clothing with offensive pictures or slogans
2. apparel with slogans or pictures that have a negative or offensive double meaning
3. short shorts, (being defined as shorts that are shorter than a person's arm length while their arms are at their sides), cutoffs, beach wear, short clothing, tights, or any clothing full of holes. The length of Bermuda shorts may be worn at the discretion of administration.
4. loose fitting tank tops, halter-tops, tube tops, spaghetti straps (tops with straps less than the width of three (3) fingers), or under garments exposed, bare midriff tops, unless an appropriate outer garment is covering the top being worn.
5. inappropriate or no undergarments
6. clothing which advertises alcohol, drugs, or tobacco products or gang affiliation
7. hats, caps, or any type of head covering shall not be worn in the building during school hours.
8. wearing or carrying a "chain" or similar item that can be used as a weapon. Chains, wallet chains, spiked collars, or spiked bracelets are prohibited on school property.

If there is any doubt about dress and appearance, the building principal will make the final decision.

Gang Affiliation (Gross Misconduct)

Gang activities or association with gangs is negative and demeaning to those involved. This activity adversely affects the educational environment and can be detrimental to students, staff, and community members. The antics of gangs and its members will not be tolerated in any way regardless of the degree of involvement. This includes but is not limited to the following:

1. the wearing of colors, clothing, or paraphernalia that represents support of or involvement in a gang
2. the use of gestures, art work, language, or symbolic actions that denote support of or involvement in a gang
3. possession or use of cellular phones, pagers, two-way radios, etc.

Violations of the above policy will be dealt with procedures for gross misconduct.

Weapons

Possession and/or use of weapons and/or ammunition, including but not limited to the following items knives/blades (of any length), bullets, bows & arrows, martial art devices, clubs or facsimiles of guns.

The Michigan Legislature has enacted Public Act 328 of 1994 to amend Section 1311 of the School Code (MCL 380.1311) to require the expulsion of students who possess a dangerous weapon in a weapon-free school zone or who commit arson or rape in a school building or on school grounds.

For purposes of Public Act 328, a "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. A "weapon-free school zone" is school property, which includes a building, playing field, property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, or a vehicle used by a school to transport students to and from school property.

Public Act 328 also mandates the permanent expulsion of a pupil who possesses a dangerous weapon in a weapon-free school zone or who commits arson or rape in a school building or on school grounds. Students who have been expelled from a Michigan school may seek reinstatement. For students in grades six and above, the waiting period is 180 school days. The final decision to reinstate a student rests with the school board.

Breathalyzer Policy:

Where there is an individualized, reasonable suspicion that a student has consumed an alcoholic beverage, the student may be asked to take a breath-alcohol (Breathalyzer) test. Observable behavior giving rise to an individualized, reasonable suspicion includes but is not limited to impaired speech, impaired coordination, glazed eyes, the smell or odor of alcohol on the breath, or other overt behavior indicating that alcohol has been consumed. The request that the student voluntarily take a Breathalyzer test shall be made in order to give the student an opportunity to prove that the student has not consumed an alcoholic beverage.

A student may be required to take a Breathalyzer test prior to attending or participating in or during an extracurricular activity where there is a reasonable suspicion that the student has consumed an alcoholic beverage. If the student refuses to take the test, the student will not be admitted to the school activity and may be subject to disciplinary action based on observable evidence of the student's misconduct but not for refusing to take the Breathalyzer test.

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 the 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 inspections of lockers and desks may be conducted for any reason at any time 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 (e.g., purse, book bag, athletic bag, etc.) 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 the proper legal authorities for ultimate disposition.

Trained canine units may be used to conduct locker, building, parking lot and grounds sweeps at any time to help

insure the safety of all students.

STUDENT SECLUSION AND RESTRAINT

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others. All such interventions shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards.

Ref: MBE Standards for the Emergency Use of Seclusion and Restraint (2006 – 5630.01)

NOTIFICATION OF PARENTS/ GUARDIAN OF SUSPENSION: DUE PROCESS

On the basis of present school law the authority to temporarily separate or suspend a student is delegated by the Central Montcalm Board of Education to the building administration.

A student charged with misconduct has a right to due process. Such a student will have the opportunity to explain his/her actions or status regarding the charges. If, then, the administrator determines that charges against the student should stand, disciplinary action will be ordered.

