

# CENTREVILLE JR./SR. HIGH SCHOOL

## STUDENT HANDBOOK

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# TABLE OF CONTENTS

<b>Centreville Jr./Sr. High School Student Handbook</b>	<b>1</b>
Foreword	5
Equal Education Opportunity	5
Student-Parent / Guardian Acknowledgement	5
Section 1: Student Behaviors and Response	6
Code Infractions	6
Discipline Code	6
Restorative Practices   Positive Behavior Interventions and Supports (PBIS)	6
Code of Conduct	7
Code of Conduct	7
Discipline	7
Tier I: Staff Managed	8
Tier-II: Office Managed	9
Tier-III: Illegal Behavior	11
Anti-Bullying Policy	17
Search and Seizure	19
Breath Tests for Alcohol	19
Gangs	20
Discipline Due Process Rights	20
Suspension	20
Long-Term Suspension	20
Expulsion	21
Hearing and Appeal Procedures	23
Discipline of Students with Disabilities	24
Public Act 102 (Effective August 1999)	24
Class Removal	24
Teacher-Initiated Suspension	24
Section 2: School Operation	26
Attendance	26
Personal Communication, Electronic Devices and Use of Phones	30
Arrival and Departure	31
Dress Code	32
Student Rights and Responsibilities	33
Student Rights of Expression	33
Drivers - Student	34
Closed Campus	34
Early Dismissal	35

Bus Transportation	35
Minor Violations	35
First Offense Warranting Documentation	35
Second Offense Warranting Documentation	35
Third Offense Warranting Documentation	36
Major Violations	36
General Comments	36
Video Recording on School Buses	36
Athletic Bus Trips – Rules of Conduct	36
Transportation Expectations	37
Field Trips	38
Computer Technology and Networks	38
Clubs and Activities - School Sponsored	39
Club and Activities - Non-School Sponsored	40
Concerns, Suggestions, and Grievances	40
Communicable Diseases and Pests - Casual Contact	40
Communicable Diseases - Non-Casual Contact	40
Emergency Forms / Emergency Medical Authorization	41
Fundraising - Student	41
Immunizations	41
Individuals with Disabilities	42
Injury and Illness	42
Insurance	42
Limited English Proficiency	42
Lockers	42
Meal Service	43
Meal Charge Policy	44
Medication	44
Recognition of Student Achievement	44
<b>Special Education</b>	<b>45</b>
Student Records	45
Student Sales	47
Student Valuables	47
Statement of Title IX	48
Visitors	48
Volunteers	48
Notification to Parents on Bloodborne Pathogens	48
Family Educational Rights and Privacy Act Annual Notification	49
Relations with Parents / Guardians	49
Preparedness for Toxic and Asbestos Hazards	50

Pesticide Notification	50
Section 3: Additional Information	51
Homebound Instruction	51
Student Well-Being	51
Enrolling in the School	51
Scheduling and Assignment	52
Transfers Out of the District	52
Withdrawal from School	52
Student Fees, Fines, and Supplies	52
Review of Instructional Materials	53
Fire, Lockdown, and Tornado Drills	53
Emergency Closing Days	53
Use of Library	54
Use of School Equipment and Facilities	54
Lost and Found	54
Advertising Outside Activities	54
Course Offerings	54
Grades	54
Graduation Requirements	55
Student Assessments	55
Centreville School Board Policies Disclaimer	56

# FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year and to provide specific information about certain Board policies and procedures. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2022. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2022, the language in the most current policy or administrative guideline prevails.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Mr. Chad Brady  
Centreville Public Schools  
PO Box 158, 190 Hogan Street  
Centreville, MI 49032

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 or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## STUDENT-PARENT / GUARDIAN ACKNOWLEDGEMENT

All students and parents/guardians of Centreville Jr./Sr. High School are subject to the guidelines, rules, and procedures set forth in the Student-Parent/Guardian Code of Conduct, the Athletic Code of Conduct, and the Course Bulletin. NEOLA policy takes precedence over any guideline, rule, or procedure within or not included in the documents listed above.

# SECTION 1: STUDENT BEHAVIORS AND RESPONSE

## CODE INFRACTIONS

The Student-Parent/Guardian Code of Conduct covers the most obvious and serious types of misconduct along with various school related procedures and policies. In some cases more specific policies are included in the Athletic Code of Conduct, the Course Bulletin, and/or outlined in NEOLA board policy. As stated in the above acknowledgment, ALL Centreville Jr./Sr. High School students are subject to district/school guidelines, rules, and procedures.

Neither the infractions, nor the consequences for code infractions which follow, are to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal with violations of the rules and regulations of Centreville Jr./Sr. High School, or other types of conduct which interfere with the proper functioning of the educational process and/or the health and safety of students, staff, and the community.

The section that follows details the infractions as well as the *possible range of consequences* to the violations of the Student-Parent/Guardian Code of Conduct. If a specific consequence is not stated for a violation of a particular rule, then reasonable disciplinary actions may be taken at the discretion of the administration. Actions may range from a verbal warning to a recommendation for expulsion depending on the nature and severity of the offense, the prior behavior records for the student, the recommendation of school personnel, and other relevant circumstances.

## 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 the words "safe" and "orderly". 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.

## RESTORATIVE PRACTICES | POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

School staff/administration will first seek the use of Restorative Practices when considering any/all disciplinary action. Centreville Jr./Sr. High School practices PBIS. Restorative practices are applied to behavioral situations where resolving conflict and preventing harm are necessary. Through the use of Restorative Practices, those who have been harmed are able to convey the impact of the harm to those responsible, and those responsible are able to acknowledge the impact and take steps to make it right.

# CODE OF CONDUCT

A major component of the educational program at Centreville High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with our school wide Positive Behavioral Interventions and Supports plan (PBIS).

Each student shall be expected to conduct themselves in a way that reflects, *BULLDOG P.R.I.D.E.*

- *Productive: We will complete assigned tasks, making steady progress toward proficiency.*
- *Resilient: We know that mistakes are part of learning and will work through challenges in an effort to learn and grow academically and socially.*
- *Intentional: We will be purposeful and mindful of our actions and relationships with others.*
- *Disciplined: We will use good judgment and time management as we work towards proficiency in the task at hand.*
- *Engaged: We will be active participants in the classroom and the school environment.*

# CODE OF CONDUCT

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

Expected Behaviors: Each student shall be expected to:

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

# DISCIPLINE

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

In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

## Tier I: Staff Managed

*In addition to discussing infractions with students and making contact with parents/guardians, teachers, and other Centreville Public School staff members are expected to resolve Tier I infractions by utilizing one or more of the restorative interventions listed.*

### TIER 1 Staff Managed | Response to Behavior

Discipline log completed at staffs' discretion and subject to Tier-I staff response, involvement, and outcome.

Staff Managed Responses:

- Teach Expectations and Rules
- Establish Procedures and Structure
- Reinforce Expectations
- Actively Engage Students
- Conference with Student
- Redirect/Reteach/ Individualized Instruction
- Parent Contact
- After School Tutoring Recommendation
- Loss of Privilege
- Alternative Placement (e.g. Break Room)
- Restitution/Community Service
- Use of Restorative Practices

**Dress Code:** Dressing in an inappropriate manner in violation of the district dress code policy.

*\*Exemptions and the complete District Dress Code policy can be viewed in its entirety on later pages of this handbook.*

**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

**Aiding or abetting violation of school rules (Tier 1):** Student assists another student in violating any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Possession of Personal Communication Devices (PCDs):** The possession of personal communication devices by students is not allowed during school hours.

