

Caledonia High School – Supplementary Handbook

This supplementary handbook includes the remaining Administrative, Educational and Disciplinary Guidelines not found in the school’s master handbook. This supplement is designed to provide additional or further detail on many facets of our school.

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Administrative Information

Entry to School Grounds

If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately-authorized person.

Classroom Visitations

Because classroom visitations can be distracting to the students, it has been necessary to establish the following guidelines:

- Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their student's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.
- Visitations will not be allowed during examinations and independent study periods.
- A visitation should be no longer than one class period.
- The number of visitors at any one time should not exceed two parents.
- The frequency of visits for any student's parents should be no more than once every four weeks and the aggregate number of visits per week should not exceed three visits.
- Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- Copies of instructional materials being used by the students or teacher may be requested of the teacher but not always be immediately available during the visitation.
- Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.

Parent Involvement

Parents are always welcome to volunteer. Opportunities for CHS parents and friends vary from booster events, sporting events, etc. A Volunteer Handbook with a sign-up form is available on the district's website. When you do visit, please make your presence known by stopping in, signing the visitors' list at the office and pick up a Visitor's badge to wear. If you need to bring a preschooler with you when you volunteer, please speak with the teacher ahead of time. Our volunteer procedure is to help ensure the safest school environment for our students and staff. You will need to have a background check on file.

Nondiscrimination of Students

Overview

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

Caledonia Community Schools does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs or activities.

If a person believes that he/she has been discriminated/retaliated against or denied equal opportunity or access to the District's programs, activities or services, the person is encouraged to report the incident to district personnel. The following individuals serve as district Compliance Officers and will assist anyone who has questions or concerns.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Handicapped Access

In accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go.

Title IX

Caledonia Community Schools does not discriminate on the basis of sex in the educational programs or activities which it operates. The policy extends to employment therein and admission thereto. This statement is published pursuant to the requirements of Title IX of the Federal Education Amendments of 1972. Inquiries concerning application of Title IX to Caledonia Community Schools may be referred to the District Coordinator of Title IX or the Director of the Office for Civil Rights of the Department of Health, Education and Welfare. A procedure for handling complaints based upon believed discrimination because of sex is on file in the district office.

Equal Education Opportunity

It is the policy of this school district to provide an equal education opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the district's personnel director at the Administration Offices.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat of retaliation. The personnel director can provide additional information concerning equal access to educational opportunity.

Individuals with Disabilities

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 to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the principal to inquire about evaluation procedures and programs.

Directory of Information

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- a student's name;
- address;
- height and weight, if member of an athletic team;
- if a member of an athletic team;
- height if member of an athletic team;
- weight, if member of an athletic team which requires disclosure to participate;
- dates of attendance;
- date of graduation;
- honor rolls;
- telephone numbers only for inclusion in school or PTO directories;
- school photographs or videos of students participating in school activities, events or programs.

Requesting Directory Information Not Be Released

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Address for FERPA

If a parent or legal guardian wishes to file a complaint in believing their rights under federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated, they may do so at the Caledonia Community Schools Administration Office.

Name& Phone Civil Rights Compliance

Caledonia Community School's Civil Rights Compliance officer may be contacted at the Administration Office at 616.891.8185.

Notice for Pesticide Application and Student Request for Notification

Caledonia Community Schools will provide a notice and appropriate forms to parents and students regarding pesticide applications. For more information please contact the school or the administration office.

Section 1: A Day at School

For a typical day at CHS, please refer to the master handbook.

Section 2: Attendance Policy & Philosophy

Closed Campus

We have a closed campus at CHS. Students may NOT leave the school grounds during the school day without permission from a staff member. Students are not allowed in the wooded areas around the building without the supervision of a staff member.

Homebound Instruction

The school district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. (All applications must be approved by the principal.) The district will provide homebound instruction only for those confinements expected to last at least five days.

Applications for individual instruction shall be made by a physician licensed to practice in the State of Michigan, a parent, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Early Dismissal Form for Parent Signature

This form will be made available to you by the school. Should you need an additional form, please contact the main office.

