

CALHOUN COMMUNITY HIGH SCHOOL

A Tuition Free Public School Academy

Chartered as the

Battle Creek Area Learning Center

765 Upton Avenue

Springfield, MI 49037

Phone (269) 565-2460 Fax (269) 565-2468 Attendance Line (269) 565-2461

Revised June 16, 2021

**CCHS is a Tuition Free Public School Academy chartered by Bay Mills
Community College and managed by AccessPoint**

765 Upton Ave. Springfield, MI 49037

STUDENT HANDBOOK

2021-2022

**Please take the time to read through this handbook and
understand it in its entirety.**

CALHOUN COMMUNITY HIGH SCHOOL

A Tuition Free Public School Academy

Chartered as the Battle Creek Area Learning Center

Mission Statement

The mission of Calhoun Community High School (CCHS) is to provide a safe, healthy, supportive learning environment for students who have not found success in traditional high schools. At CCHS all students, with the support of staff, work to achieve their academic potentials and establish life goals, which include both employment and continued learning, as they become responsible citizens in a global community.

Calhoun Community High School provides a second chance for students to earn that all-important high school diploma and increase their chances of success after high school. Our school is designed for those students who are not making progress in their high schools and those who are seeking a more personalized or stronger school-to-work program. We accept students ages 14-19 at the start of the school year and periodically throughout the year depending on each student's particular situation.

At CCHS, we expect you to find success. Your own commitment to your education is the essential ingredient that you must bring with you. We can help you with the rest.

CCHS usually is limited to students attending full time, but the school will provide flexible options where it is consistent with an overall learning plan. Students attending CCHS may also attend classes at the Calhoun Area Career Center, a Cosmetology School, or other approved learning sites. Dual enrollment at Kellogg Community College and onsite virtual learning opportunities are also available options to CCHS students. It is not the school's purpose to help students graduate earlier than scheduled. However, **CCHS helps students who are behind in credits graduate as early as possible.**

CCHS staff will encourage you to identify career goals and build your educational programs around these goals. CCHS staff nurture student commitment, student achievement and student success. Smaller classes, with more teacher attention and additional assistance where needed, have helped students who had felt lost in the larger area high schools succeed. Since opening in August of 2001 we have had more than 1300 graduates. Your focus and consistent work during the coming school year will get you there as well.

We continue to work toward academic rigor and individual support. Our goal is that graduates of CCHS will be ready to take the next step in their lives toward college, technical vocational training, or into the work force or military. We continue to implement our mission around the goals of:

C Career

C Character

H Health

S Service

We invite you to commit yourself to your education, your future, and your success at CCHS.

Sincerely,

Dr. Rhonda Marcum, Ph.d

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Throughout this publication “parents” refers to the parents or legal guardian; “Superintendent” means the Superintendent or his/her designee; “Teacher” means the assigned classroom teacher, or any other teacher including substitute teachers.

ADMISSION POLICY & LOTTERY PROCEDURES

Revised 7/10/19

The Battle Creek Area Learning Center is a public school academy and maintains an open enrollment policy. There is no window of time for which a person may apply to attend the academy, but there are limitations that could require a lottery system. The academy will not discriminate in its pupil admission policies on the basis of any factor that would be illegal if used by any public school district. However, the academy may limit admission to pupils who are within a particular range of age or grade level or any other legal basis.

Lottery Procedure:

If there are more applications for enrollment in the academy than there are spaces available, students will be chosen to attend using a random selection process with the following limitations?

a.b.c.d. priority.

Should a random selection drawing be required, BCALC/CCHS will follow the guidelines established in Section F of the Charter School Contract with Bay Mills Community College.

The program is open to students who will be ages 14-19 prior to the start of the school year and must be grade eligible for 9th through 12th grade.

Application Procedures

Students apply for entry into CCHS by first filling out an enrollment packet found on the website or in the school office. Once proper paperwork has been filled out and turned into the office, an interview will be scheduled with the Superintendent or designated staff. We believe student success in school is enhanced by strong parental support. Therefore, the interview must include a parent or guardian regardless of the student's age. An exception will be made for an emancipated minor, or one living as an independent adult. They are still encouraged to bring a mentor or other supportive, caring adult who will help them achieve success in school. Students are expected to provide academic records, immunization records, and proof of date of birth at the interview. Discipline history may also be required. A student who is not immediately enrolled will be placed on a waiting list. Students who have been previously dropped from the program for reasons other than attendance will only be admitted with the approval of the CCHS Superintendent following a meeting with the student and one or both parents. Where appropriate, the enrollment process might include some academic testing to show what classes would be most appropriate for a given student.

GRADUATION REQUIREMENTS FOR A CCHS DIPLOMA

Students must complete a minimum of 24 credits for a Calhoun Community High School diploma. 5th and 6th year seniors must complete 18 credits for an *Alternative Michigan Merit Diploma.

As allowed within the Merit Curriculum any student can obtain credit for a class by demonstrating mastery of the material by having a qualifying score on the final assessment. CCHS Merit graduation requirements are:

English (Must be English 9, 10, 11 and 12)	4 credits
U.S. History and Geography	1 credit
World History and Geography	1 credit
Government	½ credit

Economics	½ credit
Science (Must include Biology and either Chemistry or Physics, plus a third Science credit)	3 credits
Math (Must include content of Algebra I, Geometry and Algebra II plus a fourth math credit. A math credit must be taken in the senior year.)	4credits
Health/PE	1 credit
World Language	2 credits
Visual/Performing Arts	1 credit
On-line Experience (Must show competence through a class or with assignments incorporated into other classes)	
<u>Electives</u>	<u>At least 6 credits</u>
Total	24 *

As allowed within the Merit Curriculum, we can vary from these requirements only within the parameters of what is called a *personal curriculum*.

*Alternative Michigan Merit Curriculum High School Graduation Requirements 18 Credits

English (Must be English 9, 10, 11 and 12)	4 credits
U.S. History and Geography	1 credit
World History and Geography	1 credit
Government	½ credit
Economics	½ credit
Science (Must include Biology and either Chemistry or Physics, plus a third Science credit)	3 credits
Math (Must include content of Algebra I,	4 credits

Geometry and Algebra II plus a fourth math credit.

A math credit must be taken in the senior year.)

Health/PE	1 credit
Visual/Performing Arts	1 credit

On-line Experience (Must show competence through a class or with assignments incorporated into other classes)

<u>World Language</u>	<u>2 credits</u>
Total	18

VOCATIONAL TRAINING/WORK STUDY/COMMUNITY SERVICE/*SERVICE LEARNING & PROJECT BASED LEARNING

Beyond academic credits, CCHS students are encouraged to explore career opportunities consistent with their Educational Development Plans. Qualified students may attend the Calhoun Area Career Center (CACC), a cosmetology school, or other vocational training sites for training and work experience.

Senior students may participate in work study opportunities with employers in the Battle Creek area. These must be approved in advance by our counselor. Students in work placements will have specific occupational learning goals that will be monitored and student performance will be evaluated prior to the granting of credit.

Students are encouraged to give back to the community through service. While not required, each student may be granted a maximum of 0.5 elective credits toward graduation by completing 40 hours of documented community service. Students and parents may discuss this with our counselor.

*Within a teacher's curriculum service learning and/or project based learning may be part of the overall learning experience as determined by each teacher. Service learning and project based learning are never the entire format of a teacher's curriculum but may supplement the curriculum as to meet the learning styles and needs of each student within the various classes. Service learning and project based learning are defined in each teacher's syllabus.

DUAL ENROLLMENT

The Post-Secondary Enrollment Options Act requires that by March 1st of each year, school districts shall provide general information about the dual enrollment options. This handbook is provided to all students and parents. Students sign a form indicating they were provided a link to an “electronic” copy and have reviewed its provisions. This process will serve as the notice to students and parents as is required by law.

Students eligible to participate must be in grade 11 or 12, and they must be enrolled in at least one course at their local high school. They must have taken the Michigan Merit Exam and/or the Course Placement Exam at Kellogg Community College and have received qualifying scores.

Fifth year seniors have different qualifying criteria but are still eligible for dual enrollment consideration.

If the student has not reached qualifying scores in all areas he/she can still take courses limited to the areas in which he/she did obtain qualifying scores. Students may also take courses for which there are no endorsements, such as Philosophy, Psychology, Sociology, Anthropology, Computer Science, and Foreign Languages that are not offered by the student’s high school. It must be an academic course (as opposed to an activity course); a course that is not a hobby, craft or recreational course. It cannot be in Physical Education, Theology, Divinity or Religious Education.

School districts must pay students’ tuition and mandatory course fees, including technology fees, material fees, registration fees and any late fees charged by the post-secondary institution. School districts are not required to pay for books, transportation, parking costs or activity fees. The district will not pay more than the actual costs listed above and will not pay more than the foundation allowance the district receives from the state for the portion of the school day/year that the student is enrolled in post-secondary education in lieu of classes at CCHS. If the student has a full schedule at CCHS and chooses to take post-secondary classes outside the normal school day, he/she can receive credit for the course but CCHS will not pay the fees described in this paragraph.

Any student who wants to take a dual enrollment course must:

- **Complete the Michigan Merit Exam prior to application**
- **Meet with the school counselor to complete the required paperwork**
- **Understand that the course, credit and grade will appear on the student’s report card and will be included in the calculation of grade point average.**
- **Understand that he/she will get high school and college credits, but the way those credits are calculated are different. The counselor will explain.**

- **If a student fails or drops the class after the required drop/add period, the student will be responsible for reimbursing CCHS the tuition and fees that were paid. A form must be signed by the student and his/her guardian that they understand this financial obligation.**

TESTING OUT POLICY

Michigan legislation provides students the opportunity to “test out” of courses by earning a qualifying score on one or more assessments developed or selected by the local school district. When a student tests out of a course, he or she is given credit for that course. By law, credit earned through this method shall be designated on his or her transcript solely as “credit” and any student who shall attempt to test out of a course and does not earn a qualifying score will have that listed on their transcript as “no credit”. Credit or no credit shall not be included in the computation of the student’s grade point average.

Testing out legislation sets the qualifying score for credit at a C+. Battle Creek Area Learning Center defines a C+ as a minimum of 77%. There will be one testing period each quarter at the beginning of the quarter (Week two of Quarter 1 and Week One of Quarters 2, 3, & 4). Students who believe they have knowledge and skills to test out may avail themselves of this opportunity by requesting through the classroom teacher to take the unit test the teacher would require any student to pass if that student were participating in their class. The C+ (minimum of 77%) is not an average, but is required as a minimum score on each unit test administered. If a student opts to test out, but may have already completed one of more of the course’s unit tests and passed, even with a score of 77% or better, the student must retake the unit tests that they have already taken and they must pass them with a 77% or better score on each test.

Students may not test out of online classes without administrative approval.

ATTENDANCE POLICY

Students at CCHS are expected to attend classes every day. Consistent attendance is a learned discipline that strengthens a student’s ability to succeed in school, work and life. In the school setting we also view a student’s attendance as an indicator of that student’s commitment to school.

The first step of being successful in school is being here. We cannot help you if you are not present. We encourage students who do not yet have the commitment to attend school regularly to enroll when they are prepared to make that commitment. Part of that commitment should include the acknowledgement that CCHS does not and cannot provide transportation. Therefore, if transportation is a factor in your ability to attend, you should consider your local school district or seek assistance from CCHS in advance of enrollment as to how best to overcome this issue.

