

Potterville Public Schools
Center for Alternative Programs
Student Handbook
2014-2015

Welcome to the Center for Alternative Programs (CAP). CAP provides educational and support programs for youth and adults in the tri-county area.

The Potterville Public Schools believe that everyone is entitled to receive a quality education and that each individual, regardless of age or previous school history, should be given an opportunity to earn a high school diploma and acquire the skills needed for success in life and in work.

I. Cap Programs and Staffing

CAP OPTIONS

The *Alternative Education Program* provides classes for youth, 15 – 19 years old, who have not experienced success in a traditional high school setting. CAP offers smaller classes, more individualized attention from staff, a caring and supportive learning environment, computer-based instruction, and flexible scheduling. Classroom instruction is based on the Michigan Merit Curriculum and leads to a high school diploma. Potterville High School students must obtain permission (see [high school referral form](#)) from the high school principal and/or counselor to enroll in the alternative education program.

Enrollment Criteria for Alternative Education

In order to be enrolled in the alternative program, prospective students must fill out an [information form](#), participate in an interview with the program coordinator and staff and are considered on an individual basis. Some guidelines regarding enrollment are listed below:

- *Since this is a high school completion program, students must be able to read at a level of 6th grade or above.*
- *Students must be able to complete class work and online courses independently with some assistance from the classroom teacher. If it is determined that the student needs one-on-one assistance, another educational option will be recommended.*
- *Non-resident students with a recent expulsion on their school record will be **considered on an individual basis** and, if admitted to the program, placed on **academic and behavior probation** for nine weeks.*
- *Students with a history of **multiple disciplinary incidents** will be considered **on an individual basis**.*

CAP SUPPORT PROGRAMS

Learn-To-Earn (LTE) – Provides basic literacy instruction (reading, writing, math, and/or G.E.D. preparation) to Work First clients receiving services through Capital Area Michigan Works! at the Lansing Service Center.

Homeless Students Assistance – Provides supplemental educational services and assures certain rights and protections for homeless children and youth as specified under the federal McKinney-Vento Homeless Education Act.

Workforce Investment Act Youth Program (WIA) – Is a partnership with Capital Area Michigan Works! which provides education, support services, training, and employment opportunities for qualifying youth who are at risk of dropping out of school.

ADMINISTRATIVE AND SUPPORT STAFF

Cathleen Clara	Alternative Education Coordinator
Tracey Wilkins	Administrative Assistant (Alternative Education)

TEACHING STAFF

Bonnie Anderson	Math (Alternative)
John Ley	Science, G.E.D. (Adult/Alternative)
Mike Selzer	History (Alternative)
Mary Sherwood	Language Arts (Alternative)

II. Credits and Graduation Requirements

MEAP/Michigan Merit Exam

CAP students under 20 years of age will be participating in the following standardized testing for the 2012/13 school year:

October 16	9 th grade Social Studies MEAP Exam
October 17-25	Make-up days for Social Studies MEAP Exam
March 4-6	11 th grade Michigan Merit Exam
March 18-20	Make-up days for Michigan Merit Exam

Federal mandates require full participation from our 9th and 11th graders in required state testing. **Students who refuse to participate in the testing will be dropped from the program, may be ineligible to receive their diploma, and will be referred back to their former school.**

GRADUATION REQUIREMENTS FOR STUDENTS ENTERING 8TH GRADE IN 2006 (class of 2011 and beyond)

Graduation Requirements

Students must have twenty-two (22) credits to graduate. Of the twenty-two, sixteen (16) are required for current students, up to the Class of 2015. The Potterville Board of Education has set the Michigan Merit Curriculum as the graduation requirements of the high school.

Subject Area	Credit	Must Include:	Personal Curriculum (Modification) *see note below
English	4 credits		✓ No Modification
Math	4 credits	Algebra I – 1 year Geometry – 1 year Algebra II – 1 year • 1 additional math or math-related credit • Math or math-related credit in the final year See course descriptions	All Students ✓ Complete at least 3.5 math or math-related credits ✓ Complete 1 math or math-related credit in the final year Algebra II modification options: ✓ Complete 1.5 credits including .5 credit of Algebra II OR Note: See current state law on methods for earning credit in a Career Center course with embedded math content
Science	3 credits	Biology – 1 year Chemistry OR Physics – 1 year One additional science course for 1 year	✓ No modification
Social Studies	3 credits	World History and Geography – 1 year U.S. History and Geography – 1 year Government – 1 semester Economics – 1 semester	✓ No modification of Government ✓ 2 credits must be earned ✓ Modification only if student takes additional credit(s) beyond the required credits in English, Math, Science, or World Languages
World Language	2 credits	Begins with the Class of 2016 ✓ Credit earned in grades 9-12 OR ✓ An equivalent learning experience in grades K-12	✓ No modification
Physical Education and Health	1 credit	Physical Education – 1 semester Health – 1 semester	✓ No sport waivers permitted (PHS) ✓ Modification only if student takes additional credit(s) beyond the required credits in English, Math, Science, or World Languages
Visual, Performing and Applied Arts	1 credit	Credit guidelines developed by the Michigan Department of Education	✓ Modification only if student takes additional credit(s) beyond the required credits in English, Math, Science, or World Languages
Online Learning	20 hours	Online course or learning experience or online experience incorporated into each of the required credits; 20 hours' experience encompasses 6th-12th grades, which can be adequately met by senior year's conclusion in our state curriculum courses.	
Elective Courses	6 credits	Online courses, Computer Education Courses, Family/Consumer Sciences, additional courses in the MMC Curriculum areas, Career Prep Center; see HS guidance counselor for additional options.	