Excused/Unexcused Absence

Excused absences are those accounted for through parent contact or medical/ legal documentation. School activities do not count as an absence. All other absences will be considered unexcused. Missing more than 15 minutes of class will be considered an absence. Please remember, an absence must be excused within 24 hours or it remains unexcused.

Unexcused absences will result in detention time equal to the amount of time missed. Wednesday Night Detentions are assigned after the third unexcused absence. Students will NOT be allowed to make-up any work, including tests, after an unexcused absence. All unexcused absence time must be served in detention.

Excusable, Nonapproved Absence

If a student is absent from school because of suspension or vacation, the absence will be not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

Notification of Absences

If a student is going to be absent, the parents must contact the school by 9:15 AM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their student's attendance.

Attendance as it Relates to Events

The School encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

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

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

Tardy Rules and Regulations

Prompt arrival to all classes is an expectation at school. Students not in the classroom at the designated time will be informed by the classroom teacher that they are tardy. If accompanied by a signed pass from a staff member, late students will not be considered tardy.

Consequences for Excessive Tardies

- 1st tardy - verbal warning
- 2nd tardy - verbal warning
- 3rd tardy – verbal warning, call/email to parents/guardian explaining next step
- 4th tardy – 1 after school detention
- 5th tardy – 1 after school detention
- 6th tardy – 1 after school detention
- 7th tardy – 1 after school detention, call/email to parents/guardian explaining next step
- 8th tardy - Wednesday Night Detention
- 9th and subsequent tardies – 1 day of in-house suspension

After School Policy

Students are permitted to remain after school when they are involved in specific activities under the direct supervision of teachers or other assigned staff. For the safety of our students, the following guidelines must be adhered to or after school privileges may be revoked.

- Arrangements to stay after school must be made in advance between the student, the school supervisor and the office.
- If parents are picking their student(s) up, please do so promptly at the close of the activity. The activity supervisor is responsible for his/her students until they are picked up by their parents. Many of our staff and other activity supervisors have additional responsibilities and cannot wait with a student for extended periods of time after the end of an activity.
- All school rules, guidelines and codes apply whenever a student is on school property. Appropriate behavior and dress are expected.

When to Keep Students at Home

- Children need to stay home at the beginning of an illness.
- A child should be free of a fever for at least 24 hours.
- Ill children in school endanger the health of classmates.
- The child who stays at home in bed on the first day of an illness will decrease the risk of lengthy illness.
- Your child will learn more if he/she feels well. A sick child is often dull and irritable.
- The law requires the school to send home a child who is ill.

When your child shows signs of illness, it is important for parents to cooperate with their school and health department by keeping your child home.

Watch for these signs of illness:

- Chilliness
- Skin eruption
- Cough
- Sore throat
- Headaches
- Unusual flush
- Rise in temperature
- Vomiting
- Runny Nose
- Red, itchy eyes

Notify the school and inform them that your child is ill.

Pre-Arranged Absences for Appointments

It is helpful for parents to schedule medical and dental appointments before or after school hours. If scheduling at these times is not possible, please send a note to the school office with your student or call the office. Students should get an early dismissal slip from the office before school begins. These slips should be given to the teacher from the class in which the student will be leaving.

Early Dismissal/Departures and Late Arrivals

No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Section 3: Academic Information

Transfer Out of District

Parents must notify the principal about plans to transfer their student to another school. If a student plans to transfer from a Caledonia school, 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 school secretary for specific details.

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

Withdrawal

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

Immunizations

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

Appeals, Grievances and Concerns

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal or the student government.

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

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

Appeal Process

Step 1: Contact Staff Member

Students, parents and community members are asked to contact the staff member directly with whom they have a concern or complaint. School counselors and social workers are available to mediate.

Step 2: Contact Principal

If satisfaction is not attained, notify the building principal of the concern or complaint. The building principal will meet with the parties involved or refer the complaint to the appropriate person.

Step 3: Contact Assistant Superintendent/Superintendent

If satisfaction is not attained, central office administration (Assistant Superintendent/Superintendent) should be contacted and a meeting with the concerned party or parties will be held.