Absences:

Situations do occur where a student has to be absent from school. The student has the responsibility to:

1. Notify CCHS staff in advance in all pre-planned, non-emergency situations.
2. Telephone the school in all other cases to provide the reason for the absence. Absences call **(269)565-2461**.
3. Provide written documentation within two school days of his/her return to school.
4. The same notification and documentation must be made to the CACC, Cosmetology School, or other approved training sites.
5. Students may request work if they have an extended absence (more than two days) teachers have 24 hours to provide that work.

Attendance is taken at the beginning of each class period. CCHS operates on quarters; each quarter is nine or ten weeks in duration and around 40 days per quarter. Students are allowed no more than **FOUR** absences, excused or unexcused, per quarter. Students with six or more absences may be required to meet with the superintendent, teacher(s), and a parent to discuss a plan to prevent potential loss of credit. In the United States, chronic absenteeism is defined as missing 10% of the required time. In a 160 day school year that would equal 16 absences for the year or 4 per quarter. At CCHS we believe 10% is realistic with the possibility of earning credit. If a student goes over 4 absences, the student **may** lose credit for the class. A class *audit may be provided. **We will work with students who have extenuating circumstances.**

***To audit the class means that a student will participate fully without disruption so as to gain the knowledge necessary to repeat the class successfully. If a student is auditing a class and becomes a disruption, the teacher may recommend (in writing with a parent meeting) that the student be **dropped for the remainder of the quarter.**

EXCUSED vs. UNEXCUSED ABSENCES: The school has the authority to determine whether an absence is excused or not. If an absence is not pre-arranged, the school expects the parent or guardian to contact the CCHS office by 10:00 a.m. to report the child's absence. Failure to provide information to the school office within 24 hours will result in the absence being classified as unexcused.

Absences will be excused if they meet the following guidelines:

- illness or medical appointment
- death in the family
- medical emergency in the family
- important personal or family business that could not be done after school hours
- pre-arranged absences requested at least two school days prior to the absence and approved by the school

- notification of absence to the school office within 24 hours

Following are guidelines that the school will use to classify absences as unexcused:

- oversleeping
- faulty personal transportation
- family trips that are not pre-arranged at least two school days prior to the absence
- lack of timely notice to the school office to report the absence

ABSENCE DUE TO SUSPENSION: Out-of-school suspensions are considered *excused absences*. These absences will be counted when calculations are made for absences each quarter. Missed schoolwork during a suspension can be completed for credit. The responsibility to pick up work rests with the student.

****No student will be dropped from a class without the approval of the superintendent.**

CLOSED CAMPUS

Leaving the building at any time after initially arriving and entering the facility will be considered an unexcused absence and there will be no re-admittance for that day. CCHS operates as a CLOSED CAMPUS. Students under the age of 18 must have parent permission to sign out. Students 18 and older may sign themselves out for legitimate purposes. Leaving school grounds or being in unauthorized parts of the building will result in an unexcused absence for the day.

Entering the building:

Students may enter the building at the gym doors or the main office door prior to 8:00am. After 8:00am the gym doors will be locked for the remainder of the day and all traffic must enter through the office door. Anyone arriving late to school or visiting the school must enter through the office and sign in as a student or guest.

Tardiness:

Students will be considered tardy up to 40 minutes into the class for the first class for which they arrive. After 40 minutes, the student is considered absent. Example: If a student arrives to 1st block at 8:30a.m. s/he is tardy. If the student arrives at 8:41a.m. s/he is absent. The same applies if their first arrival to school happens during 2nd, 3rd, or 4th block. Once a student arrives to school, s/he is considered tardy if they are not on time to their next block. Example: A student arrives at 8:30a.m. S/he is tardy to 1st block. That student is expected to attend 2nd block on time after the 5 minute passing time. Arriving after the passing time has ended will be considered tardy.

- Three tardies to one class in a quarter may result in a 1 day out of school suspension. This will restart for each new quarter. It should be understood that multiple infractions of tardiness will be considered persistent disobedience and may result in a longer period of out of school suspension.
- If late, students are expected to attend their class, do their class work and get credit for that work. They are not to come to school and wait for the next class to start.

Any student receiving an *unexcused* absence in any class will receive a call from the School Messenger Call System. **Parents are encouraged to keep the office informed of any number changes.**

ACADEMIC PROGRESS AND FEEDBACK

Student academic success results from students, parents, teachers and school administration collaboratively and consistently working together focused on clear outcomes. Each of us must do our part for our students to be successful. To that end we will draw up a **Parent-School Contract** that is signed by each student, parent, a teacher, and an administrator outlining what each must do to help the student be successful.

Classes at CCHS are organized on quarters (about nine weeks). Students will be scheduled into four 9-week classes each worth 0.5 credits. Thus, it is possible for a student to earn a maximum of 8 credits per year.

Students will receive written weekly progress reports during the quarter to guide them in making needed improvements. Parents are encouraged to review these weekly reports. Obtain internet access to Skyward to check on their student's progress regularly. Skyward requires a password that can be obtained by contacting the school secretary.

Parents are invited to contact teachers any time to discuss student progress. Additionally, halfway through each marking period parent/teacher conferences will be held for parents and teachers to meet. At the end of the 9-week quarter, the final grade will be given; this determines whether or not credit is earned. A grade of **"Incomplete"** will be given at CCHS only for extenuating circumstances. Students who earn an **"Incomplete"** will be given a specific timeline up to and including summer school to recover the credit. Failure to complete the work and recover the credit in the appropriate timeline will automatically result in the grade being changed to a "F."

Those students under the Michigan Merit curriculum must demonstrate mastery in all required classes. If a student has passed a class but has not passed an end-of-the-unit, or end-of-the-course assessment, an ***Incomplete*** may be entered until the student re-tests and receives a passing score. Students need to resolve these promptly, while the course material is still fresh in their minds. Students typically will have no more than two marking periods after receiving the incomplete to clear that incomplete. After that time they would need to pass the end-of-course assessment to receive credit for that class or will need to retake the entire class.

Academic Probation: If a student does not pass at least 2 of the 4 classes in the quarter, he/she and a parent must have a meeting with the Superintendent or School Interventionist to identify what the student must do to be more successful. The student would then attend in the next quarter on a written academic performance contract. Continued lack of progress can lead to a student's termination from CCHS to continue school at a location where he/she can be more successful.

CCHS Office Hours	7:30-3:30 pm
Full Day	8:00-3:20 pm
Half Day	8:00-10:55 am

Please call in all absences to the CCHS office at 269-565-2461.

SCHOOL DAY

The school day will consist of four class blocks of approximately 85 minutes, five days per week.

After School Assistance: 2021-22: All after school assistance will be by appointment only so as to maintain social distancing requirements.

MISCELLANEOUS PROVISIONS ~ CHANGE OF ADDRESS

To ensure prompt contact in case of an emergency, parents and/or students must immediately report any changes of address, phone numbers, or other family information that was originally provided at registration.

CLOTHING STANDARDS

Student clothing must be appropriate for the school setting, in the same way that your dress must be suitable for work and in other life situations. It is the prerogative of CCHS staff to make the determination about the appropriateness of clothing.

The student's attire makes an announcement to others about who he/she is. Therefore, clothing, accessories (t-shirts, buttons, hats, etc.), decorations, or drawings on folders, etc. which promote alcohol, illicit drug products or containing inappropriate messages, gang symbols, or other provocative symbols is prohibited.

Students should not wear overly-revealing clothes. Some examples include: male students may wear sleeveless shirts only during physical education classes; males should not have pants sagging so that their underwear or shorts worn underneath are showing; males may wear sleeveless shirts with a seam and sleeve that is three inches wide; female students' tops may not have a single strap or have no strap at all (for example, tube tops); the explicit exposure of men's underwear, of female students' undergarments, midriff, back or cleavage is not permitted. Yoga pants are permissible with a top that covers the waist and hip area. Sunglasses are not to be worn in the building.

Students not properly attired will be asked to change, turn the shirt inside out, or wear a shirt provided by the school. Students may be asked to go home, change clothes and return to school appropriately dressed. Any inappropriate accessory will be held and may be returned to the student at the end of the day, depending on the nature of the item.

The goal is to help students learn what appropriate attire is; so, while the initial responses will be constructive suggestions, continued violation of this expectation will result in increasingly severe sanctions.

Failure to comply with the CCHS clothing standards may result in an out of school suspension.

COMPUTER USE

Students have access to school computers after signing an Acceptable Use Agreement. (See Page 65) Computers and internet access are provided for educational purposes to aid in student learning. Violations of the Acceptable Use Agreement can result in denial of further use of school computers and make the student subject to other disciplinary action as appropriate.

COPY MACHINES AND OTHER SCHOOL EQUIPMENT

School equipment is provided for educational purposes. This can only be used by students for acceptable tasks and with prior permission of school staff. All users, students, and staff must comply with any copyright restrictions that apply.

EDUCATIONAL FOCUS

Students are at school primarily for the educational, not social purposes. Learning can be fun, but education is what we are here to do. Students must be in their classrooms, or areas approved by their classroom teacher, during class time. Students who are not in class or not able to focus on school should leave the school grounds so they do not pose a distraction for other students who are trying to learn. During class time students may not be in the parking lot or other areas immediately adjacent to the school except as they are leaving the premises or supervised by a staff member..

FREEDOM OF SPEECH AND ASSEMBLY

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves or disrupt the educational process. The use of obscenities or profane attacks is prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the Superintendent.

Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of the school or classroom is prohibited.

FREEDOM TO PUBLISH

Students are entitled to express their personal opinions in writing. The distribution of this material may not interfere with or disrupt the educational process. The authors must sign any written expressions.

Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications. Libel, obscenity and personal attacks are prohibited in all publications. Use of gang symbols or other advocacy for gang identification (membership, or activities), is prohibited. Unauthorized commercial or personal solicitation will not be allowed on school property at any time.

The distribution of unlawful, religious, or political material whose content reflects the special interest of a person or organization is prohibited in the school building and on school grounds.

The content of any school newspapers, which are a part of the educational curriculum or a regular classroom activity, may be appropriately regulated.

HALL PASSES

Students should remain in class at ALL TIMES. If a hall pass is required, only one student should be out of the room at a time. An **EHallpass** is required any time a student is released from the classroom. Any student who needs to be sent to another classroom such as a Title I/resource room, another teacher's room, or the office should be sent with an **EHallpass** detailing the reason for the pass and the time left. The receiving staff member should check in the student(s) also using **EHallpass**.

IMMUNIZATIONS

All students enrolling at CCHS for the first time shall submit proof of the following immunizations prior to official entry. The school has the authority to deny entrance to any student not meeting immunization requirements, per Part 92, Act 368 of the Public Acts of 1978, as amended.

The law states that for students between the ages of 7-18, information on the following immunizations must be provided to the school:

4 DTP-Diphtheria, Tetanus, Pertussis*

A booster is required if it has been 5 years or more since the last dose of Tdap

*3 required if immunizations started at 7 years or older.

3 OPV/IPV- Polio

2 MMR - Measles (hard), Mumps, Rubella (3 day measles) after 12 months of age

3 Hepatitis B

Meningococcal – One dose for students 11-18 years old.

Varicella (Chicken Pox) - Effective Jan 1, 2002:

2 doses required, administered at least 28 days apart, at or after 12 months of age.

This requirement is waived if the student has a reliable history of having had the disease.

Recommended but not required:

5th dose of DTP

Vision Screening Hearing Test

4th dose of OPV/IPV

Tuberculin Test Dental Checkup

Hemophilic Influenza Type B (HIB)

MAINTAINING THE SCHOOL FACILITY

CCHS is located in a building that is used jointly with the owners and other tenants. It is the responsibility of every student and staff member to be good tenants and good neighbors in the building and in the area around the school. Language and behavior in the parking lot and nearby neighborhood reflect on the program, the students and the landlord. Students must behave in ways that bring credit to CCHS. Every member of the CCHS family must view it as their personal responsibility to maintain the facility and school materials and equipment in the best condition. This will include daily clean-ups of each classroom with more extensive putting away of classroom materials each Friday before the close of the school day. Any damage to the facility must be reported to the Superintendent as soon as it occurs or is noticed.