*\*Exemptions and the complete District Personal Communication Devices policy can be viewed in its entirety on later pages of this handbook.*

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

**Violation of bus rules:** Please refer to transportation rules/agreements.



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

**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 is prohibited. Students violating this expectation will be subject to disciplinary action.

**Inappropriate physical contact:** The act of touching others inappropriately, unwanted, and/or harmful nature.

**Unauthorized areas:** The act of being physically present in or congregating in areas which are off limits to students or not designated on a student's schedule.

*Any other offenses not specifically listed, which are similar to the above infractions, may be subject to classification as Tier-I Infractions by school authorities.*

Multiple (3) Tier-I Violations: Although behaviors are categorized into three (3) classifications, repeated or extreme infractions in Tier I will result in disciplinary action appropriate for Tier II.

## **Tier-II: Office Managed**

*In addition to discussing infractions with students and making contact with parents/guardians, teachers and other Centreville Public School staff members are expected to resolve Tier II infractions by utilizing one or more of the restorative consequences listed.*

### **Tier II Office Managed | Response to Behavior**

Discipline referral form completed by staff.

Office managed responses:

- Conference with Student
- Redirect/Reteach/Individualized Instruction
- Parent Contact
- After School Tutoring/Homework Recovery Arranged
- Detention/Saturday School
- Loss of Privilege
- Alternative Placement (e.g. Break Room)
- Restitution/Community Service
- Use of Restorative Practices
- Check In Check Out
- Staff Mentor
- Peer Mentor
- Group Session (Anger Mgmt, Social Skills, Study Skills, Problem Solving)
- Behavior Contract/Plan
- Extracurricular/Athletic Suspension and/or loss of privilege(s)
- Bus Suspension
- In-School Suspension
- Out-of-School Suspension (up to 10 days)
- Extended Suspension (more than 10 days, but not longer than end of school year)
- Expulsion

- Other Action Taken (as determined by administrator)

**Tuancy: Persistent absence or tardiness (9 or more):** 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.

**Forgery, falsification of school work, identification, lying:** Forgery of hall/bus passes, excuses, as well as false I.D.s are forms of lying and are not acceptable.

- Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
- The use of Artificial Intelligence (AI) and/or ChatGPT is prohibited unless permission is explicitly given by the classroom teacher or staff member.

**Profanity/Disrespectful Language:** 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.

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

**Aiding or abetting violation of school rules (Tier 2):** Student assists another student in violating any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Displays of affection:** Students demonstrating affection between each other that 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.

**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.

**Intentional damage or defacement of property under \$200:** Vandalism and disregard for school property will not be tolerated. The act intentionally damages property belonging to the school, staff, visitors, or students. In addition to the appropriate disciplinary response, parents/guardians will replace damaged or lost property belonging to the school, staff, school visitors, or other students—restitution as required by the district, not to exceed the cost of damage incurred. Violations could result in suspension or expulsion.

**Interference with or obstructing school staff:** The intentional act by a student to prevent a staff member from completing their supervisory responsibilities. An example would include a student who refuses to get out of the way when a staff member is trying to respond to a disturbance.

**Potentially harmful behavior to oneself or others:** Engaging in any activities that might threaten the health or safety of oneself or others. This includes, but is not limited to, students who engage in rough or boisterous play (horseplay), and includes contact such as hitting, shoving, or kicking.

**Inappropriate sexual comments/gestures:** The act of touching others or oneself in a sexual manner or making sexually inappropriate remarks or gestures to another person and/or through the use of technology.

**Intimidation:** Intimidating another person to create fear or concern for personal safety. Intimidation with the means to carry out such threats may also be classified as assault under Tier III.

**Leaving classroom or building:** The act of walking out of the classroom or the school building without permission and/or without a designated plan. Additionally, the act of intentionally avoiding / missing class.

**Participating in disruptive gatherings:** The act of gathering with students in a school building or on school grounds for the purpose of, or having the effect of, disrupting normal school activities. This includes video recording incidents/fights.

**Refusing to identify oneself:** The act of refusing to give a correct name when asked by a school staff member or school authorized person.

*Any other offenses not specifically listed, which are similar to the above infractions, may be subject to classification as Tier-II Infractions by school authorities.*

Multiple (3) Tier-II Violations: Although behaviors are categorized into three (3) tiers, repeated or extreme infractions in Tier II will result in disciplinary action appropriate for Tier III.

## **Tier-III: Illegal Behavior**

### **Tier III Illegal Behavior | Response to Behavior**

Discipline referral form completed by staff.

Office managed responses:

- Notify authorities
- Conference with Student
- Reteach/Individualized Instruction
- Parent Contact
- After School Tutoring/Homework Recovery Arranged
- Detention/Saturday School
- Loss of Privilege
- Alternative Placement (e.g. Break Room)
- Restitution/Community Service
- Use of Restorative Practices
- Check In Check Out
- Staff Mentor
- Peer Mentor
- Group Session (Anger Mgmt, Social Skills, Study Skills, Problem Solving)
- Behavior Contract/Plan
- Extracurricular/Athletic Suspension and/or loss of privilege(s)
- Bus Suspension

- In-School Suspension
- Out-of-School Suspension (up to 10 days)
- Extended Suspension (more than 10 days, but not longer than end of school year)
- Expulsion
- Other Action Taken (as determined by administrator)

**Aiding or abetting violation of school rules (Tier 3):** Student assists another student in violating any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**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 31.2.3.1 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 have 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.

**Use of tobacco/vapes/etc.:** 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, vape, or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, at any District-related event, and 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. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

**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:

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

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

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

**Possession of Personal Communication Devices (PCDs):** The use of personal communication devices by students to commit an illegal act may result in suspension or expulsion.

*\*The complete District Personal Communication Devices policy can be viewed in its entirety on later pages of this handbook.*

**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.

**Fighting:** The act of engaging in combat, violence, or aggression, hitting, punching, kicking and/or having physical contact in an aggressive manner with another person.

- A. **FIGHTING – MUTUAL ALTERCATION:** A physical altercation between one or more students that does not cause serious injury but requires physical restraint.
- B. **INITIATING A FIGHT:** Intentionally initiating a fight between others or with another student that results in a physical altercation.
- C. **RESPONSE TO A PHYSICAL ATTACK:** Any action of responding to a physical attack in a combative response that is not defined as self-defense. Self-defense is described as an action to block an attack by another person, or to shield yourself from being hit by another person. If the retaliation meets this definition, then there will be no consequence.

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

**Verbally threatening a staff member/student/person associated with the District:** Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a

school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

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

**False alarms, false reports, and bomb threats:** A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. 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'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. The school is not responsible for personal property. Theft may result in suspension or expulsion.

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld 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, the principal, or dean of students. Complaints will be investigated in accordance with AG 5517.

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 employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

Defined:

Harassment

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

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

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

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

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

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

**Bullying and Other Aggressive Behavior:** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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



*\*The complete District Anti-Bullying policy can be viewed in its entirety on later pages of this handbook.*

**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.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

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.

*Any other offenses not specifically listed, which are similar to the above infractions may be subject to classification as Tier-III Infractions by school authorities.*

Multiple (3) Tier-III Violations: Although behaviors are categorized into three (3) tiers, repeated or extreme infractions in Tier III may result in disciplinary action up to 180 suspension and expulsion and the permanent removal from extracurricular activities/athletics.