Step 4: Request the Attention of the Board of Education

After the conference with the Superintendent, the party or parties may request that the Superintendent place the concern on the agenda of the next regularly scheduled Board of Education meeting.

Credit Recovery

Students who fail a class but earn at least a 50% grade in the class will be allowed to retake the class during zero or 6th hour through an online credit recovery program. Students who fail with less than 50% must retake the class.

Recognition of Student Achievement

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

Student Fees, Fines and Supplies

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

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Limited English Proficiency

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

Dual Enrollment – Postsecondary

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

Honor Rolls

Any awards or honors bestowed upon a student for academic achievement will be done so at the discretion of the teacher and/or building principal.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

Special Awards

Any awards or honors bestowed upon a student will be done so at the discretion of the teacher and/or building principal.

Policy on Auditing

When a student wishes to take a class for a second time to review the material, he/she may audit the class. A class may be taken a second time for no grade, or, if the grade improves as a result of auditing the class, the improved grade will replace the previous grade. No additional credit will be given.

Student Rights & Responsibilities

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

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

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

Student Assessment

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, exhibitions, and physical examinations.

Armed Forces Recruiting

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

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

Notification to Parents for Males to Register for Selective Service

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Section 4: Discipline Policy

Discipline Overview

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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

Student Discipline Code

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

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

Code of Conduct

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions (School Board Policy 5600).

Caledonia supports learning within the following behavior standards:

- 1.) **BE SAFE** 2.) **BE KIND** 3.) **BE RESPONSIBLE**

CHS has zero tolerance for drugs (including alcohol & tobacco), weapons and "gang" related behavior (including signs, symbols and clothing). Intimidation, threats, harassment, and fighting will not be allowed. All illegal behaviors may include the notification of proper legal authorities.

State law requires students to be removed from school premises for drugs (including alcohol and tobacco), weapons, and any gang related behaviors. School administration reserves the right to conduct locker searches, as they deem necessary, for the safety and security of our students.

Students shall:

1) Conform to standards of socially acceptable behavior. Behaviors that violate this policy include, but are not limited to:

- Inappropriate Dress/Grooming
- Profane or Obscene Gestures (written or spoken)
- Physical Displays of Affection
- Use of drugs, alcohol, or tobacco (which is not legal or acceptable by minors)

2) Respect the person, property, and rights of others. Behaviors that violate this policy include, but are not limited to:

- Intimidation/Bullying
- Harassment (Written/Spoken)
- Sexual Harassment (Written/Spoken/Physical etc.)
- Stealing/Vandalism/Destruction of Property
- Fighting, Horseplay, or unwanted Physical Contact

3) Obey authority and respond to those who hold authority. Behaviors that violate this policy include, but are not limited to:

- Disrespect
 - Insubordination or failure to follow directions/procedures
 - Disorderly/Unruly conduct
- 4) Preserve the degree of order in the classroom to maintain the educational process. Behaviors that violate this policy include, but are not limited to:
- Failure to follow classroom rules and policies
 - Cheating/Academic Dishonesty
 - Failing to treat all school employees/volunteers with dignity and respect

The Student Code of Conduct applies before, during, and after school. “At school” means in a classroom, elsewhere on school premises, on school transportation, or at a school sponsored activity or event, whether or not it is held on school property. The code also applies to any action (associated with school or not) that poses a threat to student/staff safety or disrupts the educational process at CHS.

Conduct Violation Consequences

Possible consequences for violating the student code of conduct include, but are not limited to: a warning, time-out, lunch detention, after school detention, in-school suspension, short-term suspension, long-term suspension, loss of after school privileges and expulsion for serious infractions.

Rights of Expression/Freedom of Speech

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines:

Search and Seizure

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school administrators may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband material 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 by school authorities 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) 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.

Cultural Competence

Cultural competence is having an awareness of one’s own cultural identity and views about difference, and the ability to learn and build on the varying cultural and community norms of students and their families. At Caledonia Community Schools, we believe that it is the ability to understand the within-group differences that make each student unique, while celebrating the between-group variations that make our community special.