PARKING/OPERATING MOTOR VEHICLES

Students must operate their vehicles in a safe and responsible manner both in the parking lot and on nearby streets. Occasionally, the Springfield Sheriff's Department might check on students or their vehicles either on their own initiative or because of a complaint they have received. They are doing their jobs. All students must respect this process, be responsive and behave in ways that reflect well on this school.

- Students must only park in designated student parking lot. (Located on the south end of the building on 27th Street)
- All student vehicles must be registered in the office and have a visible parking pass/sticker displayed.
- Applications for student parking can be found in the main office.
- Students parking in unauthorized areas will be asked to move their vehicle or have it towed at their expense.

RELEASE OF PERSONAL INFORMATION

It is the rule of Calhoun Community High School to refuse release of students' names, addresses and phone numbers to any agency, organization, or individual, unless the students give prior permission. The exceptions to this are programs for plays, concerts, athletic events, occasional newspaper releases, announcing honor roll students, graduating seniors, and students receiving special recognition for school-related achievements. If court orders or other legal releases of information are presented, those must be honored by the school. The Family Educational Rights and Privacy Act allow families to designate what personal information the school cannot release. (That

notification appears on page 56 of this Handbook.) Also note that parents may request that no information be provided to military or college recruiters if a request is put in writing. (Page 59)

RESOLVING PROBLEMS AT SCHOOL

Students or parents, who feel there are problems at school should first call and speak to the teacher, administrator, or other staff member who is directly involved. Often it helps to make an appointment to review the issue when there will be sufficient time to discuss it and so it will not interfere with instructional time. If the telephone conversation or the meeting does not resolve the situation, contact the next level of administration, Superintendent of BCALC/CCHS then the BCALC School Board Chairperson. Students who fail to resolve conflicts with other students may be subject to a schedule change in order to separate the individuals involved.

RETURNING TO CCHS AFTER BEING REMOVED FROM THE ROLLS

Any student dropped from the rolls, voluntarily or otherwise, who wishes to return, must do so under a probationary contract. This probationary period will end should the student complete an entire quarter without violating the terms of the contract. The student who wants to return must set up a meeting prior to the start of the new term to outline the conditions under which he/she may return. Attendees must include the superintendent, the student, and the student's parent(s).

SEARCH AND SEIZURE

Students may be subject to personal search under the following conditions:

1. If there is reasonable suspicion for school authorities to believe that a student may be in personal possession of stolen or illegal items, the student may be asked to empty all pockets and purses and/or be frisked by a school official of the same sex in the presence of an adult witness of the same sex.
2. If a student denies the request for personal search, he/she will be detained while parents and/or police are notified. If necessary, the matter will be turned over to the police or a warrant for personal search and seizure may be requested. If a student refuses and chooses to leave the premises he/she must understand that it will be assumed that they had something inappropriate for school and will not be allowed to return without a parent/superintendent/student conference.

3. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. Such patrols and inspections may be conducted with police, including canine units, without notice and without a search warrant. The interiors of the vehicles may be inspected whenever school authorities have reasonable suspicion to believe that illegal or unauthorized materials are contained in those vehicles. Canine searches may also include areas inside the school including lockers and classrooms.

STORM DAY REGULATIONS

Important to note ~ because our students come from multiple districts such as Harper Creek, Lakeview, Battle Creek Public and Pennfield, the school may close even if other Districts are open. In such a case we would send out a School Messenger Alert to all ACTIVE PHONE NUMBERS. For this reason we ask that you always keep the school informed of the best phone number to reach you in case of an emergency. Emergency notification will also be posted on WWMT and WOTV.

If the stations have made no announcement by 7:00 a.m., school will be in session.

Please do not call school personnel at home.

STUDENT ASSISTANCE

School staff will assist students with personal issues as they are able. CCHS staff makes every effort to involve students, parents and other family members in finding solutions. Additionally, local contact information is available in Calhoun County by dialing 211.

STUDENT IDENTIFICATION CARDS

Students will be given school identification cards. The student is responsible to have that card available while at school for lunch and other school uses. Lost ID cards must be replaced at a cost of \$5.00.

TEXTBOOKS AND MATERIALS

It is in everyone's interests to take care of all the school's resources, including textbooks. Students will be assessed costs for intentional damage to textbooks or other equipment.

As a general rule, student books and materials should not leave our site because there is usually adequate time to complete work at school. Students may take books or materials home by arrangement with the teacher. Each student will have a space in the classroom or his/her locker where class materials can be stored. Some textbooks are issued to the student or checked out. If a textbook is lost or damaged, the student will be required to pay for the repair/replacement of the book(s).

During the 2020-2021 school year, CCHS will loan Chrome Books to students as needed. Replacement cost for Chrome Books is \$300.00 if lost, stolen, damaged, or not returned.

We will also provide WIFI aircards to any student who does not have reliable internet access at no charge. Replacement cost for the aircard is \$80.00 if it is lost, stolen, damaged, or not returned.

A contract must be signed by the student and guardian and a copy of the guardian driver's license before any devices will be loaned out.

USE OF TELEPHONES/ELECTRONIC DEVICES AT SCHOOL

Use of cellphones/electronic devices at school during instructional time is prohibited. While it is understood that students may have cell phones and electronic devices, they have been found to be a serious distraction in the classroom. Should there be a need for electronic research or word processing in the classroom, the district will provide the necessary device. Students may use their cellphones in school during lunch and passing time for appropriate purposes. Students may face more serious disciplinary action if a cell phone or other electronic device is used for inappropriate purposes such as harassing/threatening calls or text messages. **Staff members have the right to confiscate personal electronic devices and may return them to students after class or turn them into the office.**

If the student must be contacted due to a family emergency, parents are to call the school office at 269-565-2460. Students will not be removed from class to receive a call except for an emergency. Messages will be taken for all non-emergencies and given to the student at a time that will not disrupt the student's studies.

The CCHS telephone is a business phone and must be kept available for the school's use. Student use of the school's telephone requires prior CCHS staff approval. Students are expected to be in class during instructional time and, except for emergencies, will not be allowed to use the office telephone during class time.

VALUABLES

Students are responsible for their property and are cautioned not to bring excess money, radios, cell phones, CD or MP3 players to school. If they have the above items or wear jewelry, glasses, or watches, they must keep track of them at all times.

Students are provided with a locker. They should not share the locker space or combination with another student or do anything to jeopardize their locker security

VISITOR POLICY

For student safety and to reduce disruption of school activities, all visitors must check in at the school office before having any contact with students or teachers. An Administrator, or his/her designee, has the authority to prohibit the entry of any person to a school or on school grounds when there is reason to believe that the presence of that person could be detrimental to the good order of the school. If the person who is asked to leave refuses, police will be called.

Contractors and School Guests: All contractors doing work in a school during the school day must first report to the school office and sign in. It is important for the office staff to know who and how many non-school individuals are in the school during the school day.

Classroom Visitors: Parents are welcome to visit CCHS at any time but must stop at the office first so we can inform the teacher. When possible, such visits should be arranged in advance. It is important that a visit does not interfere with teaching and learning.

Therefore, visits will not be scheduled during exam or test times. Any request for audio or visual recording of classroom activities must be approved in advance by the superintendent and teacher with attention to privacy rights

of students. Visitor comments or concerns are to be expressed to the teacher or Administrator when students are not present and as much as possible outside of instructional time.

Students may not invite friends to visit CCHS during school hours without prior approval by CCHS superintendent and the teachers involved. That permission will not be granted if the visitor is a student at a Battle Creek area school and they are asking to visit on a day that their school is in session.

VOLUNTEERS:

We value and encourage volunteers at CCHS. For student safety, certain procedures are required by State law. Any use of volunteers at CCHS must comply with the guidelines established by the Battle Creek Area Learning Center and adopted by CCHS (See Page 46).

WEATHER EMERGENCIES AND DRILLS

Each District school building will hold a minimum of 5 fire drills, 2 severe weather drills, and 3 emergency lock-down drills during the school year as required by State Law.

Teachers will review the procedure for fire and severe weather drills with students during the first days of school. The procedures will be posted in each classroom.

Severe Weather Terms:

TORNADO WATCH: Conditions are favorable for the formation of a tornado.

During a “**Watch**” building office personnel will monitor the weather conditions provided by the Emergency Broadcasting System and the following will occur:

1. Pupils will be dismissed at the regular time.
2. Any after school activities may continue with the staff person responsible monitoring weather conditions.

TORNADO WARNING: A tornado has been sighted in the area.

During a “Warning”

1. Pupils will not be sent home but will be kept in their respective buildings and stationed in designated “safe areas” until the warning is lifted.
2. Parents are asked not to telephone the school or drive to buildings during the “Warning” condition, because of the need to keep lines of communication open.
3. Parents are urged not to pick up students during a warning because students are required to remain in a designated tornado shelter area.

WORK PERMITS

Work Permits are available from the school office. Students who are enrolled at CCHS must be in attendance at CCHS on school days on which they work. Failure to follow attendance policies may result in the work permit being revoked.

DISCIPLINARY ACTION

General Provisions: A primary objective of CCHS is to provide the means for assisting each student in becoming a responsible, self-controlled individual who is able and willing to assume his/her role as a contributing member of society. The school environment is a miniature community requiring the establishment of rules and regulations for the protection of the rights of all of its members. An important aspect of personal growth is to gain a respect and appreciation for rules and regulation of conduct in the school community. Violations of these rules and regulations that are harmful to the rights and privileges of others cannot be condoned or tolerated.

The immediate objective of these rules and regulations is to maintain a safe, healthy and effective learning climate. The ultimate objective is to enhance student growth, abilities, attitudes and habits leading to appropriate, self-disciplined behavior.

The authority of school boards to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted under Public Acts in the School Code. Section 1311 authorizes suspension for the following reasons: gross misdemeanor and persistent disobedience.

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline at CCHS.

The United States Supreme Court (*Goss v. Lopez*) stated that a student's due process rights were met if:

1. the student was told of the charges against them
2. the student had the opportunity to respond to the charges
3. The disciplinary action is taken based solely on the circumstances of the incident in question

A student is to be afforded an appeal hearing only if he/she or his/her parent/guardian believes the disciplinary action taken was inconsistent with what is expressed in this handbook.

In order to insure fairness and accuracy in all hearings, an appeal may be requested within two school days of the initial disciplinary hearing. The right to appeal should follow the appropriate chain of command beginning with the teacher, Director, Superintendent, and finally the Board of Education. This order shall be adhered to and begin with the level directly connected with the disciplinary action.

SNAP SUSPENSION POLICY

Michigan law states that a teacher may elect to suspend a student from school for the remainder of the day for the following defined behaviors:

- Profanity or threats directed toward a staff member and/or student.
- Disruptive behavior
- Insubordination
- Fighting
- Distribution or possession of controlled substances

Teachers who decide to use the Snap Suspension process are required to follow these procedures:

1. Immediately notify the Superintendent regarding the events surrounding the suspension.
2. Fill out the Disciplinary referral form.
3. Contact the parent/guardian.

4. The student will need to write a response about what happened and how they will modify his/her behavior to avoid future situations of this kind upon returning to school.