## ANTI-BULLYING POLICY

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

### A. Prohibited Conduct

- a. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- b. Substantially interfering with relationships, educational opportunities, benefits, or programs of one or more students;
  - c. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - d. Having an actual and substantial detrimental effect on a student's physical or mental health; or
  - e. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
  - f. Taking or vandalizing another student's property
- B. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.
- C. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.
- A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.
- D. Complaints Against Certain School Officials. Complaints of bullying by the building principal or designee may be reported to the Superintendent at, 269.467.5220. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.
- E. Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.
- F. Notice to Parent/Guardian. If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of the same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.
- G. Annual Reports. At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.
- H. Responsible School Official. The Superintendent and/or designee ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.
- I. Posting/Publication of Policy. Notice of this policy will be: (a) annually circulated to all students and staff, (b) annually discussed with students, and (c) incorporated into the teacher, student, and parent/guardian handbooks.
- J. Training and Educational Programs. The Responsible School Official shall provide the opportunity for annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The Responsible School Official shall also periodically arrange or otherwise provide educational programs for students and

parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

## SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## BREATH TESTS FOR ALCOHOL

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 the student has consumed an alcoholic beverage. 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.

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

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 the 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.

# GANGS

Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

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

## DISCIPLINE DUE PROCESS RIGHTS

### SUSPENSION

On the basis of the present status of present school law, the principles of Centreville Public Schools are delegated the authority to temporarily separate or suspend a student from school. Suspensions of more than ten days are to be discouraged. In taking disciplinary action the following precepts shall be adhered to:

- A. A student shall be fully informed of the charges brought against him/her including the rationale for the action and the conditions of time and termination. If the charges are denied, opportunity shall be given to the student to present his/her version prior to taking action.
- B. The parents/guardians shall be immediately notified by phone or personal contact if the student is to be temporarily separated or suspended from school. Written notification of such contact shall be made in the student discipline file.
- C. Verbal notification shall be followed by written communication to the parents or guardian stating the charges, reasons and conditions of the separation or suspension. A copy of the letter shall be placed in the student's cumulative file.
- D. The hearing and appeal procedure shall follow that set forth in the Hearing and Appeal Procedure section.

### LONG-TERM SUSPENSION

The superintendent shall make a recommendation for the expulsion of a student from school to the Board of Education. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal and accompanied by the student's cumulative file. Except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The procedures listed below shall be followed:

- A. The student shall be under suspension pending the recommendation of the superintendent to the Board pending the Board's decision.

- B. The superintendent's recommendation to the Board shall be in writing. It shall include the essential elements that form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
- C. The Board of Education shall set the date, time and place of the hearing and shall transmit written notice of the same to the parent or guardian at least five school days before the date of the hearing.
- D. The hearing and appeal procedure shall follow that set forth in the Hearing and Appeals Procedure section.

Efforts shall be made by the school, but not guaranteed, to provide alternative means by which a student under an extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

## EXPULSION

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

- A. The Board shall convene an expulsion hearing for any student who commits criminal sexual conduct, arson or possesses a weapon at a school sponsored activity or within any school or other educational facility, or on the grounds thereof, including school buses and other school transportation. A "weapon" for the purpose of this section, includes, but is not limited to, any knife or other cutting, stabbing or slashing instrument, blackjack, metallic knuckles, bludgeon, club, chain, gas-ejecting devices, explosives, fireworks, whether legal or otherwise, martial arts weapon, or any firearm, including any pistol, revolver, rifle, shotgun, slingshot, air gun, zip gun, flare gun, pellet gun, BB gun or the like. The term "firearm" is also defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm. "Weapon" shall also include a belt, comb, file, compass, or other object if adapted as a weapon and/or if used in a threatening or assaulting manner.
- B. In compliance with State law, the Board shall permanently expel any student who commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. State law defines a dangerous weapon 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."

The Board need not expel if the student can establish to the satisfaction of the Board that:

- A. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- B. The weapon was not knowingly possessed.
- C. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon.
- D. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of, a District administrator or the police.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to these students.

The Superintendent shall ensure that the weapons expulsion is duly noted in the student's record and that the student has been referred to the County Department of Social Services or Mental Health Department within three (3) school days after the expulsion and the parents informed of the referral. In compliance with Board policy 5772, the Superintendent shall also notify the appropriate law enforcement agency if the expulsion is for possession of a dangerous weapon.

A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade 6 or above, the parents, an adult student, or an emancipated minor may submit a request for reinstatement after 150 school days from the date of expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent of District for 5601.01 F1.
- E. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, or non-reinstatement, based on the committee's consideration of:
  - a. The extent to which reinstatement would create a risk of harm to students or school personnel;
  - b. The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
  - c. The age and maturity of the student;
  - d. The student's school record before the expulsion incident;
  - e. The student's attitude concerning the expulsion incident;
  - f. The student's behavior since the expulsion and the prospects for remediation;
  - g. If the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
    - i. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
    - ii. participate in an anger management program or other counseling activities;

- iii. cooperate in processing and discussing periodic progress reviews;
- iv. meet other conditions deemed appropriate by the committee;
- v. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student or emancipated minor to propose conditions as part of the request for reinstatement. The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event that a student who has been permanently expelled from another school district requests admission to this District, he/she must appear before the Board at an admission hearing.

- A. Follow the same procedure it has established in paragraphs A-F above for the reinstatement of a District student.
- B. Rely upon the recommendation of the Superintendent.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

## HEARING AND APPEAL PROCEDURES

Parents shall be notified in writing of appeal procedures that shall include:

1. Parents may request in writing a conference with the principal. Such requests shall be made within the period of separation or suspension. The conference will be scheduled within three (3) days of the request. The principal shall affirm or modify the terms of his action within two (2) school days from the date of the conference. The principal's decision in cases of temporary separation shall be final.
2. Within three (3) school days from the principal's decision, the parent may appeal in writing such a decision to the superintendent of schools or his/her designee. A conference with the parent will be scheduled within three (3) school days of the request. The superintendent shall affirm or modify the decision of the principal within two (2) school days of such decision.
3. The superintendent's decision may be appealed in writing to the Board of Education within five (5) school days of such decision.
4. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that the hearing shall be conducted under the following rules and procedures, namely:
  - A. Written notice shall be given of the time, date and place of the hearing at least five (5) school days prior to the hearing date.
  - B. The student or parent may be represented by an attorney or other advisor of the student's or parent's choosing.
  - C. Witnesses may be presented at the hearing and the student or his representative 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 other 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 school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## PUBLIC ACT 102 (EFFECTIVE AUGUST 1999)

The Centreville Public School Board of Education approved the following revisions of the Centreville Student/Parent Handbooks in response to Public Act 102, Section 1309, 1310, 1310a and 1311a:

### CLASS REMOVAL

Teachers may send students out of a classroom or activity to the school office when their conduct is such that they are considered to be detrimental to the class or activity. If removed from a class, the student must report to the school office immediately. Upon review by a building administrator, the student may be assigned additional detention time or face suspension from school, depending on the circumstances that led to the removal. The student may not be permitted to attend or participate in after school activities.

Before a student is removed from a class by the teacher, he/she normally would have been warned unless the seriousness of the offense warrants removal the first time.

### Teacher-Initiated Suspension

A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for the following violations of the Student Code of Conduct:

1. Gross or persistent disrespect, disobedience or belligerence in association with school personnel.
2. Dangerous, intimidating, threatening or harassing behavior toward other persons or property.