An administrator may order the immediate removal of a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, school officials or others, or damages property. If the disciplinary action ordered does include suspension from specific classes or school attendance, notice will be sent to the adult student or the parents/guardian of a minor student as soon as practicable of the decision to conduct suspension proceedings. The administrator will then require a hearing to be held, with the student present, as soon as practicable following the student's removal. At such a hearing, statements in support of the charges will be produced. The student and others will be permitted to make statements in defense.

Parents/guardians of a minor student likewise have a right to these provisions in order that they may better be able to assist. A student's due process safeguards consist of the opportunity to:

- A. Be informed of categories of misconduct and penalties or corrective action, which may be used through printed materials made available and/or through discussion with school personnel.
- B. Be informed of the charges against the student and the resulting penalties or other actions. In cases involving exclusion from school, written notice will be sent to the adult student or the parents/guardians of a minor student.
- C. Having a hearing regarding misconduct charges with the opportunity to offer defense and to examine any documents relating to the charges.
- D. Appeal to higher authority if it is believed that the student is not guilty as charged or if it is believed that the student is being subjected to disciplinary action which is not in keeping with this guide. Also, an appeal may be made if it is believed that the student has not been granted due process as stated herein. The action of appeal will be exercised according to the steps of the appeal procedure. Disciplinary action or corrective action originally ordered, may, at the discretion of the administrator, remain in effect during appeal activities until changed through that process. This appeal may be initiated by the parent/guardian of a minor student or by the adult student.

APPEAL PROCEDURE

- A. For discipline including in-school suspension, in-room detention, after school detention or out-of-school suspension up to 10 school days in length. (These are all considered temporary separation.)
 - 1. Parents/guardians may appeal in writing within two (2) school days and request a conference with the principal.
 - 2. The principal shall affirm or modify the terms of his/her actions within two (2) school days from the date of the conference.
 - 3. The principal's decision, in cases of temporary separation, shall be final.

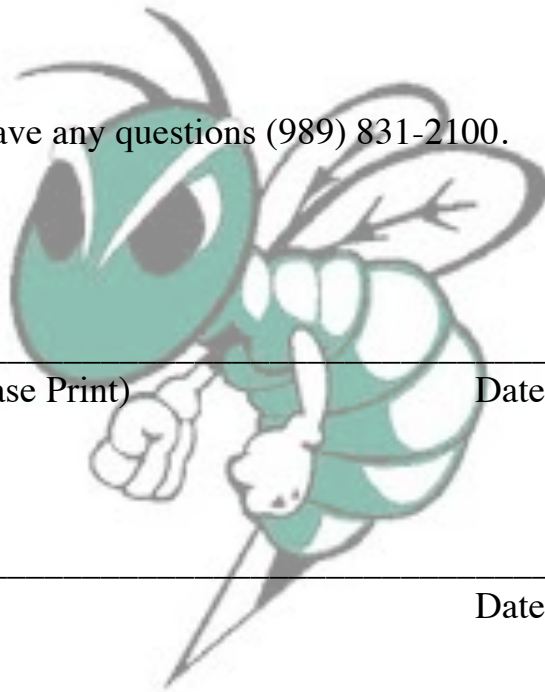
- B. For discipline involving expulsion or suspensions greater than 10 school days.
 - 1. Parents/guardians may appeal in writing within two (2) school days and request a conference with the principal.
 - 2. The principal shall affirm or modify the terms of his/her actions within two (2) school days from the date of the conference.
 - 3. Within five (5) school days of the principal's decision the parent/guardian may appeal in writing such decision to the Superintendent of Schools or his/her designee. The Superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.
 - 4. The Superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.
 - 5. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents/guardians that said hearing shall be conducted under the following rules and procedures:
 - a. Written notice shall be given of the time, date, and place of the hearing
 - b. The student or parent/guardian may be represented by an attorney or other advisor of their choosing
 - c. Witnesses may be presented at the hearing and the student or his/her representatives may question witnesses testifying against the student
 - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing
 - e. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case
 - f. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

Central Montcalm High School

Handbook Acknowledgement Form

We have read the information in the Central Montcalm High School Student/Parent Handbook. This contains information pertinent to the rules and expectations of the school in regards to the students that attend Central Montcalm High School. This form should be returned to the student's seminar teacher.

Please call if you have any questions (989) 831-2100.



Student Name (Please Print)

Date

Student Signature

Date

Parent Signature

Date