DETENTIONS/AFTER-SCHOOL SUSPENSIONS:

In response to less serious violations student may be required to stay after school for a specified amount of time. This is arranged directly with the teacher, superintendent or other staff who handled the matter. This is done in an effort to remind the student of school rules while recognizing that the student generally is complying with expectations. If the student fails to meet this obligation, however, an out-of-school suspension will generally result.

OUT OF SCHOOL SUSPENSION

Suspension is defined as the exclusion of a student from school (including buildings, grounds and activities) for a specific period of time terminating at the end of the specified period or upon the fulfillment of a specific set of conditions. Suspensions will not exceed (10) school days without the approval of the Board of Education or their designee.

IF A STUDENT IS SUSPENDED FOR A DAY ON WHICH SCHOOL HAS TO BE CLOSED (e.g. SNOW DAY) THE STUDENT'S SUSPENSION WILL CARRY OVER TO THE NEXT DAY SCHOOL IS IN SESSION.

All out of school suspensions will count as an absence.

Procedures

1. The student is advised as to the meaning of suspension, the reason for the suspension, the length of the suspension, and the specific conditions under which the suspension will be terminated. If the student is not available, the above information will be communicated to the parent/guardian.
2. The student shall have the right to present any evidence or relevant information that will support his case and shall be so informed of this right.
3. The student has to describe in writing what happened and how to modify his/her behavior to avoid future situations of this kind.
4. The parent/guardian will be notified of the suspension, if possible, by telephone prior to the student's dismissal from school. Otherwise, they will be notified in writing.
5. The superintendent may request a conference with the parent/guardian and/or student prior to the termination of the suspension and the student's return to school.

6. The parent/guardian may request a conference with the superintendent if he/she or the student is not satisfied. If, after such a conference, the parent is still not satisfied, a hearing may then be requested with the President of the Board of Education or his/her designee, provided he/she is also a Trustee of the Board of Education.

7. Students who elect to complete classwork assigned during the time of their suspension for ten days or less shall receive appropriate credit for that class work.

8. The administration considers matters of individual suspension to be confidential information. Administrators, will therefore, not discuss the disposition of any case involving a student with any person other than school personnel, or the parent or guardian unless given expressed written authorization by the parent or guardian to release information or to discuss the matter with a designated representative. This will not preclude the right of the school to provide information to law-enforcement agencies or courts.

EXPULSIONS

Expulsion is defined as the permanent exclusion of a student from school. The superintendent of the CCHS has been delegated the authority to suspend and recommend expulsion.

Procedures

1. The parent/guardian and student shall be notified by the superintendent in cases where he/she plans to recommend expulsion from school. The superintendent shall provide a written notice of this intent, which will include the specific charges against the student, and the details of the recommended expulsion.

2. The superintendent shall provide the President of the Board of Education, or his/her designee, provided he/she is also a Trustee of the Board of Education, with a written recommendation for the expulsion action.

3. The President of the Board of Education or his/her designee, provided he/she is also a Trustee of the Board of Education, shall establish a time and a place for a hearing on the recommended expulsion, which shall be reasonable to all parties concerned.

4. A written notice of the hearing, stating the time and location, shall be sent to the parent/guardian.

5. The President of the Board of Education or his/her designee, provided he/she is also a Trustee of the Board of Education, shall have a hearing within ten days of the recommendation for expulsion.

6. The parent/guardian and the student shall be present at such a hearing unless prior notification is given. Failure to appear at the hearing will constitute a waiver of the rights to such a hearing.

7. Legal counsel may be resent and represent parent/guardian and/or student at the hearing.

8. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.

9. The hearing shall be conducted by the President of the Board of Education or his/her designee, provided he/she is also a Trustee of the Board of Education, who will make the determination solely upon the evidence presented at the hearing.

10. A record shall be kept of hearing.

11. The President of the Board of Education or his/her designee, provided he/she is also a Trustee of the Board of Education, shall state within a reasonable time after the hearing the findings as to whether or not the student is guilty of the conduct charged and its decision as to expulsion.

12. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent/guardian.

STUDENT RULES AND REGULATIONS

Students must be aware that any violation of the following rules and regulations could lead to a consequence much greater than the stated discipline. For serious and/or continued violations, without any inclination toward improvement of behavior, students could receive a suspension, or a recommendation to the Board of Education for expulsion from school.

Elasticity Clause: It is impossible to cover every possible action that interferes with students' learning and safety. Therefore, conduct that deliberately interferes with the educational process, safety of staff or students, or violates accepted and ordinary standards of conduct is also prohibited even though not specifically addressed in this handbook. The degree of severity of this misconduct, as well as the accumulative effect of the misconduct, will determine whether the offense warrants detention, suspension, expulsion or referral to a law enforcement agency.

Note: Students and parents should be aware that while disciplinary action typically addresses behavior on school property or during school activities, there might be situations in which the school may take action for behavior that occurs off school property or outside of school hours because of its potential impact on the learning environment or school.

1. ARSON OR ATTEMPTED ARSON

A student who sets a fire on school grounds, or who is caught in the act of setting a fire, shall be suspended and referred to the School Board for consideration of expulsion.

MINIMUM DISCIPLINE: 10-DAY SUSPENSION FROM SCHOOL AND REFERRED TO SCHOOL BOARD FOR CONSIDERATION OF EXPULSION.

2. ASSAULT/BATTERY

This refers to a physical attack of one person or a group of persons upon another who does not wish to become involved in combat and has not provoked the attack. Words alone are never considered provocation for an attack. Assault and battery on school personnel may result in expulsion from school.

MINIMUM DISCIPLINE: 10-DAY SUSPENSION FROM SCHOOL AND MAY RESULT IN A REFERRAL TO THE SCHOOL BOARD FOR CONSIDERATION OF EXPULSION.

ASSAULT AND BATTERY UPON SCHOOL PERSONNEL WILL RESULT IN AN AUTOMATIC 10 DAY SUSPENSION WITH A RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION.

3. BOMB THREATS AND FALSE ALARMS

A student who threatens the school with a false bomb threat, or who turns in a false fire alarm, shall be suspended.

MINIMUM DISCIPLINE: 5-DAY SUSPENSION FROM SCHOOL AND A

REFERRAL MAY BE MADE TO THE BOARD OF EDUCATION FOR EXPULSION.

4. CHEATING/PLAGIARISM

Cheating includes the actual giving or receiving of any unauthorized aid or assistance resulting in an unfair advantage on any form of academic work. Plagiarism includes the copying of the language, structure, ideas and/or thoughts of another in representing it as one's own original work.

MINIMUM DISCIPLINE: NO CREDIT FOR ASSIGNMENT WITH CONSIDERATION FOR SUSPENSION BASED ON THE FACTS AND POTENTIAL LOSS OF COURSE CREDIT.

5. DISRESPECT TOWARD STAFF

A student who displays behavior that is discourteous or disobedient, impolite or rude will be made aware of his/her actions and removed from class. The length of removal will be based on the seriousness of the action.

MINIMUM DISCIPLINE: REMOVAL FROM CLASS; CONFERENCE WITH STUDENT AND/OR PARENT/GUARDIAN WHEN DEEMED NEEDED

6. DEFACEMENT OR DESTRUCTION OF PROPERTY

A student who willfully defaces and/or destroys property shall be suspended. In addition, the student and his/her parent or guardian shall assume financial responsibility for the repair of the damage. This includes student behavior while on an extra-curricular activity, at the school or away.

MINIMUM DISCIPLINE: 1-DAY SUSPENSION FROM SCHOOL

AND PAYMENT FOR REPAIR OF DAMAGES

7. EXTORTION

Any student who solicits money from another student in return for protection, or in connection with a threat to inflict harm will be suspended.

MINIMUM DISCIPLINE: 3-DAY SUSPENSION FROM SCHOOL

8. FALSIFICATION/DECEPTION/FORGERY

A student, who attempts to deceive by misrepresentation of information or imitation or alteration of documents in an attempt to present something that is untrue, shall be suspended.

MINIMUM DISCIPLINE: 1-DAY SUSPENSION FROM SCHOOL

9. FIGHTING

This refers to the mutual willingness of students to engage in physical combat in an attempt to do harm to one another. If the fighting takes place on school grounds or on the way to or from school, a suspension will result.

In order to maintain a safe learning environment, CCHS staff will do the following when a fight/altercation has occurred:

1. Insure that all parties are safe from further conflict and that medical issues have been addressed.
2. Ask for a written statement from each student involved.
3. Identify witnesses and ask for a written statement from any witness
4. Once the situation is clear, attempt to contact parents at home or at work to advise them of the situation and steps that have been taken.
5. Refer the matter to the Springfield Sheriff's Department - in those cases in which such a step is deemed to be appropriate by the Superintendent or designee.

MINIMUM DISCIPLINE: 3-DAY SUSPENSION FROM SCHOOL

10. FIREWORKS

A student who is in possession of, uses, or is seen with fireworks on school grounds shall be suspended.

MINIMUM DISCIPLINE: 3-DAY SUSPENSION FROM SCHOOL

11. HARASSMENT/BULLYING-CCHS

Abides by Battle Creek Area Learning Center Policy-See Policy on Page 51.

12. INSUBORDINATION TOWARD STAFF:

When a student is willfully insubordinate to staff they will be removed from the classroom and will not be allowed to return until they have a proposed plan to address their behavior and that plan has been approved by the classroom teacher.

MINIMUM DISCIPLINE: REMOVAL FROM CLASS AND WILL NOT RETURN UNTIL TEACHER HAS APPROVED BEHAVIORAL PLAN.

IF NO BEHAVIORAL PLAN, THE STUDENT WILL BE SUSPENDED UNTIL A PARENT/TEACHER/ADMINISTRATOR CONFERENCE HAS BEEN HELD OUTLINING THE CONDITIONS UNDER WHICH THE STUDENT MAY RETURN TO CLASS.

13. PERSISTENT DISOBEDIENCE

A student that has multiple documented rule infractions will be considered persistently disobedient.

MINIMUM DISCIPLINE: 1-DAY SUSPENSION

14. POSSESSION OF STOLEN GOODS OR LARCENY

A student who steals from another person, or from the school, including materials improperly removed from the building, or who has stolen goods on his/her person shall be suspended and restitution must be made.

MINIMUM DISCIPLINE: 1-DAY SUSPENSION FROM SCHOOL AND RESTITUTION OR RETURN OF PROPERTY

15. PROFANITY/INDECENT BEHAVIOR/RACIAL SLURS/OVERT STATEMENTS OR GESTURES THAT ARE TIED TO GANG AFFILIATION/INVOLVEMENT

The uses of profanity, racial slurs or gestures that are indecent are prohibited. Overt verbal or written statements related to gang membership, affiliation or activities are prohibited. Violators will be referred to the superintendent. If the objectionable language or behavior is directed at the teacher, other school personnel, or any guest, it will result in suspension from school. Permanent removal from a class may result.

MINIMUM DISCIPLINE: 1-DAY SUSPENSION IF DIRECTED AT TEACHER, OTHER SCHOOL PERSONNEL OR GUESTS. OTHER CIRCUMSTANCES AS DEEMED APPROPRIATE AFTER INVESTIGATION.

16. THREAT OF PHYSICAL HARM

If one student threatens another with physical harm, the student shall be referred to the Superintendent. If the matter is deemed serious, a suspension may result and possible program removal.

MINIMUM DISCIPLINE: IF DEEMED SERIOUS, 1-DAY SUSPENSION FROM SCHOOL. OTHERWISE AS DEEMED APPROPRIATE BY the SUPERINTENDENT.

17. THREAT OF PHYSICAL HARM TO SCHOOL PERSONNEL

If a student threatens school personnel with physical harm to their person or property, that student will be suspended from school and a parent conference will be required before the student will be allowed to return to school.