Supreme Law of the School

While in attendance at this school, students must occupy their time with academic activity. If a student chooses to occupy their time in other ways, he/she may be sent home for the day. This day will be

counted as an unexcused absence. The student must follow the by-laws specified by the Board of Education.

Code of Conduct – Student Expectations

The staff of Caledonia Schools has high expectations for all students. These expectations include:

1. Students will be respectful and courteous.
2. Students will use only appropriate language when addressing staff, fellow students and guests.
3. Students will keep the facility free of litter.
4. Students will attend class prepared for instruction.
5. Students will adhere to the school dress code.

Expectations – Cafeteria

We expect the following from all of our students when they are in the cafeteria:

- 1) Be Safe
 - a. Please walk
 - b. Stay in your seat unless dismissed
- 2) Be Responsible
 - a. Clean up personal space when leaving
 - b. Stack trays neatly
 - c. Keep hands and feet to self
 - d. Keep personal items in your classroom
- 3) Be Respectful
 - a. Keep food on your tray or in your personal area
 - b. Use inside voices
 - c. Choose a seat for yourself only
 - d. Speak appropriately and politely to adults and other students

Expectations – Classrooms

Classroom rules will be established by each classroom teacher as s/he finds appropriate. Five basic classroom rules are:

1. Personal best: we do everything to the best of our ability.
2. Active listening: we listen with our eyes, ears and heart.
3. No put-downs: we respect and care about other's feelings.
4. Trustworthiness: we are responsible for our actions.
5. Truthfulness: we speak and act honestly.

Expectations - Common Areas

We expect the following from all of our students in the school's common areas:

- 1) Respect others
- 2) Walk inside the school building
- 3) Use a quiet tone – hallways, bathrooms, etc
- 4) Food is not to be eaten in the hallways – items will be taken from the student
- 5) In appropriate playthings may not be brought to school – items will be taken from student
- 6) Only enter the building after the morning bell has rung and recess is over.

Please note that students are reminded that personal play items are not to be brought to school as they are always subject to being lost or stolen.

Expectations – Restroom

We expect the following from all of our students when they are in the restroom:

- 1) Be Safe
 - a. Please walk
 - b. Take turns
- 2) Be Responsible
 - a. Use only the supplies you need

- b. Clean up personal space when leaving
 - c. Keep hands and feet to self
- 3) Be Respectful
- a. Respect the privacy of others
 - b. Be quick and leave the area when you're done
 - c. Be kind to school property; do not do anything that will get you in trouble

Care of Property

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

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

Wednesday Night Detention

Wednesday detentions will be assigned by an administrator for those students who do not show improved behavior as a result of time-out, after school detentions, or for attendance/tardy infractions. Wednesday detentions will be held in the time-out room from 2:45pm until 5:45pm.

A student who skips a Wednesday detention will be placed in In-House Suspension all day the following Thursday and will have to reschedule the skipped Wednesday detention.

Suspension

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- The student shall not be allowed to remain in school.
- The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

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

When a student is suspended, s/he may make-up work missed while on suspension.

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

Long Term Suspension/Expulsion

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;

- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Definitions and Terms as it Relates to Discipline

Sexual Harassment/General Harassment and/or Intimidation

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

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

Harassment through any means, including electronically transmitted methods (e.g., Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher or the principal.

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

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

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

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

Harassment

- submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

- the unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or wellbeing of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidation or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

Unsafe Items

Any items deemed unsafe for a student to have at school will be confiscated from a child, and disciplinary action will be taken. The office will notify the parent and ask that the item(s) be picked up.

Demonstration- Student Disorder

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

Use of Drugs

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

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. School policy is reflected in the student/parent handbook with information on the identification; amelioration and regulation of drug use in the schools.