***Personal Curriculum (Modification)** – Students who wish to modify their curriculum, as noted above, may do so the

spring of their 10th or 11th grade year by parent request. The student, parents, the counselor, and a teacher are all required to attend the requested meeting. Details regarding a personal curriculum will be provided upon parent request.

EARNING CREDITS

Each semester is divided into two nine-week terms. Students receive a grade and .25 credit for each nine-weeks of instruction they pass. Report cards will be sent home with students at the end of each marking period. Credits will be added and recorded on each student's cumulative folder at the end of each semester. Semester report cards will be mailed to parents.

Student behavior and progress is evaluated weekly to assure that students remain on track for graduation. Students who are not attending regularly and/or not completing assigned class work will be expected to develop a plan for improvement and will not be eligible for the CAP Bonus Program (See appendix A). A student who is unable to demonstrate improvement must participate in an interview with a parent/guardian and CAP administrator to determine if CAP is the best educational option for the student.

To be considered a certain grade level:

- Under 5.5 credits=Freshman
- Over 5.5 credits earned=Sophomore
- Over 11 credits earned=Junior
- Over 16.5 credits earned=Senior

INDEPENDENT STUDY

Teachers may provide additional coursework to students who are currently passing all their classes. Freshman, sophomores and juniors may work on one Independent Study class at a time; seniors may work on two. All independent study experiences must be documented and approved by the Director. Students who are working on an independent study course are required to meet weekly with the assigned instructor.

WORK EXPERIENCE

Students may earn credits by holding a job after school and on the weekends. Students will complete a Training Agreement and Plan and provide documentation of their work hours. At the end of each marking period, students must complete a Work Site Evaluation with their immediate supervisor reflecting a positive work experience. All required paperwork must be turned in to a CAP administrator to receive elective credit for work experience.

GRADUATION POLICY

All potential graduates must have their transcripts reviewed after first semester grades have been turned in to verify continued eligibility. A CAP staff member will review each student's file and requirements for graduation will be discussed with the student before his/her name is placed on the official graduation list. Students earning a diploma must complete all school work **two weeks prior to the date of graduation.** Students earning a G.E.D. certificate must have successfully completed all tests **three weeks prior to the date of graduation.**

To receive a diploma, a student must earn at least one credit through the CAP program.

EXPECTATION OF REASONABLE PROGRESS

It is expected that CAP students will make reasonable progress toward earning a high school diploma or G.E.D. Certificate during their enrollment in the program. Reasonable progress is defined as follows:

- Regular attendance of at least 80% except in extenuating circumstances which have been approved by the program coordinator.
- Completion of daily assignments and tests as directed by the instructor.
- Completion of the minimum number of weekly online assignments as prescribed by the computer lab instructor.
- Demonstration of appropriate conduct in the classroom and on school grounds.

The following steps will be taken to assist CAP students in making reasonable progress:

1. Students will receive weekly updates regarding the progress they are making in each of their courses.
2. Students who are not making satisfactory progress will meet with their instructors and/or mentor to discuss any problems or concerns and to identify the barriers interfering with the student's success.
3. The student, an instructor, and an administrator, and, if appropriate, a parent will recommend an intervention plan.
4. Students who refuse to participate in their intervention plan, and who are not making satisfactory progress at the 7th week of any 9-week marking period, will meet with a CAP administrator to discuss other educational options. A parent/guardian will be required to attend this meeting.

INCOMPLETE GRADES

Teachers may issue an "incomplete" grade when a student is a few assignments short of passing a class. The teacher and student will agree on a timeline in which work will be completed. If all work has not been completed as agreed, the student will not receive credit for the course.

CHEATING POLICY

Philosophy: All students are expected to observe and comply with the highest standards of personal integrity and honesty. CAP promotes individual learning and self-reliance through independent work. Cheating is defined as the deliberate act of submitting work that is not the product of a student's efforts.