MINIMUM DISCIPLINE: 1 DAY SUSPENSION AND STUDENT MAY NOT RETURN UNTIL PARENT/TEACHER/ADMINISTRATOR CONFERENCE AND POSSIBLE RECOMMENDATION FOR EXPULSION IF THREAT IS DEEMED SERIOUS.

18. USE AND POSSESSION OF ALCOHOL

The use and/or possession of alcohol by students on school property are prohibited. This will include the immediate vicinity where they are identified with the school, while they are under school jurisdiction, as for example, on the school bus on school-sponsored activities, on school grounds, other schools, or at any other school-sponsored extracurricular activity.

Possession of alcohol is defined as “being in physical possession” as contrary to state law and indicative of its intended use. Any alcohol found in the possession of any student shall be confiscated.

Use of alcohol is defined as the act of drinking or being obviously under the influence of alcohol as evidenced by the actions or odor of the individual. Students in violation of this rule will be suspended.

MINIMUM DISCIPLINE FOR POSSESSION: 10-DAY SUSPENSION FROM SCHOOL AND REPORT TO THE LOCAL LAW ENFORCEMENT AGENCY

(Participation in an approved substance abuse program may modify the suspension.)

MINIMUM DISCIPLINE FOR UNDER THE INFLUENCE: 1-DAY SUSPENSION, NOTIFICATION OF PARENTS AND DETERMINATION OF WHAT FURTHER INTERVENTION IS NEEDED.

19. USE, POSSESSION, OR DISTRIBUTION OF CONTROLLED SUBSTANCES/DRUG PARAPHERNALIA

The use and/or possession, or being under the influence of controlled substances without legitimate authorization on school property (or leased property by CCHS) by students is prohibited. (Also see medication policy, page 26) Any student who knowingly distributes prescribed or non-prescribed (over-the-counter) medication shall be subject to suspension.

This will include the immediate vicinity where students are identified with the school, or if they are under the jurisdiction of the school, as for example on the school on school-sponsored activities, on school grounds other schools, or at any other school-sponsored extra-curricular activity. Also, students in possession of drug paraphernalia on school property will be subject to discipline by the superintendent.

Possession of narcotics is defined as “being in physical possession” as contrary to law and indicative of its intended use. Any narcotics found in the possession of any student will be confiscated.

MINIMUM DISCIPLINE FOR DISTRIBUTION OF CONTROLLED SUBSTANCE: 10 DAY SUSPENSION FROM SCHOOL, REFERRAL TO LOCAL LAW ENFORCEMENT AGENCY AND REFERRAL TO SCHOOL BOARD FOR EXPULSION.

MINIMUM DISCIPLINE FOR POSSESSION: 10-DAY SUSPENSION FROM SCHOOL AND REPORT TO THE LOCAL LAW ENFORCEMENT AGENCY. (Participation in an approved substance abuse program may modify the suspension.)

MINIMUM DISCIPLINE FOR BEING UNDER THE INFLUENCE:

1-DAY SUSPENSION, NOTIFICATION OF PARENTS AND DETERMINATION OF WHAT FURTHER INTERVENTION IS NEEDED.

Note: Students must know that if they are convicted of a drug offense, they may be ineligible to receive federal grants or loans for college.

21. USE, POSSESSION, OR DISTRIBUTION OF NON-CONTROLLED SUBSTANCE

1. It is prohibited to deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which:
 - a. Represents (look-alike) a controlled substance; or
 - b. Represents to be of a nature, appearance, or effect, which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.
2. Proof of any one of the following is prima facie evidence of the above:
 - a. The substance substantially resembles a controlled substance
 - b. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrappers, stickers, etc.
 - c. The substance isn't labeled as required by the FDA.

- d. The person states that the substance may be resold at a price that substantially exceeds the value of the substance (40 cents a hit for example).
- 3. Sale of any drug is against school policy.
- 4. No person may advertise a non-controlled drug;
 - a. If the ad contains any untrue, deceptive or misleading representation regarding the effect of the drug.
 - b. Promoting sales of a drug which has not been approved for human consumption for its physical or psychological effects; or
 - c. Which the person knows is manufactured to resemble a controlled substance,

or which the person represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.

MINIMUM DISCIPLINE: 10-DAY SUSPENSION FROM SCHOOL AND REPORT TO THE LOCAL LAW ENFORCEMENT AGENCY. (Participation in an approved substance abuse program may modify the suspension.)

22. USE OR POSSESSION OF TOBACCO and VAPES BY STUDENTS

The use and/or possession of tobacco (including chewing tobacco) by CCHS students on school property are prohibited. This includes the immediate vicinity near the school that is identified with the school, as for example, on the school grounds, of other schools, or at any other school-sponsored extracurricular activity.

Use of tobacco and or paraphernalia (e.g. Vaporizers, etc.) is defined as the act of smoking as evidenced by the exhalation of smoke or vapor, or being in possession of lit tobacco or chewing tobacco. Any tobacco found in the possession of a student will be confiscated and any paraphernalia found in the possession of a student will be confiscated. Students in violation of this policy shall be subject to a suspension.

MINIMUM DISCIPLINE: 1-DAY SUSPENSION FROM SCHOOL IF STUDENT IS SMOKING ON SCHOOL GROUNDS. POSSESSION WILL RESULT IN APPROPRIATE SANCTION, AT MINIMUM THE CONFISCATION OF THE TOBACCO PRODUCT. IF SMOKING OCCURS OFF-GROUNDS, LESS SERIOUS SANCTIONS WILL APPLY.

23. WEAPON FREE SCHOOL ZONE POLICY

Consistent with Michigan Public Law 103.382 and School Board Policy, students in possession of a dangerous weapon/firearm, who commit arson or rape on school grounds, in school buildings or at District or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

THE CCHS superintendent WILL SUSPEND THE STUDENT FOR 10 DAYS AND MAKE A RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION.

Each student subject to expulsion shall have his/her situation reviewed by the Superintendent or his/her designee on a case-by-case basis.

STUDENT GRIEVANCE PROCEDURE

The student grievance procedure was established to provide students with an opportunity to contest a disciplinary judgment when they feel that judgment was not carried out according to the rules set forth in this Handbook. The goal is to resolve disagreements at the most appropriate level. Thus, all students are encouraged to discuss their disagreement first with the individual involved, if that is appropriate.

The following guidelines have been prepared to guide students, staff and school administrators in the manner of using the grievance procedures.

1. A student should submit the grievance form personally to the superintendent. A student has the right to have his/her grievance heard by the grievance committee if he/she does not feel satisfied with the initial action taken by the superintendent.

2. Handling of the grievance: The superintendent or his appointee shall notify the teacher involved in a grievance within two (2) working days of his receipt of the grievance.

The superintendent shall speak to the student and teacher individually and together. If

the grievance is not satisfactorily resolved within three (3) school days, after its sub-

mission, the superintendent shall refer the grievance to the grievance committee. The grievance committee would be expected to meet on the grievance within five (5)

school days.

3. Who is the grievance committee: The grievance committee shall consist of 6 people

the superintendent or his appointee, 2 Calhoun Community High School teachers selected by the superintendent and 3 students selected by the students from a list of volunteers from the entire student body. The superintendent or his appointee shall serve as chairman of the committee and have voting privileges.

4. Responsibilities of the student: The student is expected to submit the grievance within a reasonable length of time. The student shall protect his/her teacher's privacy regarding this grievance. The student should recognize that this process should contribute to his/her educational development. The student should be sure to date his/her grievance form on the date the form is submitted to the superintendent with a copy to the Director. If no action is taken by the superintendent or the grievance committee within the time limit suggested above in number two (2), the student should fill out another grievance sheet.

5. Responsibility of the teacher: The teacher shall protect the student's privacy regarding the grievance. Any behavior or action that suggests reprisal or retribution shall be considered unprofessional conduct. The teacher should recognize that this process is designed to contribute to his/her continued professional development.

6. Responsibilities of the grievance committee: The committee shall investigate the problem thoroughly. The teacher and student should be interviewed separately and then meet with the committee. The committee is charged with the responsibility of making prompt recommendations to the superintendent or Director. The main purpose of the committee's work is to aid both the teacher and student in their educational development. The committee should follow time limitations outlined in number 2 above.

7. The superintendent or Director will follow the time limitations and other procedures for handling the grievance as outlined in number 2, above. The superintendent or Assistant Director will determine whether

a grievance will become a part of the teachers' personnel file and will notify the teacher of the disposition of the grievance report.

8. Distribution of the copies of the grievance form: Three total copies of the grievance form should be made by the student. The student should keep one and the other 2 should be given to the superintendent or Director and a copy of the form shall be given to the teacher involved in the grievance committee if the grievance is not initially settled by the superintendent. Grievance forms will not become a part of a student's school record.

MEDICATIONS

The administration of medication to students by school personnel shall be authorized and performed in circumstances, which render the administration of the medication, by the parent/guardian during school hours either impossible or impractical.

Medication will be administered only by such school personnel as are specifically designated and authorized by the Superintendent or his/her designated representative.

This authorization to administer medication shall be issued only in compliance with the following conditions:

1. The Request for Administration of Medication form must be signed by the student's parent/guardian and filed with the Superintendent, or his designee.
2. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
 - A. Student's name, address, telephone number
 - B. Physician's name, address, telephone number
 - C. Date
 - D. Pharmacy name, address, telephone number
 - E. Name of medication
 - F. Prescribed dosage and frequency
 - G. Possible side effects

H. Termination date for administering the medication

I. Special handling and storage instructions

3. The medication must be brought to school in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/guardian.

4. The designated school personnel will:

- Inform appropriate school personnel of the medication
 - Keep a record of the administration of the medication
 - Keep the medication in a secured storage area
 - Return the unused medication to the student's parent/guardian

5. The student's parent/guardian assumes responsibility to immediately inform the building administration or his/her designated representative, in writing, or any change in the child's health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.

6. The student's parent/guardian have a responsibility to instruct their child to appear for dispensation of the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

7. A record shall be maintained which indicates the time/date of medication; the amount of medication administered and except in the case of emergency 2 adult witnesses must be present. This form shall be signed by the adult designated to administer medication.

Students who are able to self-administer specific medication (e.g. inhalers) shall be permitted to do so providing all of the following conditions are satisfied:

A. In the case of a prescription medication, a physician provides a written order for self-administration of the medication.

B. For prescription or non-prescription medication, there must be written authorization for self-administration of medication from the student's parent or guardian unless the student is emancipated.

C. A plan has been developed between the parent/guardian, student and Superintendent for general supervision of self-administration of medication by the student.

D. Superintendent and appropriate teachers are informed that the student is permitted to self-administer medication.

E. The medication is transported to school and maintained exclusively under the student's control. Students permitted to self-administer medication shall not convey, transfer or distribute the medication to other students. Students violating this condition will be subject to disciplinary penalties as specified in the student handbook.

USE OF VOLUNTEERS

Volunteers are welcomed into the schools. Volunteers can be used for a variety of purposes. Volunteers in the classroom are to be used to work with individual students or small groups of students under the direction of the FLSA Exempt staff. A volunteer is not to provide instruction to a classroom of students. Volunteers are different from visitors. Volunteers provide some sort of service to the operation of classroom, school building, or District.

All prospective volunteers must complete two forms – Application for Volunteer Service and Request for a Criminal History Record Check – in the CCHS office prior to working with students.

A threshold of 7.5 hours per week (the equivalent of one school day) for more than two consecutive weeks is established as the standard by which anyone working in a volunteer capacity within a CCHS school building will be required to have on file a complete criminal background check conducted via LiveScan fingerprinting completed at their own expense prior to working with students.

Should the results of the background check reveal previous felony involvement with law enforcement/the justice system, the prospective volunteer will be notified that he/she is ineligible to work with students. It is at the discretion of the Superintendent, or his/her designee, to permit individuals with a misdemeanor charge/conviction to volunteer to work with students.

Prospective volunteers who do not meet the established threshold will be required to have ICHAT, PSOR, OTIS, and NSOR searches completed prior to working with students. Information from these sources that reveal any history of misdemeanor or felony offenses will require the prospective volunteer to complete a criminal background check conducted via LiveScan fingerprinting, completed at their own expense, the results of which will be handled as described above, prior to working with students.

It is the responsibility of the superintendent's office to ensure that the volunteers who meet the threshold have completed a criminal background check via LiveScan fingerprinting or for those who do not meet the threshold, to conduct the ICHAT, PSOR, OTIS, and NSOR checks. The eligibility of the prospective volunteer will be maintained in a CCHS folder on the shared drive stating solely whether or not the person is or is not approved to volunteer.

It is the responsibility of building administrators to maintain a list of volunteers in their buildings. This list will include the volunteers names, the capacity in which the volunteer is working, and the amount of time per week the volunteer will be working in that capacity. It is the responsibility of the Superintendent to monitor an approved volunteer move from below to at or above the threshold of four hours a week for more than two consecutive weeks. Likewise, it is the responsibility of the Superintendent to notify that volunteer of the requirement to now complete a criminal background check via LiveScan fingerprinting completed at the volunteer's own expense.

Individuals are not to begin volunteering until the Superintendent is notified of their eligibility and they appear as "approved" on the master list housed within the Superintendent's Office.

NOTICE OF NON-DISCRIMINATION

Battle Creek Area Learning Center does not discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap in the admission to, access to, participation in, benefits of, or employment in its programs or activities as provided by district policy and in compliance with federal and state law.

For more information, please contact:

Dr. Rhonda Marcum, Ph.d

Battle Creek Area Learning Center

765 Upton Ave.

Springfield, MI 49037

Telephone: (269) 565-2460; FAX (269) 565-2468.

**NOTICE OF NON-DISCRIMINATION IN
VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION**

In compliance with the non-discrimination regulations of the Vocational Education Division of the Michigan Department of Education, notice is hereby given that Battle Creek Area Learning Center, Calhoun County, Michigan does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, marital status, or handicap in offering vocational education and applied technology opportunities to students of the school district.

For more information, please contact:

Dr. Rhonda Marcum, Ph.d

Battle Creek Area Learning Center

765 Upton Ave.

Springfield, MI 49037

Telephone: (269) 565-2460; FAX (269) 565-2468

DISCRIMINATION COMPLAINT PROCEDURE

The following procedure shall be utilized in the Battle Creek Area Learning Center for any complaint or allegation of unlawful discrimination under federal or state law and regulations. This procedure shall apply to complaints or allegations raised by Board members, employees, students, volunteers, or contractors against any Board member, employee, student, volunteer, or contractor.

1. This complaint procedure shall be utilized for allegations of discrimination based upon the following:
 - A. Title VI of the education Amendments of 1972, which prohibits race and national origin discrimination in an education institution receiving federal financial assistance.
 - B. Title VII of the Civil Rights Act of 1964, which prohibits discrimination based upon sex, race, national origin and religion in employment.

- C. Title IX of the Education Amendments of 1972, which prohibits discrimination based upon sex in an educational institution receiving federal financial assistance.
- D. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based upon disability.
- E. Americans with Disabilities Act, which prohibits discrimination based upon disability.
- F. Age Discrimination in Employment Act, which prohibits discrimination based upon age.
- G. Michigan Handicappers' Civil Rights Act, which prohibits discrimination based upon handicap.
- H. Michigan Elliott-Larsen Civil Rights Act, which prohibits discrimination based upon sex, race, religion, marital status, height, weight, age and national origin.

This procedure shall also be applicable to allegations of sexual misconduct or other forms of sexual harassment in violation of Board Policy Number 4004.

2. A student, employee, Board member, volunteer, or contractor (complainant) who believes that he/she has been subjected to discrimination as specified above should promptly notify the Director, guidance counselor, or Tim Allard, Superintendent, whose office is located at 765 Upton Ave., Springfield, MI 49037 and whose office telephone number is (269) 565-2460. Complainants are encouraged to report any conduct, statements, or physical contact, which they believe to be discriminatory.

- A. If a complainant has concerns regarding the nature of any conduct, statements, of physical contacts by any District employee, Board member, volunteer, contractor, or student, such concerns should be reported to one of the persons identified above and should be discussed with the complainant's parent or guardian if the complainant is a student.
 - B. Under no circumstance is the complainant required to notify the alleged offender.

3. The District shall promptly and thoroughly investigate complaints of discrimination and/or harassment. Complaints of discrimination and/or harassment will be treated as confidentially as possible, recognizing the potential need to:

- A. Notify the alleged perpetrator of the facts relative to the claimed violation;
- B. Notify the parent or guardian of the student, if the student is a minor;

C. Make reports required by law, including but not limited to, reports required under the Michigan Child Protection Law;

D. Protect the privacy of others, including witnesses, as well as the alleged offender during the investigation; and

E. Comply with state and federal law and any relevant collective bargaining agreement.

4. The District will conduct a fair, thorough, impartial, and timely investigation of the allegation(s) presented in a complaint. The investigation will consider the nature of the alleged activity and the context in which the alleged activity occurred. An investigation will normally include conferring with the parties involved, as well as any named or possible witnesses. Efforts shall be made to complete the investigation within thirty (30) calendar days of the complaint being filed. The Monitor shall be responsible to ensure that investigation is conducted fairly, promptly and thoroughly.

5. It shall be considered a violation of this policy for any person to coerce, intimidate, discriminate, or retaliate against any person filing a complaint and/or assisting in the investigation of a complaint. Such misconduct may result in discipline. A complainant who knowingly files a false complaint, or an individual who knowingly provide or know false information has been provided during such an investigation or review and fails to report such information to the Monitor, shall be subject to discipline.

6. All investigations of complaints made pursuant to this policy shall be concluded with written findings, regardless of whether a complaint is factually substantiated. Such findings shall be maintained in a separate file. The complainant (his/her parent or guardian, if a minor) and the person against whom the complaint is made shall, upon request, be allowed an opportunity to review the content of the report.

7. The Monitor shall be responsible for drafting the findings and forwarding such information to the Superintendent. If the Superintendent is alleged to have discriminated and/or harassed, the findings shall be reported to the Board President.

8. If the Superintendent (or designee) determines that the complaint is valid, prompt attention and remedial action designed to stop the discrimination and/or harassment immediately and prevent its recurrence will be taken. Depending upon the nature of discrimination and/or harassment, the Superintendent or Monitor may attempt to seek a resolution acceptable to the complainant and the individual against whom the complaint was filed. This shall not limit the District's discretion to take action it deems appropriate. The Superintendent (or designee) may take such disciplinary and/or remedial action as is consistent with this policy, other policies and regulations, and any relevant collective bargaining agreements. The District considers discrimination and harassment to be a major offense that can result in disciplinary action.

9. School personnel receiving or processing complaints of alleged sexual harassment by school employees or volunteers which complaints maintain that a student has been the victim of sexual abuse, contact, penetration or of sexual exploitation shall immediately report such complaint to the Michigan Family Independence Agency in accordance with Board Policy Number 4004-R.

10. All involved parties including the complainant, the individual against whom the complaint was filed and witnessed shall be notified of the involved parties' rights to confidentiality of investigations and disciplinary action, to the extent that law allows such confidentiality.

Dissemination and Distribution of Policy:

This policy shall also be distributed annually to all employees, volunteers and contractors of the District, as well as to any labor organizations representing District employees. Inquiries regarding this policy shall be directed to:

Dr. Rhonda Marcum, Ph.d

Battle Creek Area Learning Center

765 Upton Ave.

Springfield, MI 49037

Telephone: (269) 565-2460; FAX (269) 565-2468

HARASSMENT/BULLYING POLICY

HARASSMENT/BULLYING (Salary Staff)

HARASSMENT/BULLYING (Hourly Staff)

HARASSMENT/BULLYING (Students)

It is the expectation of the Battle Creek Area Learning Center to maintain learning and working environments that are free from harassment or bullying. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts a student's ability to learn, an employee's ability to work, and ultimately, a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, and staff to provide examples for student behavior.

Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, cell phone, personal digital assistant (PDA), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic. Characteristics include

race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, a mental, physical, or sensory disability or impairment, or other such distinguishing characteristics. Such behavior is considered harassment or bullying whether it takes place on 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.

Definitions

The following definitions are provided for guidance only. If a student or employee believes he or she has been harassed or bullied, regardless of whether it fits a particular definition, he or she should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. Submission to such conduct or communication is made either an explicit or implicit condition of an individual's education or employment.
- B. Submission to or rejection of such conduct or communication is used as the basis for academic or employment decisions affecting the individual.
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive educational or employment environment.

Sexual Harassment may include but is not limited to:

- A. Verbal harassment or abuse
- B. Written harassment or abuse
- C. Pressure for sexual activity
- D. Repeated remarks with sexual or demeaning implications
- E. Unwelcome touching
- F. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Bullying is a form of harassment. Bullying is conduct that meets all of the following criteria:

- A. Is directed at one or more students or employees.
- B. Substantially interferes with educational or employment opportunities, benefits, or programs of one or more students or employees
- C. Adversely affects the ability of the student or employee to participate in or benefit from the school district's educational or employment programs or activities by placing the student or employee in reasonable fear of physical harm or by causing emotional distress.
- D. Is based on a student's or employee's actual or perceived distinguishing characteristic (race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment), or is based on an association with another person who has or is perceived to have any of these characteristics.

Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. Cyber bullying – the use of email, cell phone and text messages, instant messaging (IM), cell phone photography, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

It should be understood that the Battle Creek Area Learning Center Acceptable Usage Policy for students grades 9-12 and staff states, "You may not use the Technology Resources or any other communication/messaging devices (including devices not owned by the District to engage in cyberbullying."

Reporting

Any student or employee who believes he or she has been or is the victim of harassment or bullying should immediately report the situation to his or her building administration or direct supervisor. A student may also report concerns to a teacher or counselor who will be responsible for notifying building administration. If the employee's complaint is against his or her immediate supervisor, he or she should report the situation to that person's immediate supervisor.

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

Investigation

The Superintendent will designate a Harassment Officer to oversee the investigation of all complaints. Once a complaint is filed, the building administrator or immediate supervisor shall be responsible for promptly notifying the Harassment Officer. At this point, the Harassment Officer will determine whether the building administrator, immediate supervisor, or he or she will conduct the investigation.

Upon assignment, the individual responsible for the investigation will:

- A. Document the name of the person filing the complaint, the nature of the complaint, the person(s) allegedly engaging in the inappropriate conduct, and any witnesses to the inappropriate conduct.
- B. Interview at least the complainant and the alleged harasser(s).
- C. Gather any relevant documentary evidence.
- D. If the information received is in conflict, interview the witnesses.
- E. If age appropriate, get signed, written statements for all individuals interviewed.
- F. When students under the age of eighteen are involved as the complainant or the alleged harasser, the parents or guardian should be notified of the complaint and investigation. Confidentiality as to other students involved should be maintained to assure compliance with the Family Education and Privacy Rights Act.
- G. If the investigation discloses Child Abuse, the required reporting to the Department of Social Services shall be made.