Possession of a Weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

Use of an Object as a Weapon

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

Use of Breath Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Knowledge of a Dangerous Weapon

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

Purposely Setting a Fire

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

Physically Assaulting at Staff Member/Student/Person Associated with the District

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

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

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

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Gambling

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

Falsification/Forgery

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

False Alarms or Reports

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

Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Trespassing

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

Theft

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

Disobedience

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

Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Persistent Absence or Tardies

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

Possession of Electronics

Please see Dress Code

Unauthorized Use of School or Private Property

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

Refusal of Discipline

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

Aiding/Abetting a Violation of Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

Violation of Rules – School or Classroom

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Violation of Rules - Bus

Please see Bus Transportation

Disruption of Educational Process

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

Hazing

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

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

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

- illegal activity, such as drinking or drugs;
- physical punishment or infliction of pain
- intentional humiliation or embarrassment;
- dangerous activity;
- activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- undressing or otherwise exposing initiates.

Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- threatened or actual physical harm;
- unwelcome physical contact;
- threatening or taunting verbal, written or electronic communications;
- taking or extorting money or property;
- damaging or destroying property;
- blocking or impeding student movement;
- electronically transmitted acts – i.e., Internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., My Space.com, Facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior 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 type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such

behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

Bullying – Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Bullying – Notification

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

Possession of a Firearm, Arson and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Discipline of Students with Disabilities

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal Acts

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

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

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

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

Drug Prevention Memorandum

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. School policy is reflected in the student/parent handbook with information on the identification, amelioration, and regulation of drug use in the schools.

Identification

"Drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited by Michigan statute
- All chemicals which release toxic vapors
- All alcoholic beverages
- Any prescription or patent drug, except those for which permission to use in school has been granted
- pursuant to Board policy
- "Look Alikes"
- Anabolic steroids
- Any other illegal substances so designated and prohibited by law

Amelioration – The Process of Improvement

Caledonia Community Schools has a sincere interest in educating its students about drug use and misuse and will promote awareness through various programs and courses and requires the notification to parents and students that compliance with the standards of conduct is mandatory.

Caledonia Community Schools will encourage, and in some cases require, that students in violation of the drug policy enlist the aid of a counselor for rehabilitative purposes. In the event that counseling services are needed, Caledonia Community Schools requests that a release be signed by the student and his/her parent/guardian(s) allowing the student's school to have contact with the counselor in an effort to support the rehabilitation and will provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs.

The School will emphasize the prevention of drug use through the students' health classes to provide a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which addresses the legal, social, psychological, and health consequences of drug and alcohol use. The school will also provide information about effective techniques for resisting peer pressure to use illicit drugs, performance-enhancing drugs, and alcohol and that the use of illicit drugs and the unlawful possession, sale, and use of alcohol is wrong and harmful.

Regulation

In accordance with Federal and State law, a "Drug-Free School Zone" has been established that extends 1000 feet from the boundary of any school property. Caledonia Community Schools prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or drug-related paraphernalia at any time on school property, within the Drug-Free School Zone, or at any district-related event.

School disciplinary action for the aforementioned offenses will be imposed on students who violate the school standards of conduct and shall range from suspension from school, up to and including expulsion from Caledonia Community Schools through Board action as well as a referral for prosecution. Public Act 102 requires that local law enforcement be notified of any violation involving drugs and/or drug paraphernalia.

School policy has taken all the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Drug Prevention Memorandum

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Section 5: General School Information

Accidents or Illness at School

In the event a student is injured or becomes ill he/she will be sent to the office where general first-aid will be given as needed. If the student needs to leave school because of injury or illness he/she must sign out at the office before leaving.

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 extra-curricular activities, and co-curricular activities.

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

Use of Medication and Guidelines

Use of Medication

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

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the principal's office.
4. Medication that is brought to the office will be properly secured.
 - a. Medication must be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.
 - b. Medication MAY NOT be sent to school in a student's lunch, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

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

Non-prescribed (Over-the-Counter) Medications

Staff members are not permitted to administer over the counter medications.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Non-prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

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 receipt.

Beverages

Students may carry only capped water bottles in the hallways. Pop and other flavored drinks are not allowed in the hallways at anytime. Beverages and/or food are not permitted in the Library, Training Center, or any computer lab. Beverages in classrooms will be left to teacher discretion on a room-by-room basis.