Cheating offenses include but are not limited to:

- The use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Altering teacher records.
- Allowing someone else to complete online assignments.
- Dependence upon the aid of sources beyond those authorized by the teacher in writing papers, preparing reports, solving problems, or carrying out other assignments.
- The acquisition, without permission, of tests or other academic materials belonging to the teacher.
- Asking students who have previously taken an assessment/quiz/test about test items/answers.
- Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of published or unpublished work of another person without full and clear acknowledgment, including the Internet. It also includes copying homework done by another person or agency engaged in selling of term papers or other academic materials.
- A student who knowingly assists another student in cheating (as defined above) will be subject to the same disciplinary action.

Consequences (per semester class):

- Each incident: A zero will be given for the assignment, quiz, or test.
- Repeated incidents: May result in the lowering of grade, loss of credit and/or conference with the parent, teacher, and principal. (At the teacher and principal's discretion.)

TECHNOLOGY POLICY

Use of the school district's education technology, including membership to the Potterville Public Schools Network, is limited to legitimate educational purposes to support and enhance the school district's curriculum in a manner that is consistent with the school district's mission statement. The following uses are strictly prohibited and may subject the offender to restriction, suspension, or termination of educational technology privileges, and to appropriate disciplinary sanctions, such conduct to include, but not be limited to:

- Unauthorized entry into a file, whether to use, read, change, or for any other purpose.
- Unauthorized transfer, deletion, or duplication of a file.
- Unauthorized use of another individual's identification or password.
- Unauthorized access to telecommunications files or facilities.
- Use of computing facilities that interfere with the work of another student, faculty member, or school official.
- Use of computing facilities to draft, send, or receive inappropriate communications including, but not limited to, communications that are obscene, profane, vulgar, threatening or otherwise prohibited by law.
- Use of computing facilities, including telecommunications facilities, to interfere with the operation of the school district's computing system.
- Violation of copyright law.
- Use of computing facilities for the purchase, sale, and/or advertisement of goods or services.

Consequences of inappropriate network behavior:

- Any member who does not comply with the Electronic Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. The system administrator will determine what is inappropriate use based on the Electronic Information Access and Use Policy, and the decision is final. The system administrator may terminate membership at any time for infractions. Members violating any of these privileges and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school district.

Inappropriate Conduct with School Video Cameras

Any inappropriate handling or modifying of the school video cameras will result in disciplinary action and possible suspension.

Using the Office Phone

Students may only use the office phone on break and during lunch, except in emergency circumstances. Students must ask permission of school staff and be respectful when using the phone. School staff has the right to restrict student use of the phone. Students will lose their phone privileges if they do not follow these guidelines.

Eatran Tokens/Calling Eatran

You may only use the office phone to call Eatran at break and during lunch, Please plan ahead and schedule your bus for the whole week.

Since we are paying for student rides on Eatran, students must meet these expectations in order to receive their tokens:

- Go to all scheduled classes

You will not receive your tokens if you:

- Skip any classes
- Leave school without permission from a parent/guardian.
- Choose to go home early.
- Send home for the day/suspended.

Working Independently in the Gym/Other Places in the Building

In order to work independently in the gym/other space, you must:

- Be currently passing your class
- Have a pass from your teacher.
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Entering/Exiting the Building

All staff and students must enter through the main entrance at the front of the building. All other doors in the building are for emergency purposes only.

III. ATTENDANCE POLICY

Absences: Success in school and good attendance are strongly related. Students with frequent absences lose valuable instruction time and fall behind in credits. While provisions can be made to make up assignments, nothing can replace the instruction that has taken place in the classroom. We understand that there may be circumstances when a student may have to miss school. However, CAP students are required to maintain a minimum of 80% attendance. Students will need to schedule make up time for any excessive absences.

Tardies: Students, who are late to class, delay and/or disrupt class and show disrespect for fellow students and teachers are considered tardy. Students who arrive late for school or to any class must stop in the office to sign in and get a pass. Tardies cannot be excused by parents, nor can they be made up.

Excused Absences: Excused absences are those that have been properly reported and are legitimate reasons for being absent from school. In general, an absence is excusable only in the case of unavoidable circumstances, such as the following:

- Illness serious enough to prevent the student from functioning at school.
- Physicians appointments that cannot be scheduled outside regular school hours. We encourage parents to make an effort to schedule these appointments for before and after school whenever possible.
- Family or personal emergency - This excuse is one of a personal nature and parents need only state "personal" when calling the attendance office to report a student's absence.
- Funeral attendance
- Court appearance

Unexcused Absences:

The kinds of absences that will be considered unexcused are as follows:

- Being absent without parental approval
- Leaving school without following the proper procedure
- Leaving a class without permission
- Being more than 10 minutes late for class without a pass excusing the late arrival

In the case of questionable absences, the principal will make the determination of whether an absence is excused or unexcused. In all cases, when it is discovered that a student was absent for a reason other than what was reported to the office, the absence will be considered unexcused and disciplinary steps may be taken.