The teacher shall immediately send the student to the appropriate administrator and specify the reason for the suspension in writing. As soon as possible but no later than the end of the day, the teacher will contact the student's parent/guardian to schedule a parent/teacher conference regarding the suspension. If feasible, the administrator, the counselor, school psychologist or social worker shall attend the conference. The student shall not be returned to the class, subject or activity that school day without the consent of both the teacher and the administrator.

Upon review of the situation, the administration may increase the consequence if it is determined that additional suspension (or possibly expulsion) time is appropriate.

A letter to the parents will follow the verbal communication and a copy of the letter will be placed in the student's file.



The administrator may require that the parents and the student meet with him to plan the satisfactory return of the student to the school setting.

In accordance with State law, the following behaviors shall result in expulsion up to 180 school days:

1. Student commits physical assault against another student at school, on school premises, on a school bus/vehicle or at a school-sponsored activity or event. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
2. Commits verbal assault against a District employee, volunteer or contractor. "Verbal assault" means stating or writing intentions or
3. plans to cause or attempt to cause physical harm to another through force or violence.
4. Makes a bomb threat or similar threat directed at a school building, property or a school-related activity.
5. If the severity of the circumstances calls for the administration to recommend an expulsion of longer than 10 days, the procedure described in the following section shall be followed.

#### School Suspensions, Exclusions, and Expulsions (11 days or longer)

In cases involving school suspension or exclusion of more than 10 days for gross or persistent misbehavior or for bodily conditions that are detrimental to the school, the following procedure will be followed:

1. The student involved will be under suspension pending the final decision on the case.
2. The building principal will make recommendations to the Superintendent in writing.
3. The Superintendent will make recommendations to the Personnel & Policy Committee of the Board of Education and will inform the parents, in writing, of his recommendations.
4. The Superintendent will set the date, time, place of the hearing and shall transmit written notice of the hearing to the parent or guardian at least five school days before the date of the hearing. The hearing shall be held no longer than 10 school days after the suspension.

# SECTION 2: SCHOOL OPERATION

## ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Centreville Jr/Sr High School has an attendance policy to avoid these negative consequences.

Only through regular class attendance and a serious commitment to an academic program can students achieve optimum educational benefits. The responsibility for good school attendance rests with the student, the parents or guardians, and the school. The student is expected to attend classes regularly and on time in order to derive the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility required by employers and colleges.

The School is also concerned about helping students develop a high quality work ethic that will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

### Absences

- A. We will consider all absences to either be "excused" or "unexcused." We will accept parent/guardian phone calls to excuse the first five absences. Any additional absences may require written documentation from a doctor, dentist, therapist, etc. to be excused.
  - a. Students who are absent without parent contact will be issued an unexcused absence. If there is reasonable cause to believe that an absence excuse is not truthful or forged, parents will be contacted.
  - b. Absent students will be allowed to make up all work missed. A minimum of one (1) make up day will be allowed for each day of absence to complete assignments for full credit. An "Incomplete" will be given for make-up work until the work has been turned in. All "I's" will turn into "E's" if not made up in the designated amount of time set by the teacher. The principal must approve all exceptions.
- B. In an effort to keep parents better informed as to the number of absences their child has accumulated, the school will send notifications when a student reaches 5 absences. A meeting with the Principal, Dean of Students and the School Counselor will be required when a junior high student is absent 10 days and when a high school student is absent 8 days.
- C. In the event that an absence from school is necessary, the parent or guardian must telephone the school by 9:00 a.m. of the same day. All 18-year-old students living at home shall be required to provide a phone call from a parent regarding their absence. If the phone call is forgotten, the student will have until the following day (24 hours) to provide parent verification; thereafter the student will be considered unexcused/truant and will have to attend Detention or Saturday School.
- D. Any absence for which students have prior knowledge should be pre-excused. Procedures for this are as follows:
  - a. Parent notification to the office prior to absence (one day preferred).

- b. Student will receive a pre-excused slip to be signed by each teacher with assignments given.

**E. Michigan State Truancy Law**

- a. The school cooperates with St. Joseph County agencies to ensure that students maintain regular attendance patterns. Persistent tardiness and absences will affect learning and may be a factor in loss of credit or academic success.
  - b. Any student who is absent for 10% (note this is a change from 20%) or more of the scheduled instructional days will be considered truant. This means the parent or guardian of a child missing more than 9 days in a semester or 18 days in the school year will be contacted as their child will be considered truant. Situations such as this will be referred to the School Counselor for intervention. If absenteeism does not improve, the School Counselor or another school official will make a home visit and or will send a certified letter to notify the parent/guardian that their child is truant. If there is still no change in attendance, the district will contact the St. Joseph County ISD and/or the St. Joseph County Prosecutor's Office.
- F.** If there is a pattern of frequent absences for "illness", the parents shall be requested to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.
- G.** Any student with excessive absences, or a pattern of absences, is subject to loss of participation in any/all school activities and/or events at the discretion of school administration.

**Make-Up Time for Absences**

A senior high student who has more than eight absences (ten for junior high students), must make up time for any absences as follows:

1. Attend one hour of Detention/Saturday School for each absence-beyond the allowed limit (8 Sr. high/10 Jr. high) within two weeks of the date of the absence.
2. Successfully follow all Detention /Saturday School rules.

**Returning to School**

Students arriving at school after the start of the school day must report to the Attendance Office before reporting to their class.

**Leaving School During the Day**

Students are not to leave the building without permission. All students must sign in and out at the Attendance Office. Students who must leave school before the usual dismissal time must get prior approval from the office. This includes students who are ill or injured. The office personnel shall be notified of illness or injury at once by calling the office or having the student report to the office. Leaving school during the day without signing out and receiving permission in the attendance office will result in a Tier 2 Major Staff Managed referral and the following consequence:

- 1st offense - One day In School Suspension
- 2nd offense - Two days In School Suspension
- 3rd offense - Three days In School Suspension

**Tardies**

A student who is late for class three minutes or less is tardy (10 minutes or less for first hour). Consequences for tardies are as follows:

- Tardy 1: Teacher conversation/verbal warning

- Tardy 2: Teacher conversation/verbal warning and contact home
- Tardy 3: Office managed detention with reflection form, contact home

Tardies shall be tracked separately from other Tier 1 Minor Behavior Violations.

A student who is over the three-minute rule (10 minutes for first hour) will be marked absent.

### **Extended Illness**

After a student is absent for five (5) consecutive school days or more for a single illness AND IS UNDER DOCTOR'S CARE during this time, consecutive absences in excess of the initial five (5) days will not be considered as days absent in administering the attendance policy if the following conditions are met:

1. A doctor's statement is provided explaining that each day of absence was necessary.
2. Throughout the period of this absence he/she actively sought and received work in order to keep up with his/her classes.
3. The teachers attest that the student completed all of the assignments while out of school to the best of his/her ability.
4. In administering the policy, students who are receiving "homebound" services will not be considered absent during the time they are receiving "homebound" services.
5. Any exceptions to the above will be evaluated by the principal on a case-by-case basis.

### **School Release**

School Release will be given for extensions of the curriculum or school related activities such as:

- school field trips
- athletics
- college visits (up to two days for juniors and two days for seniors will be permitted)

Off campus activities that do not qualify for School Release include:

- 4-H
- counseling
- family illnesses/emergencies

### **Attendance at School Events**

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

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that junior high 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.

### **Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during

the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

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

Students with an excused absence from school or who have been suspended shall be given the opportunity to make up work that has been missed.