Celebrations (Birthdays and/or Holidays, Treat Preparation)

We do not encourage the delivery of balloons, flowers, etc. to the school as students are not allowed to have these items in the halls, classrooms or on the bus.

Clubs & Activities - School Sponsored

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational for students.

For all the options our school has available, please note the newsletters that come home or contact the office.

Student Council

Each class elects its officers and representatives to the Student Council. The Student Council meets as a class all three trimester to coordinate events.

The purpose of Student Council is to provide an opportunity for the student body to be heard by administration and faculty. Although Student Council provides direction and organization for a great many social events during the school year, its most important function is being the voice of the students of Caledonia High School.

Clubs & Activities – Non-School Sponsored

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 attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Communication to Parents

The district newsletter, Cal Communicator, is periodically mailed to all citizens of the Caledonia school district. It is designed to give citizens an overview of our total school community.

Athletics

Our school provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. Further information on athletics is found in this handbook.

All athletic programs of the district shall comply with the concussion protocols of the Michigan High School Association, the requirements of the state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

Lost & Found

Lost and found is available at the school. Parents are encouraged to mark students' personal items, if they are to be brought to school. *Personal items of value should NOT be brought to school.*

Student Sales

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

Student Employment

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

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.

Michigan State Law requires Schools to submit a weekly report of communicable diseases to the County Health Department. The name, address, and phone numbers of students with the following ailments must be provided to the health department: Chickenpox, Measles, Rubella (German Measles), Mumps, Hepatitis, Pertussis (Whooping Cough), Haemophilus Influenza Type B, Encephalitis and Meningitis. Additionally, you may be contacted directly by the Health Department

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. These types of diseases include, but are not limited to hepatitis and other blood-borne pathogens.

As required by Federal law, parents may be requested to have their child's blood checked for 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.

Field Trip Authorization Form from Parents

A form authorizing your student to attend/participate in field trips will be sent from the school. This form will need to be signed and on file before your student can participate in any field trip.

Student Fundraising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund raisers.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fund raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund raising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over extending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Loitering

Upon arrival on school property you will enter the building. There will be no loitering on the grounds or in vehicles.

Preparedness for Toxic and Asbestos Hazards

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

Report of Abuse or Neglect

In compliance with Board of Education Policy and State statute, professional staff members are required to report to the proper authorities any sign of child abuse or neglect.

Review of Instructional Material and Activities

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

Notification of the Critical Health Education Program (Sex Ed & AIDS Classes)

The Board of Education has adopted a comprehensive Health Education Program which includes education on human sexuality and venereal and other noncasual-contact communicable diseases such as AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health. The program also includes instruction in abstinence from sex as a responsible method for preventing unwanted pregnancy and sexually-transmitted diseases and as a positive lifestyle for unmarried young people.

In compliance with state law and with its desire to maintain effective communication with parents and the community, the Board has made arrangements for the programs and instructional materials to be available for review by any parent or interested member of the community. If you wish to review any or all of the programs, please contact the principal of your child's school. After reviewing the programs, if you wish to discuss them, please contact the principal or the school office.

Your child is required to participate in these courses, but the law allows you the right to have your child excused from participating in classes which include instruction in sex education, reproductive health, family planning, and AIDS education. The Board's policy is to honor parents' written requests that their child be excused from certain classes in any course. We encourage you to personally review the program lessons and materials and return the bottom portion of this letter to your child's school principal so appropriate alternative activities can be provided during the times of those classes.

Speaker Policy

Our school supports the Board of Education Policy for guest speakers. Speakers are required to sign a form agreeing to abide by the guidelines. Written parental permission will be obtained for topics that fall under Board Policy #2240. For more information, please contact the office.

Universal Precautions & Parent Notification of Blood-Borne Pathogens

The school will use precautions when handling potential exposure to blood, including blood containing body fluids and tissue discharges, and when handling other potentially infectious fluids. The OSHA (Occupational Safety and Health Administration) model exposure plan will be used. Our staff has completed Blood Borne Pathogens Training.