Truancy: A student with more than ten absences (excused, unexcused, or family trips) per class within a marking period is considered truant. Truant students who are eligible may be referred to the Eaton County Truancy Intervention Program or placed on an attendance contract by the principal.

Leaving During the School Day: Students are not permitted to leave the school building at any time during the school day except during assigned lunch period without permission from the office. This includes going to the parking lot between classes. Students MUST have permission from a parent or guardian before being allowed to sign out of the building. If a student reports to the office to sign out without prior permission from a parent or guardian, a parent or guardian must be contacted by phone to obtain permission. Any student who leaves the building without observing the above steps will earn an E2020 detention. This detention will depend on the amount of time the student was late and/or absent.

CAP students are prohibited from being in or around the Potterville High School, Middle School or Elementary School without obtaining the prior permission from the CAP Coordinator and the building principal.

IV. GENERAL INFORMATION

Food and Beverage: With permission students may use the staff refrigerator and microwaves if they wish to bring in their own lunches. Bringing food items in the classroom is at the discretion of each teacher. However, there is no food or drink allowed near computer stations at any time. Students are expected to clean up after themselves at all times.

Breakfast: Breakfast is provided for students who qualify for free/reduced meals or who order and pay for their breakfast. Students must go over to the high school cafeteria before 8am.

Lunch Policy: Cap students are permitted to leave the school premises during lunch but may lose this privilege as a result of inappropriate behavior and/or discipline referrals. Remember that off-campus behavior will impact the school board and the community's perception of the appropriateness of having off campus lunch. Students are given this privilege because it is felt that they can handle it responsibly and safely. It is the student's responsibility to return to school on time after lunch. All students who are not leaving campus for lunch must remain in the office area or in a supervised classroom.

Students may not loiter in areas around any of the district's buildings. Students must be moving to and from the school campus if they are outside during lunch time.

Students should help to keep their cafeteria tables/area clean during lunch. Students should take care of their own trash during lunch and must assist with keeping the lunch areas clean if requested by staff. Students will be penalized for leaving trash around the school site.

Due Process Standards for Special Education Students: Due process standards for special education students may be found in the special education handbook, which can be obtained from the special education director, Ryan Harp.

Records and Access Rights: All parents and guardians of students under 18 years of age or students over 18 years of age have the right pursuant to the Family Education Rights and Privacy Act of 1974 to examine the official records, files, and data of the school district

directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for examination and challenge shall be established by the board of education and be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardian of a student under 18 except: 1) the teachers and officials of this school district who have a legitimate educational interest in such information, or unless 2) there has been a federal request for submission of a student's records in connection with the student's application for financial aid. The student or parent will be notified if an official or a school to which a student intends to enroll desire access to student records. For other investigation of student records, parental or student consent is needed. Outcomes of student disciplinary measures are a matter of a student's private educational record; as such, they will not be disseminated to others who lack legitimate educational interest as determined by the Family Educational Rights and Privacy Act (FERPA).

School Closings: For information on school closings, students should listen to the local radio stations. If Potterville Schools are closed due to bad weather, the CAP program will also be closed for morning, afternoon, and evening classes. If bad weather begins later in the day, students should call the office at 645-4704 by 2:00 p.m. for information about evening classes being cancelled.

Co-curricular Activities: Permission is granted on an individual basis to students desiring to participate in extra-curricular activities at the Potterville High School. Students are allowed to participate in school activities at their home school as stipulated by their home school's guidelines.

Parking: Designated parking for CAP students is located on the east side of the entrance drive. Students will not be allowed to park in any other district parking area. Student vehicles must have a parking permit. Ask the CAP office for an application.

School IDs: ALL students and staff MUST wear an ID badge when they are in the building during school hours.

V. STUDENT CODE OF CONDUCT

Student Citizenship Policy: Potterville Schools are committed to maintaining an environment that promotes learning and is free from hostile, threatening, or illegal behavior. To maintain such an environment, each student has a dual citizenship responsibility.

First, students are responsible for conducting themselves in a way that does not create unsafe, hostile, or threatening conditions. It is expected that each student will follow all school rules and abide by the laws that govern us as members of the general Potterville community.

Secondly, students are expected to report conduct occurring on school premises that violates the law or that presents potential or actual harm to other students, employees, or

visitors of the school. Included in this reporting obligation are violations of the school rules or policies on fighting, harassment, sexual harassment, substance abuse, theft/vandalism, threats of physical harm, and weapons.

Students who violate their conduct or reporting responsibility are subject to out-of-school suspension and possible expulsion.