- A. Makeup work due to suspension must be completed by the time the student returns to school. If circumstances allow, the student may be given the opportunity to request assignments directly from his/her teachers prior to the suspension. If this is not possible, it will be the student's responsibility to contact teachers or the Attendance Office for assignments. The student will be given credit for properly-completed assignments and a grade on any made-up tests.
- B. Students with excused absences will be given the same number of days within which to make-up work. It is the student's responsibility to contact teachers or the Attendance Office for assignments.

If a student misses a teacher's test, she/he must make arrangements upon return with the teacher to take the test. If she/he misses a standardized test, the student should consult with the counselor to arrange for taking the test.

### **Detention / Saturday School Hours**

Detention / Saturday School serves as a detention period for students with behavior problems, students who fail to complete assigned work, and students who need to make up for excessive absences.

Saturday School will be in session one Saturday each month from 8:00 a.m. to 12:00 noon. The upcoming Saturday School date will be published in the daily student announcements. Assigned students will attend a continuous one through four (1-4) hour period. Each student shall arrive with sufficient educational materials to be busy during this study period.

Detention will be held from 3:10-4:10p.m. at the school's discretion. Assigned students will attend a continuous one-hour period. Each student shall arrive with sufficient educational materials to be busy during this study period. Students may also be asked to serve a half hour detention before school from 7:15-7:45, or during their lunch period.

Failure to timely serve Detention/Saturday School hours will lead to additional hours, additional consequences, and/or loss of privileges including but not limited to: spectator/participation in athletic/extracurricular events\*, field trips, prom & school dances, etc. until the hours are made up. Seniors who have a balance of hours not made up will not be allowed to participate in the graduation ceremony\*. Staff may deny time served to any student for violation of Detention/Saturday School rules.

- Note 1\*: No additional consequence shall be enforced before a student has had an opportunity to make-up their hours.
- Note 2\*: Parents may request in writing a conference with the principal when a student is being denied the privilege to participate in graduation. Such requests shall be made within three (3) days of having been notified of the consequence.

Detention/Saturday School rules are as follows:

- A. Students are to have sufficient learning activities and materials for the period of their restriction.
- B. Students are not to communicate with each other unless given special permission to do so.
- C. Students are to leave any personal cellular device on the front desk with the Detention/Saturday School Supervisor or in their locker.
- D. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

- E. Students shall not be allowed to use the school or personal telephone or to go to their lockers without permission.
- F. Students shall not be allowed to put their heads down or sleep.
- G. No radios, cards, or other recreational articles shall be allowed in the room.
- H. No food or beverages shall be consumed.
- I. Students are required to have class assignments or a book to read with them when they attend the Detention/Saturday School.
- J. Saturday School reporting time is 7:50-8:00 am at the entrance doors by the Jr/Sr High Office. Doors will be locked at 8:00am. Detention reporting time is 3:10 pm in the Jr/Sr High Library.
- K. Staff may deny time served to any student who is in violation of the above requirements.

Transportation to and from Detention/Saturday School shall be the responsibility of the parent/guardian of the student.

## PERSONAL COMMUNICATION, ELECTRONIC DEVICES AND USE OF PHONES

The use of a PCD during class time to engage in non-education related communications is expressly prohibited. In order to avoid disruption of the educational environment and protect students' right of privacy, student use of personal communication devices (PCDs) is limited to the following:

- Jr./Sr. High School students may use PCDs before and after school hours, during their regularly scheduled breakfast/lunch break and at their lockers during passing times between classes.
- When authorized by an administrator, a teacher for a specific day/time and academic task, or an IEP team as an accommodation.

At all other times, PCDs should be silenced and in the student's locker. If a teacher grants permission for academic use, the PCD is not to be accessed during transit from the locker to the classroom or vice versa.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), smart watches and/or other web-enabled devices of any type which are not school issued.

Students are prohibited from using PCD's to capture, record or transmit the words or sounds (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent, in an area where a reasonable expectation of privacy exists, is considered an invasion of privacy and is illegal per Michigan statutory law. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present.

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

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are also prohibited from using PCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy will result in the following disciplinary action:

- First Offense: PCD confiscated by teacher and given to the office, student may pick-up at the end of the day.
- Second Offense: PCD confiscated by teacher and given to the office, student may pick-up at the end of the day.
- Third Offense: PCD confiscated by teacher and given to the office, a referral will be written and a parent must pick up the confiscated PCD at the end of the day.

(PCD violations shall be tracked separately from other Tier 1 Minor Behavior violations.)

*The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).*

*Students are personally and solely responsible for the care and security of the PCDs. The school assumes no responsibility for theft, loss, damage to, misuse or unauthorized use of PCDs brought onto its property.*

Students are not permitted to have in their possession an iPod, MP3 player, etc., in the classroom during the school day. This expressly would limit the possession and use of these devices to the time before and after school and during breakfast and lunch periods, unless specifically granted permission otherwise by the classroom teacher. During those times when they are permitted, the volume must be only loud enough for the person in possession of the device to hear it.

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use the telephones to call parents to receive permission to leave school without first receiving approval from office personnel.

## ARRIVAL AND DEPARTURE

Students should not arrive before 7:25 am and should not be in the building after 3:10 p.m., unless supervised by a staff member. The entry way outside the business office and near the junior/senior high school office may be used after 7:30 a.m.

# DRESS CODE

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Footwear shall be worn at all times. Shorts must be appropriate in length (fingertip length is a guideline). Personal expression is permitted within these general guidelines.

Within this framework, the following examples shall be considered unacceptable:

- Bare midriff, halter-tops or clothing which is sexually suggestive, or which infringes on the rights or freedom of other students.
- Biker shorts, spandex, or other excessively tight apparel unless covered by appropriate shorts, skirts or tops.
- Clothing derogatory in nature or with profanity, vulgar or obscene suggestions. This would include double-meaning shirts.
- Clothing that suggests or promotes violent/antisocial behavior.
- Clothing with a name or logo referring to tobacco, drugs, alcohol or sexual products, or the occult.
- Coat or other outer wear during the school day.
- Hats/Bandanas/Sweatshirt hoods worn as head coverings.
- Mutilated clothing, torn shirts/T-shirts. Shirts must be unaltered.
- Spaghetti strapped tops and/or dresses must be worn with another acceptable top or shirt in an acceptable manner.
- Tank tops with straps less than two inches wide and/or those that are low cut.
- Tops with large arm openings.
- Tops & bottoms that do not overlap.
- Torn jeans are approved if the unpatched tears are below the allowable shorts length.
- Undergarments must not be visible.
- Wallet chains/dog chains or collars.

Students who are representing Centreville Jr/Sr High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

Students with inappropriate dress, or who violate the dress code, shall be required to modify their appearance by removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including contacting the parents for out of school suspension.



# STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

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.

## STUDENT RIGHTS OF EXPRESSION

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, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia and banners; and audio and video materials. All items must meet the following school guidelines:

- A. Materials cannot be displayed if they are:
  - a. obscene to minors, libelous, indecent or vulgar;
  - b. advertise any product or service not permitted to minors by law;
  - c. intend to be insulting or harassing;
  - d. intend to incite fighting or present a likelihood of disrupting school or a school event.
  - e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

## DRIVERS - STUDENT

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Regulations Concerning the Student Driver:

- A. Issuing Permit. A student driver permit will consist of two items;
  - a. Approval of the Student Vehicle Registration form, and
- B. A hang tag to be placed in the vehicle to be driven.

Permission to drive to school will not be given until this is completed.