Resolution

If the matter can be mutually resolved, the resolution shall be reduced to writing, signed by the individuals involved, and their parents/guardians notified of the resolution. This resolution shall remain in the investigator's file and a copy shall be provided to the Harassment Officer.

If the complainant indicates that he or she does not wish to pursue the matter further that should be reduced to writing and signed if possible. If not possible, the request should be witnessed by another district employee.

Where the investigation reveals unlawful harassment, the investigator must prepare a written report with recommended action (for students, a student discipline referral form will suffice) and submit it to the Harassment Officer. This recommendation may be impacted by the complainant's desire not to be further involved, but does not excuse the District from taking prompt and appropriate remedial action when it knows or believes prohibited harassment has taken place.

Consequences and appropriate remedial actions for a student or employee who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, the student's history of problem behaviors and performance, and consistent with the Board of Education's approved student code of conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

Other Violations of these Anti-Harassment Guidelines

- A. Retaliating against a person who has made a report of filed a complaint alleging harassment or bullying, or who has participated as a witness in harassment or bullying investigation.
- B. Filing malicious or knowingly false report or complaint of harassment or bullying.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating charges comprises part of one's supervisory duties.

Notification

Notice of these guidelines will be posted electronically on the District website, annually circulated through discussion with students and employees, and incorporated into staff, student, and parent/guardian handbooks. All new hires will be required to review and sign off on these guidelines as part of their new hire packet of materials.

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

Board Reporting

Each June, at its regular meeting the administration will present a report to the Board of Education verifying the number of incidents of bullying and the resulting consequences that occur during the just completed school year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Annual Notice of Student Education Record Privacy

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student's education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law. Under FERPA, parents and eligible students have the following rights:

1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not

required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record(s):

Dr. Rhonda Marcum, Ph.d

, Superintendent

269-565-2460 or rmarcum@calhounhs.org

You will be notified of the place and time that the record(s) may be available for review.

2) To request that a school correct records believed to be inaccurate or misleading, the request must be in writing and clearly specify; (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading.

If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record(s):

Dr. Rhonda Marcum, Ph.d, Superintendent

269-565-2460 or rmarcum@calhounhs.org

3) To control the disclosure of their child's personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, nurse, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill a professional responsibility.

4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to

comply with the requirements of FERPA at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Annual Notice for Disclosure of School Directory Information

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- A playbill or program, showing your child's role in a drama or music production
- The annual yearbook
- Honor roll or other recognition lists published at school or in newspapers
- Graduation programs
- Sports statistics listed in programs, such as football which may include height and weight of team members.

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (transcripts, etc.)

- Class ring manufacturers
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court by order of a subpoena

The school district has designated the following as Directory Information:

Student name	Degrees, honors and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of attendance	
Telephone number	Participation in school-sponsored activities and sports	Photograph	
Email address	Weight and height of members of athletic teams	Date and place of birth	

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories - names, addresses, and telephone listings - unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by October 1st. Please complete the lower portion of this form and return the entire form to your child's school.

Name Title

Telephone Number Email Address

Please complete this section and return the entire form to your child's school. Complete a separate form for each child.

Name of Student: _____ School: _____ Date: _____

I request that the school obtain my prior written consent before any "Directory Information" is disclosed or released about my child.

Name of Parent: _____ Signature of Parent/Guardian: _____

Address: _____ City: _____

State: _____ Zip: _____

Telephone: _____ Email Address: _____

OFFICE USE ONLY

Student ID: _____ Date Distributed: _____ Date Received: _____

Access to Student Information ~ By Military or College Recruiters

Name of Student: _____ Date: _____

Name of Parent: _____ School: _____

Dear Parent/Guardian and Secondary Students:

Our district receives funds from the federal government under the *No Child Left behind Act of 2001*. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address, and telephone number not be released by the district without prior written parental consent. If you would like to make such a request, please complete the following and return it to your child's school.

Parent or Guardian: Please complete this section and return the entire form to your child's school only if you do not want your secondary student's information released to military recruiters or post-secondary education institutions.

I am aware the district must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups without prior written parental consent.

Military Recruiters (please check one):

- Do not release my secondary student's information to military recruiters at any time.
- Do not release my secondary student's information to military recruiters until you have first obtained my prior written parental consent before doing so.

Colleges, Universities or Institutions of Higher Learning (please check one):

- Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.
- Do not release my secondary student's information to colleges, universities or institutions of higher learning until you have first obtained my prior written parental consent before doing so.

Parent Signature: _____ Date: _____

Adult Student Signature: _____ Date: _____

OFFICE USE ONLY

Student ID # _____ Date Distributed _____ Date Received _____

OONCLB-II (Rev. 01/03 US)

2003 TransACT Communications, Inc.

NOTICE OF DISTRICT OBLIGATIONS AND RIGHTS OF

PARENTS/GUARDIANS AND ELIGIBLE STUDENTS

UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

Under Section 504 of the Rehabilitation Act of 1973, the Battle Creek Area Learning Ctr. (BCALC) is required to:

- Undertake to identify and locate every qualified handicapped person residing in the jurisdiction of the District who is not receiving a public education; and
- Take appropriate steps to notify handicapped persons and their parent/guardian of the District's duties established under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and its implementing federal regulations.

Free Appropriate Public Education

1. The District must provide a free appropriate public education to each eligible handicapped student within the District, regardless of the nature or severity of that student's handicap or disability. This requires the District to provide regular or special education and related aids and services that are designed to meet the individual educational needs of eligible students as adequately as the needs of the non-disabled or non-handicapped students are met and are based upon compliance with procedures that satisfy the requirements of Section 504. Implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act (IDEA) is one means of satisfying this requirement.
2. Providing a free education means furnishing educational and related services at no cost to the handicapped or disabled student or to his/her parent/guardian, except for those fees that are imposed on non-handicapped or non-disabled students or their parents/guardians.
3. If the District places an eligible student or refers that student to a program not operated by the District as a means of carrying out the District's obligations under Section 504 and its implementing regulations, the District shall ensure that the student receives adequate transportation to and from the program and that this transportation is provided at no greater cost than would be incurred by the eligible student or his/her parent/guardian if the student were placed in a program directly operated by the District.
4. If a placement in a public or private residential program is necessary to provide a free appropriate public education to an eligible student, the cost of that program, including non-medical care and room and board

OBLIGATIONS AND RIGHTS UNDER SECTION 504

1. Shall be provided at no cost to the eligible student or his/her parent/guardian. However, if the District has made available a free appropriate public education to an eligible student and that student's parent/guardian elects to place the student in a private school, the District is not obligated to pay for the student's education in the private school. Disagreements between a parent/guardian and the District regarding whether or not such a program has been made available or otherwise regarding financial responsibility are subject to due process established in the Section 504 implementing regulations.
2. Educational Setting
 - a. The District is required to educate or provide for the education of, each eligible handicapped or disabled student within its jurisdiction with students who are not handicapped or disabled, to the maximum extent appropriate to the needs of the handicapped or disabled student.
 - b. If the District operates a facility that is identifiable as being for handicapped or disabled students, the District must ensure that the facility and services and the activities provided are comparable to other facilities, services, and activities provided by the District to non-handicapped and non-disabled students.
3. Evaluation and Placement

A. The District is required to conduct an evaluation of any student who, because of a handicap or disability, needs or is believed to need special education or related services before taking any action with regard to the initial placement of that student in a regular or special education program and significant subsequent change in placement.

B. The District is required to establish and observe standards and procedures for evaluation and placement of eligible students who, because of handicap or disability, need or are believed to need special education or related services that ensure that:

C. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producers;

D. Tests and other evaluation materials include those tailored to assess specific areas of educational need;

E. Tests are selected and administered so as best to ensure that the test results accurately reflect the student's aptitude or achievement or whatever other factor(s) the test is designed to measure.

4. In interpreting evaluation data and test results when making placement decisions regarding an eligible student, the District shall draw upon information from a variety of sources including: aptitude and achievement tests; teacher recommendations; physical condition; social or cultural background; an adaptive behavior. Further, the District shall establish procedures to ensure that information obtained from the above sources is documented and carefully considered and that the placement decision is made by a group of persons knowledgeable about the condition of the eligible student, the meaning of the evaluation data, and the placement options for the eligible student.

The District shall make periodic re-evaluations of students who have been provided special education and related services.

1. Procedural Safeguards

The District shall establish and implement, with regard to actions involving the identification, evaluation or educational placement of eligible students, a system of procedural safeguards which incorporates: notice; an opportunity for the parent/guardian of the eligible student to examine relevant records; an impartial hearing with opportunity for participation by the eligible student's parent/guardian and representation by counsel; and a review procedure. Compliance with the procedural safeguards contained in the Individuals with Disabilities Education Act (IDEA) is one method of satisfying the above requirements.

1. Non-Academic Services

The District shall provide non-academic and extra-curricular services and activities in such a manner as is necessary to afford handicapped or disabled students eligible under Section 504 with an equal opportunity for participation in those services and activities.

The District shall provide personal, academic or vocational counseling, guidance or placement services to eligible students without discrimination on the basis of handicap or disability.

In providing physical education courses and athletics and similar programs or activities, the District will not discriminate on the basis of handicap or disability. The District may offer to eligible handicapped or disabled student's physical education or athletic activities that are separate or the differentiation is consistent with the Section 504 implementing regulations and if no qualified handicapped or disabled student is denied the opportunity to compete for teams or to participate in courses that are not separate or different.

1. Pre-School and Adult Education Programs

Any pre-school education, day care programs/activities or any adult education program operated by the BCALC may not, on the basis of handicap or disability, exclude qualified handicapped or disabled persons from those programs or activities. Further, the District shall take into account the needs of such persons in determining the aid, benefits and services to be provided under the above programs and activities.

1. Procedural Protections

Parents/guardians and eligible students have the right to request an impartial due-process hearing related to decisions or actions regarding the identification, evaluation, educational program, related services or placement of a student under Section 504 of the Rehabilitation Act of 1973, the Michigan Handicappers Civil Rights Act and/or the Individuals with Disabilities Education Act (IDEA). Additionally, parents, guardians and eligible students have a right of access to the grievance procedure established to consider and, if appropriate, resolve disputes regarding rights and obligations under Section 504 of the Rehabilitation Act of 1973.

Questions or concerns regarding the compliance of the BCALC with the rights and obligations outlined in this notice should be directed to:

Dr. Rhonda Marcum, Ph.d

Battle Creek Area Learning Center

765 Upton Ave.

Springfield, MI 49037

Telephone: (269) 565-2460; FAX (269) 565-2468

Agreement for Acceptable Use of District Technology Resources

ACCEPTABLE USAGE POLICY and

Agreement for Acceptable Use of CISD Technology Resources

Students Grades 9 – 12

CALHOUN COMMUNITY HIGH SCHOOL

Building/Program Name

Student Name

This agreement is entered into this _____ day of _____, 20____, between

_____ (“Student” or “User”) and the Calhoun Intermediate School District ("CISD"). The purpose of this agreement is to grant access to and define acceptable use of CISD's Technology Resources for legitimate educational purposes consistent with CISD’s mission statement. “Technology Resources” include, but are not limited to: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems. These resources may be provided to users to: (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of CISD’s Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of CISD's Technology Resources is a privilege that may be revoked by the CISD at any time and for any reason.

B. The CISD reserves all rights to any material stored on CISD Technology Resources. You have no expectation of privacy when using CISD Technology Resources. CISD reserves the right to monitor all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. CISD also reserves the right to remove any material from the Technology Resources that the CISD, at its sole discretion, chooses to, including, without limitation, any information that CISD determines to be unlawful, obscene, pornographic, harassing, intimidating, or disruptive.

C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to lobby or solicit political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class program or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

D. The CISD's Technology Resources are intended for exclusive use by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any problems arising from the use of your account/password are your responsibility. Use of your account by someone other than you is forbidden and may be grounds for loss of access privileges and other disciplinary consequences for both you and the person(s) using your account/password.

E. You may not use the Technology Resources or any other communication/messaging devices (including devices not owned by CISD) to engage in cyberbullying. Cyberbullying means "the use of email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others." [Definition written by Bill Belsy, available at <http://www.cyberbullying.ca.>]

F. Misuse of Technology Resources may result in suspension of your account privileges and/or other disciplinary action, up to and including expulsion, as determined by the CISD. Misuse includes, but is not limited to:

1. Accessing or attempting to access educationally inappropriate materials/sites including, without limitation, material that is "harmful to minors," unlawful, obscene, pornographic, profane, or vulgar. Material that is "harmful to minors" includes "any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excrement; (2) depicts, describes, or represents, in a potentially offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors." 47 USC§§ 254(h)(7). The determination of a material's "appropriateness" is based on both the material's content and intended use.

2. Cyberbullying (as defined in paragraph E) or any other use of the Technology Resources that would violate CISD's anti-bullying rules or policies. Cyberbullying may, without limitation, include posting slurs or rumors or other disparaging remarks about another person on a website; sending email or instant messages that are meant to threaten, harass, intimidate, or drive up a victim's cell phone bill; taking or sending

embarrassing or sexually explicit photographs, video, or other visual depictions of another person; or posting misleading or fake photographs of others on websites.

3. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person over the CISD's Technology Resources or by any other means, including over personally owned devices.

4. Posting personally identifiable information about yourself or others over the internet even if the information is solicited by a website that requests such information.

5. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware; violating the integrity of CISD's Technology Resources; uploading or creating viruses; downloading/installing unapproved, illegal, or unlicensed software; or seeking to circumvent or bypass security measures.

6. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, unauthorized information or information belonging to other users.

7. Unauthorized copying or use of licenses or copyrighted software.

8. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, copyrighted material (most of the Internet is copyrighted), or material written by someone else, without permission, and attribution to the author.

9. Misrepresenting others, including, without limitation, posting confidential or inappropriate information (text, video, photo) meant to harass, intimidate, or embarrass other students or staff on any social media network or website.

10. Allowing anyone else to use an account or not locking access to computer devices when leaving them unattended.

11. Using or soliciting the use of, or attempting to use or discover the account information or password of another user.

12. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act (CIPA).

13. Misusing equipment or altering system software without permission.

14. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

15. Using the Technology Resources in any way that violates CISD's student code of conduct, or any federal, state, or local law or rule.

G. It is the policy of CISD, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. CISD staff must regularly monitor to ensure that technology blocks are working appropriately. The

technology blocks may be disabled by an authorized person, during adult use, to enable access to bona fide research or for other lawful purposes.

H. It is the policy of CISD to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; (3) disclosing, using, or disseminating personal information online; or (4) accessing materials that are harmful to minors. It is also the policy of CISD to educate students about cyberbullying awareness and response and about appropriate online behavior, including safely interacting with other individuals in social networking websites, chat rooms, and by email.

I. CISD does not guarantee that measures described in paragraphs G and H will provide any level of safety or security or that they will block all inappropriate material from CISD's minor students. You agree that you will not intentionally engage in any behavior that was designed to be prevented by paragraphs G and H.

J. The CISD does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will CISD or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

K. When utilizing the CISD Technology Resources, you may use only CISD authorized messaging and communication systems. There is no expectation of privacy in electronic communications. The CISD reserves the right to monitor electronic communications.

L. As soon as possible, you must disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable, harassed, threatened, or bullied, especially any communication that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

M. The CISD and/or the Internet provider will periodically determine whether specific uses of the CISD's Technology Resources are consistent with this acceptable-use policy. The CISD or its Internet provider reserves the right to log Internet use and to monitor mail space and file server utilization by users. The CISD reserves the right to remove a user account on the CISD's Technology Resources to prevent further unauthorized activity.

N. You may not transfer intellectual property or software belonging to CISD without the permission of the CISD Director of Organizational Technology Services or his/her designee. Without first obtaining such permission, you will be liable for any damages and will be required to pay the cost of any damages caused by such transfer, whether intentional or accidental.

O. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Resources caused by your inappropriate use.

In consideration for the privilege of using the CISD's Technology Resources and in consideration for having access to the information contained therein, I release the CISD, its Board of Education, individual Board members, administrative employees and agents, the Internet provider and its operators from any and all claims of any nature arising from my use, or inability to use, the Technology Resources. I agree to abide by this Acceptable Use Policy and Agreement and by any rules or regulations that may be added from

time-to-time by the CISD and its Internet provider as well as CISD's Internet Safety Policy and its Student Code of Conduct. All additional rules, regulations, and policies are available in hardcopy in the Principal's office.

I have read this Acceptable Use Policy and Agreement and sign it knowingly and freely.

Student Signature

Date

As the student's parent or legal guardian, I acknowledge that I have read this Acceptable Use Policy and Agreement. In consideration for the privilege of my child using CISD Technology Resources, I hereby release and covenant not to sue the CISD, its Board of Education, individual Board of Education members, and its administrative employees and agents for any and all claims, causes of action, and damages of any nature arising from my child's use of, or inability to use, CISD's Technology Resources. I agree to pay for, reimburse and indemnify the CISD, its Board of Education, individual Board members, administrative employees and agents for damages including any fees, expenses, liability or other damages of every sort and nature incurred as a result of my child's use, or misuse, of these Technology Resources.

I also authorize the CISD to consent to the sharing of information about my child to CISD authorized website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy and Protection Act. I understand and agree that my child will not be able to use CISD Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Policy and Agreement and sign it knowingly and freely:

Parent/Guardian Signature

Date

Signature

Date

Principal

Parent/Guardian: Please initial one, both or neither of these:

_____ I give permission for my child's photo, or any personal or directory information, to be published on web pages.

_____ I give permission for my child's photo and name to be published on web pages only as part of a "team" or other large group photo.

Revised: JULY 2019

cc: parent/guardian, student file

NOTICE OF PESTICIDE USE

Pesticides are periodically applied to school district property as part of the district's pest management program. Parents and legal guardians of children enrolled in the district have the right to request prior notification of pesticide applications to the buildings or grounds.

In order to be notified prior to the application of pesticides, the parent or legal guardian must return a "Pesticide Prior Notification Request Form" to:

Dr. Rhonda Marcum, Ph.d

765 Upton Ave.

Springfield, MI 49037

(269)565-2460

Please understand that emergencies do arise and that pesticides may be applied without prior notice to parents or legal guardians. Parents or legal guardians that have requested prior notification, however, will be notified after pesticide application.

Application of pesticides will be performed only by certified or registered applicators where and when required. If a pesticide is applied in a building, students will not occupy the room for a minimum of four hours. At the time of application, a sign will be posted for 48 hours near the building's primary point of entry. When a pesticide is applied to school district grounds, the application will not be made within 100 feet of occupied classrooms, and flags will be inserted in the ground to mark the application area.

This notice was given in compliance with Regulation 637, as amended by Public Act 131 of 1993.

Pesticide Prior Notification Request Form

According to Michigan law, a parent or legal guardian of a child enrolled in a school district has the right to be notified prior to the application of pesticides to that district's buildings or grounds. In order to be notified, it is necessary that this form be completed and returned to:

Dr. Rhonda Marcum, Ph.d

765 Upton Ave.

Springfield, MI 49037

(269)565-2460

In certain emergencies, pesticides may be applied without prior notice, but parents or legal guardians who complete this form will be notified after pesticide application.

Parent Name(s): _____

Address: _____

Telephone: _____

(Home)

(Work)

Student Information:

(Name)

(School)

(Name)

(School)

(Name)

(School)

Asbestos Hazard Emergency Response Act (AHERA)

Notification Requirements

The Environmental Protection Agency requires each year that district workers and building occupants receive notification of asbestos removal or abatement activities such as inspections and response actions.

This notice serves to inform all parents, teachers, administrators, and all other employees that the three-year re-inspection, as required by AHERA, was performed in July of 2001. The next three-year re-inspection will be conducted in July of 2004. The district has also recently completed a six-month periodic surveillance of all buildings, also required by AHERA, which reassessed all areas of known or assumed asbestos materials to determine if a change has taken place. The results of the six-month inspections will be added to the current AHERA management plans. Each building will continue to have a six-month periodic surveillance and a three-year re-inspection as required by AHERA. All abatement projects have been performed by a licensed asbestos abatement contractor.

Any damaged materials containing asbestos, such as floor tiles or thermal insulation, found during the inspections has either been corrected or removed by a licensed asbestos abatement contractor. All materials containing asbestos that remain are in good condition and are located primarily in inaccessible areas.

Updated asbestos management plans are available for review in the main office of each building. Any questions regarding asbestos removal projects or other related issues should be addressed to:

Dr. Rhonda Marcum, Ph.d

765 Upton Ave.

Springfield, MI 49037

(269)565-2460

Calhoun Community High School

Handbook Acknowledgement Form

It is important that all students and parents or legal guardians of the students at Calhoun Community High School read and understand the material presented in the school's Handbook. We are asking that all parents/guardians review this material and discuss the information with their son/daughter.

If you have any questions, please contact the Director or another staff member for clarification.

Critical portions of the Handbook will be reviewed with students at the start of the school year, but it remains the responsibility of students and parents to understand these rules upon which CCHS operates.

Your signatures below indicate that you have been offered a "hard" copy of this Handbook or have chosen to access an "electronic" copy of this Handbook and that you understand the policies and procedures that are outlined in it and you agree to abide by them.

Student

Parent/Guardian

Date

Date

Calhoun Community High School

Agreement to Pay Tuition for Dual Enrollment Coursework

**If a student fails or drops a dual enrollment class after the required drop/add period,
the student will be responsible for reimbursing CCHS the tuition and fees that were paid.**

I have read and understand this policy and sign it knowingly and freely.

Student Signature

Date

Parent/Guardian Signature

Date

Graduation Alliance surrounds students with 360 degrees of support in order to remove even the most substantial obstacles that stand in the way of a high school diploma.

Not every student benefits equally from the traditional brick-and-mortar model of education, and school leaders understand that there's no one-size-fits-all model of education. That's why hundreds of state and local secondary school leaders partner with Graduation Alliance to implement Dropout Recovery, Credit Recovery and Accrual, and Alternative Programming solutions.

We provide a research-based approach to alternative education which is holistic in nature, pairing time and place flexibility with the social-emotional supports that many at-risk and non-traditional students require in order to stay on track for graduation and successfully transition to life after high school.

Our Alternative Education programs are turn-key solutions that deliver comprehensive student support and real-time visibility of student progress— allowing educators to focus their limited time and resources on other important initiatives.

Graduation Alliance's Dropout/Credit Recovery solutions include:

- The technology and internet access required to bridge the digital divide. Wireless-enabled laptops allow students to work on their classes at any time and from anywhere.
- Comprehensive support, delivered through proactive online and in-person mentors to help keep students on track to graduation.
- Highly-qualified teachers who are licensed in the student's state and tutors who are available 24/7, allowing students to get help whenever they need it.

- Student resiliency assessments and development programs to help promote the growth of vital non-cognitive skills.²
- A FERPA-compliant academic monitoring system that permits a real-time review of the progress being made by individuals or specific groups of students

Across the nation in a diverse spectrum of communities, Graduation Alliance has demonstrated that when students get the support they need, even those facing the most substantial life obstacles can earn a high school diploma and graduate fully prepared for what comes next.