Code of Conduct and Learning for Students: The faculty and staff of Potterville High School and the CAP program are committed to providing the best educational program possible for its students. It is our goal for each student to be successful in and out of the classroom. To reach this goal, we need the cooperation of our students and, therefore, have the following expectations of all our students.

Show Up and Be On Time for Class – Come to school every day, be in class on time, be ready to learn, and participate in class activities

Show Self-Control – Students are expected to follow instructions without arguing, listen when instruction is given, only talk when given permission, work quietly, and keep behaviors under control.

Show Respect For Individuals – Students are expected to treat everyone as equals by avoiding racial, sexual, or “class” putdowns, using positive comments, listening when someone is talking, keeping hands to self, and avoiding behaviors that might be dangerous to others.

Show Respect For Learning – Students are expected to attempt to do all work, ask for help when needed, and show effort.

Show Respect For Property – Students are expected to treat school property as their own; avoid writing on desks, lockers, or walls; respect the private property of other students; and keep our school clean by picking up litter and avoiding eating or drinking in carpeted areas or the gym.

Students need to understand that all adults in the school community (custodians, secretaries, cafeteria staff, teachers, bus drivers, etc.) have the authority, empowerment, and the duty to handle student discipline issues. Students are expected to respect and abide by the directives of all school staff.

Staff members can and will evaluate each infraction and the student(s) involved. They will then institute a fair consequence, including:

1. verbal warnings
2. parent contact
3. time out of the classroom or an activity
4. if property is damaged, students may be asked to clean, correct, or assist in repairing the damage
5. parent/administrator/teacher conference
6. referral to school principal for additional disciplinary steps; possible loss of privileges

These progressive discipline steps are not a sequential list. Teachers may select from these consequences or institute other fair consequences given the particular student and/or incident.

General Conduct: Student conduct is under the jurisdiction of the staff at all times. After following due process procedures, building administrators have the authority to suspend up to and including ten consecutive school days. Based on the seriousness of the offense, a recommendation may be made for a long-term suspension (more than ten consecutive days) or expulsion. See list and descriptions of offenses on pages 12-16.

Even for the first or second offense, more severe disciplinary actions may be initiated if, in the opinion of the building administrator, the situation warrants.

Conflict Resolution: Students are expected to resolve conflicts with each other and staff in a peaceful, respectful manner. Any student experiencing a conflict with another student that could potentially disrupt normal classroom activities must notify a staff member to intervene. Students involved in conflicts that cannot be resolved without resorting to disrespectful language, physical confrontation, or other inappropriate behaviors will be sent home for the day and may be required to participate in a Restorative Justice intervention. Restorative Justice is a philosophy that focuses on “repairing the harm” instead of “taking the punishment.” When misbehavior or conflict occurs, a facilitator will prepare and conduct a Restorative Justice (RJ) intervention. An intervention, consisting of a conference or a peace circle, might occur informally in the classroom or may be scheduled to allow the inclusion of parents and other support people. The aim of a Restorative Justice intervention is always to “restore” harmony to the school, and to reintegrate students back into the school community. Conferences will require the attendance of a parent or guardian.

Insubordination: Insubordination is defined as outright refusal to follow, or argument about following, a reasonable request made by any adult in the learning community. Students who are insubordinate may be subject to progressive disciplinary measures assigned by the adult who was subjected to the insubordination. Students are advised to follow reasonable directions of adults rather than to defy a directive or argue about it. If a student feels that the directive is wrong or inappropriate, he/she should request a conference with that adult rather than be insubordinate to the adult. If a student refuses to follow the directive of a staff member and the principal to move to a specified location, the authorities may be called to assist the removal of the student. Parents will be contacted and suspension will occur.

Out-Of-School Suspension: Students will be assigned to an out-of-school suspension whenever the school administration feels the rule infraction is serious enough to notify the police or when a student's continued presence in school poses a physical threat or seriously affects the safety, health, or well-being of others. Students who display a total disregard for authority will also be assigned to an out-of-school suspension. The length of suspension will be determined by school authorities and will reflect the offense committed but shall not exceed ten school days. Parent(s) or guardian will be notified in writing of the action taken and will receive a copy of the appeal procedure.

Suspended students may not be on school property or attend any school-sponsored activity at or away from the school. They will be allowed to make up work and tests missed. Whenever possible, students will be given class assignments to work on while on suspension. These assignments must be turned in the day they return to school. If not, they will receive a zero. It is the student's responsibility to check with their teachers to make sure that all assignments and tests missed have been made up. Students will be readmitted to school after a conference in which a satisfactory solution to correct their conduct is agreed upon by parents and the administration.

Expulsion: Expulsion is the removal of a student from school for more than ten school days. Expulsion is reserved for the most serious rule infractions, including persistent disobedience, and can only be applied by the Board of Education with a provision for a hearing before the Board.