**Designated Parking:** Student vehicles are to be parked in the high school parking lot. The parking lot speed limit is ten (10) miles per hour. Areas NOT to be used for student parking include all areas designated for staff and the parking area on the north side of the high school. Failure to park in designated areas may result in removal at the owner's expense.

**Written Authorization:** Written authorization from a parent or guardian to be a passenger in a student's vehicle shall include specific information as to the date and time to be authorized and the purpose.

St. Joseph County CTE students will be given permission to drive to and from class site if a request has been signed by the student's parent, class representative, and if permission is granted by the principal. Students are required to ride the bus unless a special need arises.

**Removal of Vehicle:** The vehicle is to be placed appropriately in the designated parking area as soon as the student arrives at school and is to remain there until school is dismissed. The vehicle is not to be removed from its parking place during school hours without WRITTEN PERMISSION from the parent/guardian and the principal. Failure to park in designated areas may result in removal at the owner's expense.

**Student Use of Motor Vehicles:** In accordance with Board Policy, Section 5514.01, Student Use of Motor Vehicles, "The Superintendent shall develop administrative guidelines for the operation and parking of motor vehicles and shall disseminate those rules to all students so affected."

To comply with the Level I and Level II driving regulations, new drivers have a driving curfew from 12:00 midnight to 5:00 a.m. In support of this State of Michigan statute, any student driving and/or parking on school property during this time will incur a minor violation of the school behavior code with consequences assigned accordingly.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

## CLOSED CAMPUS

Centreville High School operates on a "Closed Campus" basis. Students are to remain on school property after their arrival at school until the end of their normal school day. Lunch hours off campus are not permitted. Students who leave school grounds during the day and are not returning prior to the end of the school day shall not be on school property until after 3:06 p.m. unless special permission is obtained from Administration. Students who leave the grounds without permission will

be considered truant and having displayed insubordinate behavior. Student parking areas and cars are “off limits” to all students during the entire day unless permission is given by the office for students to go to their car.

## EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without one of the following:

- A phone call from a parent
- The parent coming to the school office to request the release

NO student will be released to a person other than a custodial parent(s), guardian or an individual listed on the student’s emergency form. All students with early dismissal slips must check out with office personnel prior to leaving the building.

## BUS TRANSPORTATION

Since riding a school bus or any other school-provided transportation is an extension of the school day, the basic behavior guidelines and expectations as specified in the Student Code of Conduct are in effect. The definition of the terms "Minor" and "Major" violations when used in this code are the same as those listed in the Student Code of Conduct. Riding the bus is a privilege. To safely convey the students to and from school, proper behavior must be observed at all times. The safety of the riders cannot be jeopardized by the misbehavior of any individual.

## MINOR VIOLATIONS

The bus driver is charged with the responsibility of maintaining a safe atmosphere and environment for those students that are being transported. It is understood that the primary individual responsible for and in the best position to maintain discipline on the bus is the driver. The bus driver will impose corrective action whenever a student's conduct is inappropriate and/or jeopardizes the safety of the riders. If the student has not responded to the previous corrective action, the driver has the option of referring the student for further intervention. When a student is involved in a minor violation that warrants documentation, the general procedure that will be followed is as follows:

### First Offense Warranting Documentation

The student will be given a written warning and talked to about their behavior. The driver will explain the desired behavior to the student. The driver will call the parent and notify them about the bus violation and written warning. The driver will notify the Bus Supervisor and send the warning to the Dean of Students. Driver may change the students seat if they feel necessary.

### Second Offense Warranting Documentation

The student will be given a written warning and talked to about their behavior. The driver will explain the desired behavior to the student. The driver will call the parent and notify them about the bus violation and written warning. The driver will notify the Bus Supervisor and send the warning to the Dean of Students. The driver will change the seat of the student. The Dean will meet with the student. Together they will call the parents and discuss the situation. The parent will be made aware that the student may receive a detention for their behavior and/or a suspension off the bus if the unwanted behaviors continue.

## Third Offense Warranting Documentation

If a student gets to their third violation in a semester. The bus driver will give a written warning to the student. The driver will explain the violation to the student. The driver will notify the Bus Supervisor and send the warning to the Dean of Students. The Dean will meet with the student and call the parents to discuss the number of days the student will be suspended from riding the bus. It will be up to the parents to provide transportation to and from school for the time the student is suspended from riding the bus.

**NOTE:** Change of seat, Detention, and or Suspension may all be additional consequences. in the Third Offense Violation.

**\*\*Student's Offenses reset each semester.**

## MAJOR VIOLATIONS

A student involved in an incident where a major violation occurs will immediately progress to the Tier 3 in our Centreville Student Handbook. This could result in suspension for the rest of the year.

## GENERAL COMMENTS

Based on the type, severity, frequency, and/or extent of the violation, the Dean of Students may increase the length of the suspension or may place the violation on any step of the code. The Dean of Students has the authority to repeat a discipline step at his/her discretion.

Parents of students who have lost their bus riding privilege for the school year must attend a conference involving the Dean of Students, Transportation Director, and the bus driver before that student will be permitted to ride the school bus in future years.

## VIDEO RECORDING ON SCHOOL BUSES

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual video recording of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the Dean of Students 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.

## ATHLETIC BUS TRIPS – RULES OF CONDUCT

1. Students in Grades 7-12 are permitted to ride buses.
2. Students who go to the game by bus must return by bus (this means THE SAME ONE RIDDEN TO THE GAME). Failure to comply with this rule will result in the student being denied bus transportation to future games.
3. We do not believe a school bus should provide the place nor the time for romance. Any relationships not in the acceptable standards of good taste will result in the offenders being denied future transportation privileges.

Students are not to be in the bus unless the driver or chaperone is present.

4. A school is judged by the conduct of its students. Any booing, profane talk, boisterous conduct or smoking will not be tolerated. Disciplinary referrals will be handled according to our discipline policy.
5. We expect the students to have a good time on the bus trip. Singing and cheering is fine, but rowdyism is not.
6. There is no need for any horseplay on the buses.
7. We expect each student to do his/her part toward keeping candy, gum, wrappers, and debris off the floor of the bus.

## TRANSPORTATION EXPECTATIONS

1. Respect the bus driver and follow their instructions. Remember, the bus driver has the same jurisdiction over children on the bus as teachers have in the classroom. Riding the school bus is a privilege that may be withdrawn for inappropriate behavior.
2. Be on time to bus stops. The bus cannot wait. We suggest arriving 5-10 minutes early as the bus could arrive early, depending on ridership.
3. Your student(s) may be asked to walk up to 1.5 miles to the bus stop. Stops will be made on a regular schedule only. This is the State ruling and not a local ruling. Bus stops are to be determined by the Transportation Director and will only be made in a clear vision area. The Transportation Director has the final decision.
4. Stay off the roadway at all times while waiting for the bus. The bus must stop at least 10 feet from the student when approaching stops.
5. Cross in front of the bus when crossing the highway, not in back of the bus and at least 20 feet in front to assure adequate vision.
6. Wait until the bus has come to a full stop before attempting to enter or leave the bus. Stay seated until the bus stops.
7. Do not leave the bus without the driver's consent.
8. Keep voice levels low and refrain from causing distraction.
9. Occupy the seat assigned by the driver. Keep aisles clear at all times.
10. There will be no video recording or photography taken while on the school bus.
11. Students will keep their head, hands, and belongings inside the bus at all times. This is state law and will be considered a major violation.
12. There will be no yelling out of bus windows.
13. Do not use profane or vulgar language.
14. Help keep the bus clean, orderly, and sanitary. No eating is allowed on the bus.
15. Be considerate of small children.
16. Families shall inform the Transportation office or the bus driver when an absence is expected from the bus.