Parent Notification

Dear Parent:

We recently have been notified by the Federal government that the District is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the Federally-mandated procedures include a requirement that the District request the person who

was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the central office.

Student Well Being/ District Wellness Policy

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

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.

Work Permits

Work Permits are necessary for all students under the age of 18. The Work Permit will be issued to any minor 14 years of age or older not specifically exempted from the Youth Standards Act (P.A. 90 of 1978). This permit will allow a minor to be employed in the State of Michigan.

Forms may be picked up in the high school main office. The form must be taken to the employer for signature, etc. then returned to the principal's office with either a driver's license or birth certificate for finalization.

Work Credit

It is the student's responsibility to turn in to the school office all required work papers. Failure to turn in the initial "work permit packet" means that credit cannot be given for work completed before the packet was returned to the school office. Weekly time sheets must be submitted by the Wednesday following the week worked for credit to be given. Seventeen consecutive weeks of work must be completed to earn the semester credit. An average of 12 hours must be worked weekly for credit.

Time sheets handed in after the Wednesday deadline will not be accepted, nor can credit be given for work done in those weeks.

A maximum of four credits work experience can be granted during a high school career.

Year End Activities

Only Caledonia Community Schools students, in good standing, are eligible for grade level end of year activities.

Smoking

Smoking is not allowed anywhere on Caledonia Community School grounds.

Use of School Equipment & 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.

Volunteers

The school and district offers many volunteer opportunities for parents and community members. Please call the office for more information.

Supplement to Section 6: Bus Transportation

Discipline Policy

In order to ensure that riding the bus is a safe and positive experience for each student, it is necessary that the following rules and regulations be adopted and enforced.

No student should conduct himself/herself in any manner which jeopardizes the safe operation of the bus. Any distraction or disturbance which draws the driver's attention from the road could result in an accident, causing injury and possible death to other students. The driver's authority on the bus is absolute. Thus, disturbances on busses will be handled according to the severity of the act and the age of the student.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Bus Conduct - Responsibility of Students

1. Students must treat the driver with respect and courtesy.
2. Students must be at their stop five minutes before the bus arrives, as drivers can not wait for tardy students.
3. Students must remain seated while the bus is in motion. Students cannot stand ahead of the restraining bar behind the driver's seat.
4. There shall be no running or shoving at loading or unloading zones.
5. Students are not permitted to litter on the bus.
6. Damage to seats or interior will be paid for by the student.
7. Students must always cross in front of the bus. Be sure to check both ways for oncoming vehicles, as they do not always heed the red flashers.
8. Students must not throw anything on or from the bus or extend any part of the body from open windows.
Emergency doors must be closed except in cases of emergency.
9. Use of profane or vulgar language is prohibited.
10. Students must leave the bus only at the consent of the driver.
11. The students must obey the driver and report promptly to the school official when instructed to do so by the driver.
12. The students should practice classroom conduct (except for ordinary conversation) while using a school bus.
13. Students should warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.

Student Safety

Students are to:

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Wait until the bus has come to a stop before attempting to get on or off.
3. Leave the bus only with the consent of the driver.

4. Enter or leave the bus only at the front door after the bus has come to a stop, except in the case of emergency.
5. Cross the traveled highway, if necessary, after leaving the bus in the following manner:
 - a. Make certain the bus is stationary.
 - b. When unloading, go 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, look both ways and proceed across the highway in front of the bus.
 - d. Walk (not run) in front of the bus.
6. Keep hands and head inside the bus at all times.
7. Inform the driver when absence is expected from school, so the driver does not wait needlessly for you.
8. Report to the driver at once any damage to the bus that is observed.
9. Help keep the bus clean, sanitary, and orderly.
10. Pay for any damage to the bus caused by the student.
11. Refrain from drinking or eating on the bus.
12. Be courteous and obedient to the bus driver. Their help will enable the driver to make the school bus safer.
13. Always face the traffic when walking on the road or highway.

Video on Bus

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

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Supplement to Section 7: Athletic Training Code

The entirety of the Caledonia Athletic Code is in the Student Handbook. Kindly refer to the handbook for any information you may be looking for.