Police Questioning and Apprehension: The good relationship between the district and the law enforcement agencies in our community is to be encouraged. The board will allow law enforcement agencies to interview students during the school day under the following conditions:

- a. The school's responsibility is limited to making a reasonable effort to inform the parent or guardian in advance of the interview. A school official shall inform the student that he/she may request an adult to be present during an interview.
- b. When an interview outside the school setting would, in the opinion of the law enforcement agency, not be feasible.
- c. The interview and other police related matters shall be handled with utmost discretion to avoid unnecessary notoriety and shall be held in the strictest confidence.

Law enforcement officers are empowered by law to arrest persons, including children, upon a lawful warrant or without a warrant if the officer has reasonable cause to believe that the person, including a child, has committed a felony or for a misdemeanor committed in the presence of the officer.

Responsibility of notifying parent or guardian that their child has been placed under arrest while attending school or school related activities shall be placed upon the school administrative official involved in the situation.

Searches

The CAP administrator and CAP staff have the right to search any and all student in the program at any time (per the Potterville Police Department). They do not have to share any reason for the search with students. A search will include two CAP staff members. The staff will search anything the student is carrying (purse, backpack, wallet, cell phone, etc.) as well as, jackets, anything in pockets (dog-ear), shoes and socks.

Failure to comply with a search will result in the police being called and a three day suspension.

Dress and Appearance: School is a place for education, and students are expected to attend school clean, appropriately groomed, and dressed in a manner appropriate for school. The school has the responsibility of establishing and maintaining an atmosphere that enhances the opportunity of individuals to learn. Consequently, the school shall regulate the dress and grooming of students.

Students who come to school dressed inappropriately or groomed improperly will be assisted in addressing the problem at school or they will be sent home to do so.

Students are advised to dress accordingly for the weather. Building temperatures can vary from room to room for a variety of reasons. Students should have appropriate clothing that allows them to be comfortable given the outside weather and room temperatures.

Students are not permitted to carry property, wear clothes or have writing on their bodies (tattoos, writing in ink and/or marker) that are distracting or cause classroom disruptions, display profanity, are sexually suggestive, promote the use of controlled substances (such as alcohol, tobacco, illegal substances), or promote gang activity. Bare feet are unsafe and not acceptable.

Skirts must be at least mid-thigh in length when the student is standing and sitting. A good guideline is that they meet the student's fingertips when the arms are down at the side. Shorts must be long enough to adequately cover the buttocks fully in the back and the crotch area in the front. Tube tops, muscle shirts, see-through mesh shirts and/or see-through blouses are not to be worn at school. Underwear must not be visible on any student's attire. Students are not to wear clothing that is low-cut or displays a bare midriff or torso in the back, front, or side.

Students may not wear masks, hoodies that cover the face, or fully painted face. A student's identity must be readily apparent. Any exceptions for a class activity are permitted at teacher discretion

Students Opening Exterior Doors to Strangers

Students are prohibited from opening any exterior door to a stranger.

Students Running Errands

Students are prohibited from leaving school grounds to run errands for themselves, any school personnel, or any other students.

Conduct Related to Student Use of Substances

When a student exhibits symptoms of being under the influence of drugs, alcohol and/or narcotics, the following process will be implemented:

First Occurrence: The instructor will discuss the matter with the student and request that he/she arrange for transportation and leave school for the rest of the day. If the student is under 18 years old, a parent or guardian will be called. In

addition, the student will be searched by two staff members. The incident will be described in writing and a copy will be given to the administrator, the student, the parent, and the teacher.

Second Occurrence: The steps outlined above under “first occurrence” will be taken. In addition, the student will be suspended for 3 days and if the student is under 18, a parent or guardian and the student must participate in a conference with the teacher or administrator before the student returns to school. The student may be required to have a substance abuse assessment by an approved agency.

Third Occurrence: In order to remain enrolled in the program, the student must obtain a substance abuse assessment, by an approved agency, agree to share the results with school administrators, and arrange for ongoing treatment and/or counseling if appropriate. Failure to obtain an assessment will result in separation from the program.

Possession of Illegal Substances

First Offense: Students in possession of drugs or alcohol on school property or at a school sponsored event, will be given a minimum of five days of out of school suspension. The police will be called and any substances confiscated will be given to them. Parents will be notified.

Second Offense: Students in possession of drugs or alcohol on school property or at a school sponsored event, will be given a minimum of ten days of out of school suspension and must agree to a chemical dependence assessment by an approved agency and referred to a police agency. A conference will be held with the student, parent, and a school administrator.