17. Report all injuries occurring due to bumps immediately to the driver so proper action can be taken.
18. The Safety Law states that the driver must stop where they have at least 400 feet of clear and continuous visibility before and behind the bus. Stops will NOT be made on curves. If your requested stop location does not meet the criteria for a legal bus stop, you will be asked to meet at another safe location.
19. Students must ride their assigned bus both to and from school. If you are planning to ride the bus to a friend's house, both families must contact the building office and the student(s) will bring a note to the driver. The note shall be signed by the building principal and/or their designee.
20. Permanent transportation changes must be made through the Transportation office at least 48 hours prior to planned implementation. Stop approval by the Transportation Director will be required.
21. Absolute quiet must be maintained at railroad crossings and other danger areas.

Violation of bus rules will not be permitted. Any student guilty of improper behavior on the bus may be denied bus transportation by the Dean of Students. Violations will be handled as per our disciplinary policy.

Our school bus code authorizes transportation of all children over 1-1/2 miles from their school. We will transport children within this distance on established routes as room allows. Please take note that we are NOT allowed to transport adults at any time. Any unauthorized person attempting to board or boarding a school bus is subject to citation for a civil infraction and may be ordered to pay a civil fine of not more than \$500.

Kindergarten students may have in-town pickup, to be determined by the Transportation Director. Safety will be considered.

The rules apply to the student. In turn the parents and students may expect the following:

1. Safe, dependable transportation.
2. Buses that are on time for all stops.
3. Courteous and fair treatment.
4. Understanding and intelligent handling of all situations that may arise.

## FIELD TRIPS

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

## COMPUTER TECHNOLOGY AND NETWORKS

All students are subject to the School District's Student Network and Internet Acceptable Use and Safety Policy agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student code of

Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed at the beginning of each school year.

## CLUBS AND ACTIVITIES - SCHOOL SPONSORED

Centreville Jr/Sr High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. There are many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extracurricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities. Possible groups include:

- Youth in Government
- Future Farmers of America
- Quiz Bowl
- Student Council
- Varsity Club
- DECA
- National Honor Society\*
- Science Olympiad
- HOSA
- Ski Club
- Equestrian Team
- Chess Club
- Choir
- Band
- Robotics
- Drama
- Green Team
- Leadership Team
- Math Meet
- Powerlifting
- Historical Society
- Athletics

All students are permitted to participate in the activities of their choosing, provided they meet the eligibility requirements. Repeated minor violations may result in students being removed from extra-curricular activities.

\*Participation requirements under National Honor Society.

## CLUB AND 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 application must verify that the activity is being initiated by students, 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. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. Zero tolerance will be given for any type of gang related activities. No non-district sponsored organization may use the name of the school or school mascot. All groups must comply with School rules and must provide equal opportunity to participate.

## CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

## COMMUNICABLE DISEASES AND PESTS - CASUAL CONTACT

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, pink eye 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.

## COMMUNICABLE DISEASES - NON-CASUAL CONTACT

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.



Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARCAIDS Related Complex, HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C), and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other bloodborne 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.

## EMERGENCY FORMS / 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, athletics, and other extra-curricular or 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.

## FUNDRAISING - STUDENT

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.

- A. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's principal.
- B. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- C. Students who engage in fundraisers 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.
- D. 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.
- E. Students are discouraged from engaging in house-to-house sales for any fund-raising activity.

## 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 principal.

## INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) 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 at 467-5210 to inquire about evaluation procedures and programs.

## INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

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

## INSURANCE

The school does not purchase student health insurance. We will, however, offer you the opportunity to purchase student insurance. Information regarding student insurance is available on the website. If you wish to purchase the insurance, please complete the form on the brochure and return the form, including payment, to the Jr/Sr High School Office.

Students who plan to participate in any form of athletics will be required to show proof of insurance or purchase student insurance from the school. Athletes will not be allowed to participate in practice until insurance coverage has been obtained.

## 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 assessing the educational and extra-curricular program offered by the District. Parents should contact the principal's office at 467-5210 to inquire about evaluation procedures and programs offered by the District.

## LOCKERS

Students are asked to keep their locker closed, orderly and clean on the inside. Do not attach anything to the locker that will damage it in any way. You will be charged for damage.

Students are reminded that lockers are school property and may be searched at any time. You are responsible for any item that is found in your locker.

Student lockers are subject to search when:

- A. The school official is acting to protect the health, safety and welfare of the school community and enforce school rules;
- B. There is a reasonable suspicion that the search will produce evidence of a violation of school rules relating to the health, safety or welfare of the student body or staff.

Students are not to change lockers without permission from the principal.

Exterior decorations are not allowed unless approved first by a building administrator.

Interior decorations will be limited to pictures of:

- Head shots
- Fully-clothed full shots
- Non-offensive/suggestive shots
- Other items that follow dress code guideline

For health and safety reasons, open soda and/or open food containers should not be stored in lockers. Glass bottles are not allowed. Bottles with screw type caps are also not allowed with the exception being water bottles and/or unopened juice or soda which is to be consumed in the cafeteria.

The school reserves the right to determine appropriate times for locker use.

## MEAL SERVICE

Breakfast: Free

Adult Breakfast: \$2.95

Elementary Lunch: Free

Elementary Reduced-Price Lunch: Free

Jr./Sr. High Lunch: Free

Jr./Sr. High Reduced-Price Lunch: Free

Adult Lunch: \$5.00

Milk: \$0.50

\*No student shall be allowed to leave school premises during the lunch period without specific permission granted by the principal.

Food and drink is only permitted at lunchtime and morning break time in the cafeteria. Drinking water throughout the day is encouraged.

Applications for the school's Free and Reduced Priced Meal Program are distributed to all students. If a student did not receive one and is eligible, contact the jr/sr high school principal.

## MEAL CHARGE POLICY

Students are allowed to charge (2) meals into the negative. After the second meal, no additional meals will be provided until the negative balance is paid. Ala carte beverages and snacks are never allowed to be charged into the negative. During the last two weeks of school students are not permitted to charge meals into the negative.

## MEDICATION

When medications, prescription or over-the-counter, must be taken at school (following determination by physician/parent that medication schedule cannot be adjusted), parents must ensure that the appropriate Medication and Request and Authorization form(s) have been completed to be kept on file with the building administrator. Building Procedure and protocols must be followed.

- A. Failure to follow procedures and protocols may result in confiscations of medication.
- B. Authorization for the Possession and Use of Asthma Inhalers, and/or Epi-pen shall be completed by the parent/guardian. This form must be completed for distribution to all staff who said student is assigned, including transportation (if applicable), allowing the student to use the device in an emergency situation at school or school-sponsored events, following prescribed (physician) dosage.
- C. Only medication in its original container; labeled with the date of prescription; the student's name; and exact dosage will be administered.
- D. Medications that are unused and/or unclaimed by the parent shall be destroyed by administrative personnel, when they are no longer being used or at the end of the year. Administrator will note the method of disposal and date in Medication Administration Log.

## 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 Jr/Sr High School Office.

*Junior/Senior High Honor Roll:* The Honor Roll will contain three (3) levels based on the grade point average (GPA) achieved. They are as follows:

- High Honors: 3.70 - 4.00+
- Honors: 3.33 - 3.69
- Honorable Mention: 3.00 - 3.32

**Class Rank:** The Board of Education has authorized the use of class ranking system grades 9-12. The system to be used is detailed below:

At the end of the freshmen year, the sophomore year, the junior year, and finally at the end of the 3<sup>rd</sup> quarter in the senior year, students will be ranked scholastically. To do so, each student will earn grade points for each completed unit of credit. The final grade point average after 7 semesters of high school will be used for the purpose of designating class rank. This ranking is requested by colleges and scholarship sources; used to determine eligibility for membership in the National Honor Society; and used for certain senior honors.

**Valedictorian and Salutatorian:** The top two academic honors in the class (Valedictorian and Salutatorian) will be determined by using a combination of the sum of the grade point X 250 and the SAT composite score divided by 1.6. Grade point average will be weighed at 80% and the SAT composite score will be weighed at 20% of the final combined score when determining Valedictorian and Salutatorian.

- A. Grade point average (G.P.A.) shall be computed by averaging the final course grades in all subjects. Any two (2) or more students whose computed combined score that are identical shall be given the same rank.
- B. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not be the rank of the person preceding him/her
- C. A student's grade point average and rank in class shall be entered on the student's record and shall be subject to Board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.
- D. Students entering Centreville High School shall have no established grade point average (GPA) or class rank until they have completed three (3) semesters at the high school
- E. Inclusion of a student in graduation honors such as Valedictorian shall occur only if the student has enrolled for four (4) consecutive semesters.

## SPECIAL EDUCATION

Centreville Public Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, contact the principal at (269) 467-5210.

## STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- name, address, and telephone number

- date of birth
- video and/or still photography
- major field of study
- participation in officially recognized activities and sports
- height and weight, if a member of an athletic team
- dates of attendance
- date of graduation and awards received
- other information the District considers not to be harmful or an invasion of privacy, if disclosed.

Directory information can be printed, posted on a website or given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found at the end of the handbook.

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

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

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

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

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

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

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or his/her parents; or

- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

The Superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

## STUDENT SALES

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

## STUDENT VALUABLES

Students are encouraged not to bring items of value to school. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables such as jewelry, expensive clothing, electronic equipment, etc.

Money brought to school for payment of fees, lunches, etc., can be made by check. Most items can be paid by making out checks to the Centreville Public Schools. If it is necessary to bring money to school, be sure you keep it on your person until it can be used.

# STATEMENT OF TITLE IX

In compliance with regulations implementing Title IX of the Educational Amendments Act of 1973, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, gender identity or expression, or past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success;
- submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Title IX complaints should be reported directly to the building administrator and/or the district Title IX coordinator(s), Chad Brady. All Title IX complaints will be thoroughly investigated in accordance with the Centreville Public Schools investigation procedures for Title IX in compliance with the U.S. Department of Education, Office of Civil Rights.

## VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time. Students may not bring visitors to school without first obtaining permission from the principal.

## VOLUNTEERS

Centreville Jr./Sr. High welcomes parents and community members who serve as volunteers for many school sponsored activities and events. For the protection of our students, each volunteer is asked to complete a "Volunteer Release Form."

## NOTIFICATION TO PARENTS ON BLOODBORNE PATHOGENS

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency 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 mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. 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 jr/sr high school principal at 269-467-5210.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION

Each year, Centreville Public Schools is required to give notice of the various rights accorded to parents and eligible students pursuant to the Family Educational Rights and Privacy Act (FERPA). [An "eligible student" means a student who has attained 18 years of age]. Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. Right to Inspect: You have the right to review and inspect substantially all of your education records maintained by or at this institution.
2. Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information concerning which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
3. Right to Request Amendment: You have the right to seek to have corrected any parts of an education record that you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
4. Right to Complain to FERPA Office: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue. S.W., Washington, D.C. 20202, concerning this institution's failure to comply with FERPA.
5. Right to Obtain Policy: You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Office of the Superintendent at the address given below:

Centreville Public Schools  
PO Box 158  
190 Hogan Street  
Centreville, MI 49032

## RELATIONS WITH PARENTS / GUARDIANS

The Board, Administration, and Staff need parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students'

behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

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

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

## 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 Superintendent's Office upon request.

## PESTICIDE NOTIFICATION

Dear Parent/Guardian:

As part of the Centreville Public School district's pest management program, pesticides are occasionally applied in and around the school. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, notification request forms are available in the main office.

Chad Brady  
Centreville Public Schools  
PO Box 158  
Centreville, MI 49032

## SECTION 3: ADDITIONAL INFORMATION

### HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

### STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, 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.

### ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- Unless enrolling under the District's open enrollment policy.
- Unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The high school office will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the high school guidance office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## TRANSFERS OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from [the 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 High School office for specific details.

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

## WITHDRAWAL FROM SCHOOL

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

## STUDENT FEES, FINES, AND SUPPLIES

The school charges specific fees for non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a

profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

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

Late fines can be avoided when a student returns borrowed materials promptly.

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

## REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They may also 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.

## FIRE, LOCKDOWN, AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fire, and lock down drills and consists of announcements.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of announcements or email to staff.

## EMERGENCY CLOSING DAYS

If the school must be closed, or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by Honeywell Alert, social media, and various news outlets.

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

## USE OF LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library must be returned to the library within two weeks.

## USE OF SCHOOL EQUIPMENT AND FACILITIES

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

## LOST AND FOUND

The lost and found area is in the main office. Students can check/retrieve items there. Unclaimed items will be given to charity at the close of the school year.

## 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 twenty-four (24) hours of their receipt. The school has a central bulletin board located in the main office which may be used for posting notices after receiving permission from the principal.

## COURSE OFFERINGS

A complete list of course offerings is available through the course catalog.

## GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

# GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at [cpschools.org](http://cpschools.org) or in the high school office.

## STUDENT ASSESSMENTS

The Michigan Merit Exam (MME) includes the SAT, ACT WorkKeys, and Michigan Student Test of Educational Progress (MSTEP) for high school juniors.

All 11th graders will take this state assessment test in April of each year. The SAT is a college entrance exam which provides students with a minimum of four score report sent to colleges or universities. SAT scores may be used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

MME testing is divided into three parts over three days of testing. The SAT will be administered in a full day session, ACT WorkKeys and MSTEP tests are administered in half a school day sessions. The ACT WorkKeys is a career readiness test and the MSTEP tests Social Studies and Science in an online format. MSTEP will be given in one session at times scheduled by the District Testing Coordinator.

Mandatory standardized tests for other grade levels include: MSTEP for 7th grade, PSAT 8/9 and MSTEP for 8th grade, PSAT 8/9 for 9th grade, PSAT 10 for 10th grade. PSAT tests take place in April and the MSTEP takes place in May.

Parents and students should watch school announcements and emails for testing times.

Additional group tests, such as the NWEA in reading and math, are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement. It may be counted toward the required number of credits needed for graduation, but may *not* be used to determine the student's GPA. It may *not* be counted toward the required number of credits needed for graduation nor be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given

by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

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

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. [The school] will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

*The CHS staff is committed to providing the best possible education in the safest environment for our students. With the cooperation of our staff, students and parents/guardians, we strive to make this experience positive for all stakeholders.*

## CENTREVILLE SCHOOL BOARD POLICIES DISCLAIMER

*All Centreville Public School Board Policies supersede policies listed in this handbook. This handbook is intended to address specific needs in the elementary building. For more information on the school board policies of Centreville Public Schools please visit the following website, <https://go.boarddocs.com/mi/centers/Board.nsf/Public>.*