If the student and parents refuse to submit to an approved chemical dependence assessment, and if a third offense occurs regarding possession and/or use of alcohol or illegal substances, one of the following recommendations will be made to the Board of Education:

1. That the student be suspended from school until an approved assessment has taken place, or;
2. That the student be expelled from school, in which case, submitting to the assessment and treatment, if recommended, will be required for readmission to school.

Students caught selling drugs or alcohol on school property or at a school sponsored event and/or being in possession of a controlled substance in a large enough quantity that would be considered more than would be used for personal consumption will be expelled for at least one semester from school. In all cases, the police will be notified and charges will be filed for appropriate action by the courts. An assessment will be required prior to re-admission to school.

VI. WEAPON-FREE SCHOOL ZONE POLICY

The Board of Education of Potterville Public Schools shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon in a weapon-free school zone. Within five school days after the event of the alleged weapon possession, the board of education will hold an expulsion hearing. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the pupil;
- The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or
- That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the school district and as set forth in the student handbook or other appropriate documents.

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

"Weapon" or "dangerous weapon" includes, but is not limited to: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knives of any kind, pocket knife opened by a mechanical device; iron bar; or brass knuckles.

"Weapon-Free School Zone" means school property and/or vehicle used by the school to transport students to/from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

Students are cautioned to remove anything that may not be intended for use as a weapon but that would fall under the provisions of state law (personal hunting items, kitchen utensils, for example) from their vehicles, clothing, lockers, bags, and other personal items that are brought to the school property.

Bomb Threats, Threats of Violence, and Gross Misbehavior

Students involved with bomb threats, threats of violence, or gross misbehavior will be subject to ten days of out-of-school suspension. A hearing will be convened with the Board of Education with recommendation for expulsion, the length of which will be determined by the Board.

Theft or Vandalism

Any student guilty of stealing or vandalizing either school or private property will be assigned out-of-school suspension for five to ten days. Police and legal action will be taken immediately. In severe cases, a hearing will be convened with the Board of Education with recommendation for expulsion, the length of which will be determined by the Board.

Stealing a teacher's text may result in an automatic drop from class. Removing books or other materials from the school library without properly checking them out at the desk will be considered theft.

Students are advised to avoid bringing personal items of high monetary value or interest from others. Students should take all precautions to safeguard their items: keeping them in locked lockers, not lending to others, etc. District officials may act to investigate matters of personal theft to the extent possible given district resources.

Discrimination

In accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, The Americans with Disabilities Act of 1990, Elliott-Larsen, no person shall be discriminated against based on race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature. If students experience any form of sexual harassment and/or are subjected to unsolicited physical contact by employees of this school district or by other students, they are requested to contact the guidance counselor or the principal immediately. Sexual harassment will be treated very seriously, and if after counseling harassment continues, the student may be removed from school.

Bullying, Harassment, Other Aggressive Behavior Toward Students

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts) that is likely to harm one or more students either directly or indirectly by: A) substantially interfering with the educational experience of one or more students, B) adversely affecting the ability of a student to participate in or benefit from the school experience due to reasonable fear of physical harm or by causing substantial emotional distress, C) having an actual and substantial detrimental effect on a student's physical or mental health, and/or D) causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be **physical** (e.g. hitting, kicking, spitting, pushing, taking personal belongings, impeding student movement, unwelcome contact), **verbal** (teasing, name calling, making threats), **psychological** (spreading rumors, manipulating social relationships, engaging in social exclusion/shunning, intimidation) or a **combination** of all three.

Harassment includes, but is not limited to, unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability but may also include sexual orientation, physical, or other characteristics.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being (e.g. bullying, name-calling, making threats, etc. Bullying or other aggressive behavior toward a student by other students or adults associated with the district is strictly prohibited and will not be tolerated. This includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal humiliation. This policy applies to all "at-school" activities in the district, all school-sponsored activities, and during travel in a school vehicle. Misconduct outside of school may also be disciplined if it interferes with the school environment.

This policy is 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, conducive to learning and other legitimate objectives of the school program.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as soon as possible as circumstances permit .

If an investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate action, up to and including expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any position and/or a request to resign for Board members. Individuals may also be referred to law enforcement. The individual responsible for conducting the investigation will document all reported incidents and report all verified incidents, including actions taken, to the Superintendent.

Retaliation or false allegations regarding bullying or in response to a complaint will not be tolerated and will result in disciplinary action. Suspected retaliation will be reported in the same manner as bullying/aggressive behavior.

See the Pottersville Public Schools' Board of Education Policy on Bullying for more detailed information and additional definitions.

Inappropriate Language

The use of inappropriate language in school is a sign of disrespect. Inappropriate language is defined as any language that makes adults or other students in the school uncomfortable. Staff who witness inappropriate language will address it and advise the students to avoid inappropriate language in the school setting. Staff will note these instances, and if the behavior persists, staff may assign progressive disciplinary steps.

Verbal Abuse of an Adult

Students who use derogatory or profane language directed at an adult in the school community will be subject to progressive disciplinary measures. Depending on the severity of the language and the offense taken by the aggrieved party, immediate suspension may be implemented by the building principal.

Public Displays of Affection

School is a place for education and professional behavior. Public displays of affection would be inappropriate in the workplace, and high school is meant to prepare students for adult conduct. Public displays of affection include kissing, one student hanging on another, one student sitting on or lying on top of another, etc. Staff who witness public displays of affection will address it and advise the students to avoid it in the school setting. Staff will note these instances, and if the behavior persists, staff may assign progressive disciplinary steps.

Laser Pointers

Students are prohibited from possessing and using laser pointers and attachments during school, on school property, and at school-sponsored activities on and off school property. Unauthorized possession of laser pointers shall result in confiscation of the item by school personnel.

Cell Phones/Electronic Devices

Cell phones are not to be used in any classroom during class hours for any reason. This includes using it as a calculator, game, or other use. Phones should be silenced and not used during class. If a student is found to be using a cell phone in an unauthorized manner, it will be confiscated and held until the end of the school day by the classroom teacher. Second and continued offenses with cell phones will result in the phone being confiscated and held by the main office, and the principal will call a parent to retrieve the phone from the principal. Any student who uses a cell phone or school phone to involve other students and/or outsiders in a school related conflict will be subject to disciplinary measures, including possible suspension from school.

Cell phone messaging systems that transmit graphics or pictures of a sexual nature are discouraged at school. Staff members who become aware of inappropriate pictures being sent, received, or displayed to others in classrooms or at school-sponsored events or on district property will refer the involved individual(s) to the principal for progressive disciplinary steps, with possible intervention by law enforcement officials.

Use of other electronic devices in classrooms during class hours is left to the discretion of each teacher. Teachers will stipulate the rules for these devices in their course documentation that is given to students at the start of the class or the rules will be clearly posted in the classroom.

Smoking

The use of tobacco products is prohibited in buildings and on real estate owned, leased, or otherwise controlled by the Potterville Public Schools.

Students caught with tobacco products in their possession will have them confiscated. Students caught smoking or chewing tobacco on school property or during any school activities will be assigned to one day of out-of-school suspension.

Non-Alcoholic Malt Beverages

Any person who shall sell, give, or furnish to a minor, except upon authority of, and pursuant to, a prescription of a duly licensed physician, any cereal beverage of any alcoholic content, under the name of "near beer" or "brew" or "bru" or any other name which is capable of conveying the impression to the purchaser that the beverage has an alcoholic content, shall be guilty of a misdemeanor.

Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct.

Visitation Policy

The goal of enforcing our Visitation Policy is to limit any disruption to the instructional program and to the legitimate activities of students, staff, and district personnel throughout the school day. Controlling access to the building and monitoring visitors are also important for maintaining a safe school environment.

All persons (other than district employees and students or persons on school district business) upon entering during the school day, any building or grounds operated under the authority of the Potterville School District, shall immediately report to the building office and identify themselves and state the nature of their business. They will then be advised of the best time to see the student, teacher, or district personnel they wish to visit.

Each building administrator is authorized to deny permission to visitors to remain in or on school property. Any person failing to comply with a request to leave the premises shall be subject to prosecution for trespassing.

Making General Complaints

Students who wish to make a complaint may use the following procedure. If, after discussing the complaint with the appropriate person, a satisfactory solution is not achieved the student should bring the complaint to the next higher authority. The proper channeling of complaints is in the following order: Teacher to Coordinator to Superintendent or Designee to Board of Education.

Receipt Page

Student Handbook

I acknowledge having received this copy of the student handbook, including the *Student Code of Conduct* and will review it with my student to assure that we know and understand all sections of its contents:

Please initial where indicated and sign this form at the bottom of the page to indicate that you have received this handbook, and return this form to the office on the first day of school. If you have questions, comments, or concerns, please add them below and an administrator will contact you.

Field Trip Acknowledgement

_____ (Please Initial) By acknowledging receipt of this handbook, you are providing your permission to allow your student to go on school-related and organized field trips and a signed permission slip for every field trip will not be required. Your student's teacher *will always* inform you of every field trip to be taken, when it will be, how much it costs and if there is a need to have help on the trip.

Handbook Acknowledgement

_____ (Please Initial) Yes, I have received a copy of the CAP handbook and have reviewed it with my student. I understand the rights and responsibilities of all involved in the education and safety of my student, which includes school staff, parents and my student.

Parent Name: _____ Student Name: _____

Parent Signature: _____ Student Signature: _____

Date: ____/____/____

Date: ____/____/____

I have the following question/comment/concern regarding this handbook:
