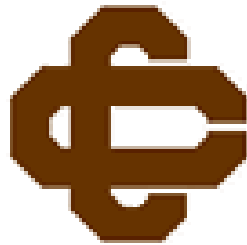


CASS CITY ELEMENTARY STUDENT/PARENT HANDBOOK



School Year 2025-2026

Welcome to the Cass City Elementary School. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Mr. Aaron Fernald, Principal (989-872-2158 ext. 1811)

Mr. Brandon Jones, Assistant Principal (989-872-2158 ext. 2512)

Shelly Miller, School/Athletic Secretary (989-872-2158 ext. 2500)

Jamie Reinke, Attendance Secretary (989-872-2158 ext. 2510)

Mrs. Allison Zimba, Superintendent of Schools (989-872-2200)

2025-2026

EVENT	DATE	
Teacher Orientation Professional Development	August 12 (T)	PD
Prof Development Day (<i>No School</i>)-Open House 4:30-6:00	August 13 (W)	PD
Prof Development Day (<i>No School</i>)	August 14 (Th)	PD
First Day for Students	August 18 (M)	
<i>No School</i>	August 22 (F)	
Labor Day Weekend (<i>No School</i>)	August 29 –Sept. 1 (F-M)	
Half Day For Students AM, 1/2 Day For Teacher Prof. Dev.	September 26 (F)	
Half Day For Students AM, End of 1 st Marking Period	October 16 (TH)	
No School-Teacher Prof Development	October 17 (F)	PD
AM Half Day For Students -Parent/Teacher Conferences 12:30-7:00	November 10 (M)	
Half Day of School	November 14 (F)	
Thanksgiving Break (<i>No School</i>)	November 26-28 (W-F)	
School Resumes	December, 1 (M)	
Half Day of School-Teacher work day-End of 2nd term and 1st Semester- Winter Break <i>Begins at the end of the day</i>	December 19 (F)	
School Resumes	January 5 (M)	
Half Day For Students AM,	January 16 (F)	
Half Day For Students AM, 1/2 Day For Teacher Prof. Dev.	January 30 (F)	PD
No School	February 16 (M)	
Half Day For Students AM, Full Day For Teacher, End of 3 rd Marking Period	March 13 (F)	
Half Day AM -Spring Break Begins at end of day	March 27 (F)	
School Resumes	April 6 (M)	
Half Day For Students AM, 1/2 Day For Teacher Prof. Dev.	April 24 (F)	PD
Memorial Day Weekend (<i>No School</i>)	May 22-25 (F-M)	
Last Day for Students (Half Day for Students)	May 29 (F)	

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions to all provisions of this handbook at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.casscityschools.org and click on the “Schools” tab to bring up Cass City Elementary.

MISSION OF THE SCHOOL

Cass City Elementary is committed to meeting the needs of our students to prepare them for success as lifelong learners in a global society.

SCHOOL BOARD POLICIES

All Cass City Public School Board Policies can be found on the Cass City Public Schools website at <https://www.casscityschools.org/our-district/board-of-education/board-policy/>.

NON-DISCRIMINATION STATEMENT

Cass City Public Schools is an Equal Opportunity, Non-Discriminatory Educational Institution and Employer. No person shall be denied admission, employment, or any other benefit offered by the school on the basis of race, color, religion, national origin, language, sex, marital status, or mental or physical handicap. The School is committed to the spirit of and is in compliance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and all other state and federal law related to access to the school and its education programs for students with disabilities.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Elementary School Office at 989-872-2158 to inquire about evaluation procedures and programs.

Cass City Public Schools also prohibits unlawful sex discrimination, including harassment and relation, in any of its education programs and activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

A full copy of the District's Title IX policy is available at https://www.casscityschools.org/downloads/board_policy/3118_title_ix_sexual_harassment.pdf

NON-DISCRIMINATION AND EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student’s actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.
- **Disability harassment** is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student’s actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by Policy 5202 includes harassment based on gender identity or sexual orientation and harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination, including unlawful harassment and retaliation. A student may also anonymously report an incident of unlawful discrimination, including unlawful harassment and retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described by Board Policy. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described by Board Policy.

If you or someone you know has been the victim of sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinators:

Beth Kittle/Administrative Assistant
4868 N. Seeger St., Cass City, MI 48726
(989) 872-2148 ext. 3600
bkittle@casscityschools.org

Kevven Dorland/Social Behavioral Coach
4805 Ale Street, Cass City, MI 49726
(989) 872-2158
kvdorland@casscityschools.org

If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Aaron Fernald/Elementary Principal
4805 Ale Street, Cass City, MI 48726
(989) 872-2158
afernald@casscityschools.org

If you or someone you know has been the victim of any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Kevven Dorland/Social Behavioral Coach
4805 Ale Street, Cass City, MI 49726
(989) 872-2158
kvdorland@casscityschools.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing.

A student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

TITLE IX SEXUAL HARASSMENT

The District prohibits unlawful sexual harassment in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- A. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- B. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC § 1092(f)(6)(A)(v).

If you have been the victim of sexual harassment, or if you need to report an incident of sexual harassment, please contact the District's Title IX Coordinator:

Beth Kittle/Administrative Assistant
 4868 N. Seeger St., Cass City, MI 48726
 (989) 872-2148 ext. 3600
bkittle@casscityschools.org

Kevven Dorland/Social Worker
 4805 Ale Street, Case City, MI 49726
 (989) 872-2158
kvdorland@casscityschools.org

For more information, please see Board Policy 3118.

PARENT INVOLVEMENT

The Board of Education believes student learning is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goals. For more information, please see Policy 5401.

SCHOOL DAY

School Time Schedules/Buildings	Starting Time	Dismissal
G.S.R.P.	8:00 a.m.	3:10 p.m.
	8:00 a.m.	11:10 a.m.
Cass City Elementary	8:00 a.m.	3:08 p.m.
Cass City Jr./Sr. High School	8:02 a.m.	2:58 p.m.

AM half days Elementary dismisses at: 11:30 a.m.

Bus arrival time: 7:35 a.m.

Elementary Breakfast Entry: 7:35 a.m.

Entry for rest of students: 7:50 a.m.

2025-2026 Lunch Schedule

10:55 -11:15	6th Grade	in Cafeteria
11:05- 11:25	5th Grade	in Cafeteria
11:35-11:55	4th grade	in Cafeteria
11:45-12:05	3rd Grade	in Cafeteria
11:20-11:40	2 nd Grade	in Cafeteria
12:15-12:35	1st Grade	in Cafeteria
12:00-12:30	Kindergarten	in Cafetera
11:30-11:50	Young 5's	in Cafeteria

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure appropriate due process before a student is removed because of his/her behavior.

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

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

STUDENT WELL-BEING

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper medical documentation, to the School Office.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact

the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because they are hospitalized or confined to the home due to a physical or emotional disability for a period longer than five (5) consecutive days.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building Principal. The District will provide homebound instruction only for those confinements expected to last longer than five (5) days, consistent with Board Policy 5416 and state and federal law.

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

Consistent with Policy 5307, homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. The District's homeless liaison is:

Kevven Dorland/Social Worker
4805 Ale Street, Cass City, MI 48726

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

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

The District has the sole discretion and final decision making authority for decisions about promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or a person whose name is on file in the School office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

The District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school. Parents are encouraged to contact the building Principal or attendance secretary for specific details.

If at the time of receipt of a notice of disenrollment there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements on the form required by the local health department. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent

with Board Policy 5713 and state law. Any questions about this subject should be directed to the attendance secretary.

EMERGENCY MEDICAL AUTHORIZATION

Every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year.

USE OF MEDICATIONS

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

See Policy 5703 for detailed medication administration procedures.

If the student requires District-administered prescription medication, the student's parent/guardian must annually submit a healthcare professional's written instructions that include the student's name, medication name, medication dosage, and method and time of administration.

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

Students may carry asthma inhalers and epinephrine auto-injectors if prior, written approval is obtained from the physician and parent. The documentation must be submitted to the building principal, who will notify the student's teachers and other staff, as appropriate. Any student who possesses an asthma inhaler or epinephrine auto-injector must have on file a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. The parents shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period or as directed by the local health department.

LICE, NITS, AND BED BUGS

Students with live lice, nits, or bed bugs will be readmitted to school after treatment to ensure that pests are not brought to school. When lice or nits are found in a student's hair, the student will be permitted to remain at school for the remainder of the school day, but will be restricted from activities that involve close head-to-head contact or sharing of personal items. District personnel will not ostracize or embarrass a student and will maintain student confidentiality. Board Policy 5709 contains additional information about lice, nits, and bed bugs.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

State and federal law prohibit discrimination on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. Any claim of disability-based discrimination will be addressed using the procedures in Policy 5202.

The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal and State law. Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. Section 504-eligible students are entitled to a free appropriate public education

through a Section 504 plan. Contact Mr. Fernald (Principal) at (989) 872-2158 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact Mr. Fernald (Principal) at (989) 872-2158 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

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

Directory information includes:

- A. a student's name, address, and telephone number;
- B. photographs, including photographs and videos depicting a student's participation in school-related activities;
- C. date and place of birth;
- D. major field of study;
- E. grade level;
- F. enrollment status (e.g., full-time or part-time);
- G. dates of attendance (e.g., 2013-2017);
- H. participation in officially recognized activities and sports;
- I. weight and height of athletic team members;;
- J. degrees, honors, and awards received; and
- K. the most recent educational agency or institution attended.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board by submitting an Opt-Out Form. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the Superintendent's Office.

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

Confidential records include, but are not limited to, test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records and to request amendments to those records, consistent with Policy 5309. Costs for copies of records may be charged. If a review of records is desired, please contact elementary secretaries Mrs. Reinke or Mrs. Miller, in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate person to answer any questions.

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

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

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board Policy 5308, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students

in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
<https://www2.ed.gov/about/offices/list/oepd/sppo/index.html>

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA.Complaints@ed.gov **and** PPRA.Complaints@ed.gov.

STUDENT FEES, FINES, AND SUPPLIES

The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs, consistent with Board Policy 5404.

Fees may be waived in situations where there is financial hardship. A student who wishes to be considered for a fee waiver must submit a completed fee waiver application to Mr. Fernald (Principal).

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

Failure to pay fines , fees, or charges may result in the withholding of certain school related privileges. The District may pursue legal remedies to collect unpaid fines.

STUDENT FUND-RAISING

The following general rules will apply to all student fund-raisers.

- Student fundraising activities are subject to review and approval by the Superintendent or designee
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.

- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. Please see Board Policies 5401 and 5420 for additional information.

MEAL SERVICE

The school participates in the National School Lunch Program and makes breakfasts and lunches available to students for a fee of: \$0.00 for the first meal of breakfast and lunch, \$1.50 for a second breakfast and \$3.25 for a second lunch. Any student whose meal account is in debt \$25 or more will not be able to purchase additional meals or additional items beyond the free meal. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, the student should contact Food Services Director Mrs. Shari Bock at (989) 872-5729.

FIRE/LOCK DOWN/TORNADO DRILLS

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

Tornado drills will be conducted using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a building wide announcement made from the Principal's Office.

Lock down drills will also be conducted in accordance with District procedures and State law. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an intercom announcement signifying the type of lockdown as pre-arranged with school personnel.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

Radio Stations

WKYO	AM	13.60 Caro	WLEW	AM	13.40 Bad Axe
WMIC	AM	6.60 Sandusky	WHNN	FM	96.1 Saginaw
WIOG	FM	102.5 Saginaw			

TV Station

WNEM	TV 5	Bay City	WJRT	TV 12	Flint
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Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

B. PESTICIDE APPLICATIONS

As part of its integrated pest management program, the District annually notifies its students' parents/guardians that they will be given at least 48 hours' advance notice before the non-emergency application of a pesticide on school grounds (other than application pursuant to a bait or gel formulation).

Notice will be provided by posting at the school's entrances and by email. In addition to this notice, and upon request only, parents/guardians are entitled to receive notice by first-class mail postmarked 3 days before an application. Requests for this additional notice are available on the district's website.

Pesticides may be applied without advance notice in an emergency. The District will promptly notify parents/guardians as set forth herein after any emergency application.

The District's integrated pest management program and pesticide application records are available for review. The person responsible for the school's pesticide application procedures is:

Name: Brett Ross

Phone: 989-872-1828

Email: bross@casscityschools.org

VISITORS

Visitors, particularly parents, are welcome at the school, consistent with Board Policy 3105. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of one week. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within a one-week period.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the Elementary office or on a table near the cafeteria/gym. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

USE OF CELL PHONES AND ELECTRONIC DEVICES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Cell phones that are brought to school must be kept out of sight and turned off during school hours. Violation of this policy will result in the following:

- The first violation of this policy will result in the confiscation of the cell phone and a warning given. Upon student request, the phone will be returned to the student at the end of the day.

-The second violation of this policy will result in the confiscation of the cell phone and disciplinary action. Upon student request, the phone will be returned to the student at the end of the day.

-The third and subsequent violations of this policy will result in the confiscation of the cell phone and disciplinary action. At this stage, confiscated cell phones must be picked up by the parent.

Office phones are for emergency use only. If a situation arises where a student must contact someone outside of school, a cell phone may be used in the office with the approval of the administration or office personnel.

Once school begins, on-person possession and/or usage of electronic communication devices such as beepers, pagers, ipods, cd players, radios etc. are prohibited on school property. Violations of this policy are treated in the same manner as cell phones.

The school will not be responsible for lost, stolen, or damaged electronic devices.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

SECTION II – ACADEMICS

COURSE OFFERINGS

Reading K-6	Spelling K-6	Penmanship K-6
Math K-6	Science K-6	English K-6
Social Science K-6	Health 5-6	Library K -6
Speech Therapy K-6	Computer Keyboarding Gr. -6	
Vocal Music K-6	Physical Education K-6	Special Education K-6

Grades five and six core classes include: Reading, Writing, Math, Science, Language Arts, and Social Studies. Exploratory classes offered are: Physical Education, Health, Band, and Computers,

FIELD TRIPS

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

Attendance rules and the Student Code of Conduct apply on all field trips. Students are responsible for any work missed in other classes. All regulations governing students, including this handbook, apply during field trips. See Policy 5506 for additional information.

GRADES

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

All teachers in grades 2 thru 6 shall utilize the following grade scale:

A	95.0 - 100.	D+	67.0 - 69.9
A-	90.0 - 94.9	D	63.0 - 66.9
B+	87.0 - 89.9	D-	60.0 - 62.9
B	83.0 - 86.9	E	Less than 60.0
B-	80.0 - 82.9		
C+	77.0 - 79.9		
C	73.0 - 76.9		
C-	70.0 - 72.9		

Grading Periods

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

POSITIVE BEHAVIOR SUPPORT PLAN

Cass City Elementary is pleased to announce their participation with the State Board adopted initiative, “Positive Behavior Support”. A positive behavior support system is a data-based effort that concentrates on adjusting the system that supports the student. Such a system is implemented by collaborative, school-based teams using person-centered planning. School-wide expectations for behavior are clearly stated, widely promoted and frequently referenced. Both individual and school-wide learning and behavior problems are assessed comprehensively. Functional assessment of learning and behavior challenges is linked to an intervention that focuses on skill building. The effectiveness of the selected intervention is evaluated and reviewed, leading to data-based revision. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violation of codes of student conduct.

Cass City Elementary in an effort to promote positive behavior emphasizes the following: **Show Respect, Outstanding Effort, Always Honest, and Responsibility. (SOAR)** We appreciate all your help.

PROMOTION, PLACEMENT, AND RETENTION

The District has the sole discretion and final decision making authority for decisions about promotion, retention, and placement for its students, consistent with state and federal law. The District may consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade.

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll(s)

Students who receive all A's and no citizenship mark below a three (3) will be recognized on the all A Honor Roll. Students receiving all A's and B's and no citizenship mark below a three (3) will be recognized on the A/B Honor Roll.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement.

The District provides students with access to the District's technology resources, including its computer and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law, Board Policy 3116, or the District's acceptable use policy, is expressly prohibited. Students have no right to privacy while using District technology resources.

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information and,
- C. the consequences of unauthorized access (e.g., "hacking") cyber bullying and other unlawful or inappropriate activities by students online

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

STUDENT ASSESSMENT

M-STEP shall be used to assess student performance in grades 3-6. Students will be assessed in the subjects of English Language Arts, Mathematics, Science, and Social studies.

Testing will be conducted in the spring of the year with the testing window spanning a seven-week period from April 2023 thru May 2023.

Parents and students should watch school newsletters and the local press for more detailed information regarding these state assessments.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

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

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

SECTION III - STUDENT ACTIVITIES

EXTRACURRICULAR ACTIVITIES

Extracurricular activities, while an important part of the total school experience, are secondary to the academic program. Participation in extracurricular activities is a privilege, not a right. Suspension or removal from extracurricular activities, including athletics, may not be appealed.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance. Students and sponsors are governed by all Policies, applicable codes of conduct, and any other applicable rules or behavioral expectations.

Extracurricular groups may use District facilities consistent with Policy 3304.

For additional information, including eligibility, see Policy 5507.

SCHOOL-INITIATED, NON-CURRICULAR CLUBS

Students may voluntarily form clubs that are not directly related to the curriculum to promote activities unrelated to the regular classroom environment. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information, including on how to form a club, see Board Policy 5510.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons result from active participation in classroom and other school activities which cannot be replaced by individual study.

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

Regular school attendance is required by law. Therefore, Cass City Elementary has the responsibility of keeping complete attendance for every student enrolled. Because of the high priority placed on attendance, the administration and teachers seek parent involvement in this important responsibility. The following information outlines our attendance procedures:

- 1) When a student is absent from school, his/her parent/guardian must:
 - a) Call the school office at 872-2158 ext. 2510 on the day of the absence stating their name, their child's name and grade, **reason for the absence** and the number of day's he/she will be absent. **OR**
 - b) Send a signed note with their child on the day following the absence stating the reason and date(s) of the absence, if a phone is unavailable. If you have any questions about an unexcused absence please call the office.
- 2) Excused absences include the student's physical or mental illness (a physician's verification is required after four consecutive days of absence for illness); severe weather; medical appointments for the student; death or serious illness of the student's family member; attendance at a funeral, wedding, or graduation; appearance at court or for other legal matters; observance of religious holidays of the student's own faith; college planning visits; and personal or family vacations. An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.
- 3) **Pre-arranged absences:** If a student knows in advance that it is necessary for him/her to be absent on a particular day or days, he/she should bring a written note from a parent/guardian and obtain work for the days to be missed. Work assigned for the days of the prearranged absence is expected to be completed upon the student's return to school.
- 4) An absence is **unexcused** until a parent/guardian contact is made and documentation is provided from a medical professional. It will be the responsibility of the parent/guardian to contact the school for days that their child misses. The parent/guardian will have the day of the absence and the next 2 school days to contact the school. Student's may or may not receive credit for the work missed on the day of an unexcused absence.
- 5) Skyward is set up to contact any unexcused absences for the day. It will contact you around 6:00 p.m. and ask for a reason. Attendance is almost always done on a daily basis.

Excessive Absenteeism and Truancy

When a student has six unexcused absences in any term or semester, the building principal or designee may send a letter to the student's parent/guardian notifying them of the six unexcused absences and encouraging the student's regular daily attendance.

When a student has nine unexcused absences in any term or semester, the building principal or designee will send a letter to the student's parent/guardian notifying them of the nine unexcused absences and explain the next steps in the truancy process.

After the nine day letter, if absences continue without documentation excusing further absences, a pre-truancy meeting with the student's parents will be made.

When a student has more than ten unexcused absences in a term or semester, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law. The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Suspension or Expulsion from School

Absence from school due to suspension or expulsion shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the Elementary school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Unexcused Absences

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

The attendance/tardy policy for the Elementary School is as follows:

If a student is late for the start of the morning or afternoon sessions by up to 1 hour, that student is determined to be tardy. If the student misses more than 1 hour of either session, that student is determined to be 1/2 day absent for that session.

It is important for the student to be in school each and every day, not only is this important for academic reasons, but consistency in a child's life is critical.

A student who is not in his/her assigned location by the start of each class period shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Beginning with the

fourth (4) unexcused tardy per marking period the parent/guardian shall be contacted and a student may be assigned discipline at the discretion of the administration.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is required that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Parent/guardian shall be contacted if a student(s) are left unattended at school sponsored events.

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

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;

- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. The final decision in any situation involving inappropriate attire will rest with the building administrators.

In general, clothing needs to be clean and appropriate for the climate and the situation. Students shall not wear attire which interferes with the operation of the school or which impinges upon the general health, safety, and welfare of the district, students, or employees.

The following clothing and/or accessories (including jewelry) are unacceptable:

- Hats, bandanas, and/or headgear of any kind.
- Wearing outdoor coats during the school day, other than when arriving at or leaving school or going to or coming from recess or another outdoor activity.
- Sunglasses, jewelry, or clothing with studs or spikes, and wallet chains.
- Tops: Spaghetti straps, tube tops, and halters are unacceptable, as are any tops exposing the midriff. While standing straight up with your arms outstretched to the side and parallel to the floor, if bare skin shows in the midriff area front or back, your top is too short and should be changed.
- If wearing a see-through top, the underlying garment must meet dress code.
- Shorts, skirts, and dresses must be finger-tip length. While standing straight up with hands fully extended downward at the sides, the shorts must reach the tips of the student's fingers. Pants with holes in them are subject to the same regulations (holes are not allowed above finger tip level).
- All pants, slacks, jeans, etc. must be worn at or near the waist (NO "sagging")
- Nightwear (such as pajama bottoms, robes, or slippers) is for night, NOT school.
- It is prohibited to wear clothing that:
 - is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
 - is obscene, sexually explicit, indecent, or lewd;
 - promotes the use of or advertises illegal substances;
 - incites violence;
 - contains "fighting words";
 - constitutes a true threat of violence; or
 - Is not constitutionally protected.

Students who are representing Cass City Elementary at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands, and other such groups.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring in appropriate clothing or the student may be sent home to change. The student may also be suspended.

Care of Property

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

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

STUDENT DISCIPLINE CODE

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

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

Cass City Elementary believes that the school climate is an important aspect of the educational process. It is the goal of students, staff and administration to develop a safe, inviting, and positive school environment. Discipline should be a positive way of helping and guiding children to achieve self-control. The handling of discipline in the elementary school is based upon the severity of the individual incident. When classroom or school expectations are not followed they are broken down into either a minor violation or a major violation.

Most initial discipline situations are handled by the classroom teachers or playground assistants. In the event that a discipline matter cannot be resolved then the student will be referred to the Student Responsibility Classroom (SRC). This classroom is a room where students go to deal with their inappropriate behavior. In the SRC, students learn how to handle a situation in a more respectful and responsible manner. In order to get back to class/recess, students are required to write a plan of action to deal with their behavior. Before a student may return to class, he/she must meet and discuss the plan with the teacher. Each visit to the SRC room will result in a phone call home. A fifth referral to the SRC room, during the same marking period, could result in a suspension pending a meeting with parents/guardians. A plan of action that will modify negative behaviors that have led to the SRC referrals shall be developed during the parent meeting. All major violations such as fighting, stealing, threat to another student or staff will be referred directly to the principal. The SRC room is primarily set up to handle minor violation of school of expectation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE (Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

Cass City Public Schools is a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. Any possession, sale, distribution, or use, or attempted sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Violations may result in the student's suspension, expulsion, and report to law enforcement. Sale also includes the sale of over-the-counter medication to another student.

2. Use of Breath Alcohol-Test Instruments

The principal may arrange for a breath alcohol test to be administered to a student if there is reasonable suspicion that the student has consumed or is under the influence of alcohol.

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

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

For voluntary, non curricular school activities, suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.

If the result of a breath alcohol test indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Cass City Public Schools is a tobacco-free campus. The school prohibits the sale, distribution, use, or possession of any form of tobacco, tobacco products, electronic cigarettes, vaporizers, electronic nicotine delivery systems, or similar devices on school property, during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion and a report to law enforcement when appropriate.

"Use of tobacco product" means any of the following:

- a. the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
- b. the inhaling or chewing of a tobacco product;
- c. the placing of a tobacco product within a person's mouth; or
- d. the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration

The school will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. Students may not engage in speech or expressive conduct that would substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to discipline.

5. Possession of a weapon

A weapon means a firearm, pneumatic gun, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), lookalike weapons (i.e., toy guns) razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives or any other object used, intended, or represented to inflict serious bodily injury or property damage. A "firearm" means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive or any "destructive device" (e.g., any explosive, incendiary, or poison gas). A weapon may also include any toy that is presented as a real weapon and would be reacted to a real weapon by a reasonable person.

Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

6. Use of an object as a weapon

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

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire (Arson)

The setting or igniting of any fire in a school building or on school grounds will not be tolerated. Arson is a felony and may subject the student to permanent expulsion, and a report to law enforcement.

9. Physical assault of a District employee, volunteer, or contractor

Physical assault by a student at school against a District employee, volunteer, or contractor may subject the student to permanent expulsion, and a report to law enforcement. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

10. Physical assault against another student

Physical assault by one student against another at school, on a school vehicle, or at any school-sponsored event may result in suspension, expulsion, and a report to law enforcement when appropriate.

11. Verbal assault against a District employee, volunteer, or contractor

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

12. Extortion

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

13. Gambling

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

14. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

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

It is expected that students will do their own schoolwork to the best of their abilities. If it is determined that a student has cheated, the teacher will notify the student's parents to discuss the incident and a failing grade will be recorded for the assignment, test, or project on which the student cheated. Discipline will be handled by the principal.

NOTE: Cheating is defined as being dishonest and deceitful relative to schoolwork as determined by the teacher. A student who provides answers, etc. is considered to be as guilty as the one who receives answers.

15. False alarms, false reports, and bomb threats

A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Violations of this rule could result in suspension or expulsion.

16. Explosives

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

17. Trespassing

If a student has been removed, suspended, or expelled, the student is not allowed on school property without prior authorization of the Principal. Students may not enter onto school property at unauthorized times or into areas of the school determined to be inappropriate. This misconduct may constitute trespassing. Violations of this rule could result in suspension or expulsion.

18. Theft

When a student is caught stealing, retaining, concealing, or found in possession of school or someone's property, s/he will be subject to discipline, up to and including suspension and expulsion, and may be reported to law enforcement.

19. Disobedience

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

20. Damage to property

Vandalism and disregard for and damage to school property will not be tolerated. Violations could result in suspension or expulsion and shall include restitution.

21. Persistent absences or tardiness

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

22. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. . This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Any unauthorized use shall be subject to disciplinary action, up to and including suspension or expulsion.

23. Aiding or abetting violation of school rules

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

24. Displays of affection

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

25. Misuse of Wireless Communication Devices (WCDs)

A student may not use a WCD to record audio or video in any school restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit audio or images in one of these locations or otherwise in violation of the applicable acceptable use agreement will face disciplinary action up to and including loss of privileges, suspension, and expulsion.

- Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Sexting is prohibited at any time on school grounds or during school-sponsored events. Such conduct is not only potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and may constitute criminal violations for transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will be given a failing grade for the exam and disciplinary action will be taken. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

* Please also refer to section on use of phones.

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

BUS DISCIPLINE PROCEDURE:

The driver reporting the violation will deliver it to the Transportation Supervisor of the student. The Transportation Supervisor will arrange a conference with the student and the driver. Parents will be contacted and a written referral regarding the violation and disciplinary action will be sent home.

1st OFFENSE – Warning.

2nd OFFENSE– Up to Three days bus suspension.

3rd OFFENSE - Up to Five days bus suspension.

4th OFFENSE- Bus privileges revoked for the remainder of the semester.

The Principal may bypass steps 1-4 and indefinitely suspend a student from riding the bus if, in the Principal's opinion, it is in the best interest of the bus driver and his/her students to do so.

28. Disruption of the educational process

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

29. Unlawful Harassment

Unlawful harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.

For information regarding unlawful harassment and sexual harassment, see the District's Non-Discrimination Statement and Non-Discrimination and Equal Educational Opportunity Policy at the beginning of this handbook. Additional details can be found in Board Policy 3118 (Title IX Sexual Harassment) and Board Policy 5202 (Unlawful Discrimination, Harassment, and Retaliation Against Students).

30. Hazing

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

Hazing is an intentional or reckless act directed against a student that endangers the student's physical or mental health or safety that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, activity, team, or social group. This prohibition applies regardless of a student's consent, permission, or assumption of risk.

Hazing includes, but is not limited to:

- physical brutality or punishment (e.g., whipping, beating, striking, branding, or placing a harmful substance on a student's body);
- physical activity that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety (e.g., sleep deprivation, exposure to the elements, confinement in a small space, or undressing or exposing a student);
- consumption of food, liquid, alcohol, drugs, or other substance that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety;
- an activity that induces, causes, or requires a student to commit a crime or an act of hazing;
- intentional humiliation or embarrassment of a student;
- detention or seclusion of a student; and
- other activities that subject a student to an unreasonable risk of harm or that adversely affect a student's physical or mental health or safety.

31. Bullying

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

Bullying, including cyberbullying, a student on school premises, on a school vehicle, or at a school-sponsored activity or event is prohibited. Bullying is any written, verbal, or physical act, or electronic communication, that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- substantially interfering with a student's educational opportunities, benefits, or programs;
- adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health; or
- causing substantial disruption in, or substantial interference with, the District's orderly operations.

Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

If a student suspects there has been a bullying incident, he/she must promptly report the incident to the principal or designee or the Superintendent. Complaints that the Principal has bullied a student should be filed with the Superintendent. Complaints that the Superintendent has bullied a student should be filed with the Board President.

All bullying complaints will be promptly investigated. The Principal or designee will conduct the investigation, unless the Principal or Superintendent is the subject of the investigation.

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

32. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board may permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation or who pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 5206B and Federal due process rights appropriate to students with disabilities. A student who has been expelled permanently may apply for reinstatement in accordance with state law and guidelines which are available in the principal's office.

33. Criminal acts

Any student engaging in criminal acts on school grounds, on a school vehicle, at a school-sponsored event will be reported to law enforcement as well as disciplined by the school.

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

34. Personal transportation devices

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

35. Profanity

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

DISCIPLINE

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

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

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch-time/after-school detention;
- in-school restriction;

Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

Failure to timely serve in-school detention may lead to a suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to detentions:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No radios, cell phones, electronic communication devices or games, cards, magazines, or other recreational objects shall be allowed in the room.

No food or beverages shall be consumed unless required by state or federal law.

Mandatory Seven Factors

Cass City Public Schools will consider the following seven factors in every case of suspension or expulsion except firearms:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior.

Formal Discipline

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, administrators or the Board must consider the Mandatory 7 Factors.

Building Administrators - 10 or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct.

A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion.

Before exercising this authority, the building administrator must consider the Mandatory 7 Factors identified above. Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

Superintendent - Less than 60 school days

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct. Before exercising this authority, the Superintendent must consider the Mandatory 7 Factors.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

Board - Suspension or Expulsion

The Board may suspend or expel a student for an offense consistent with the student code of conduct.

Before exercising this authority, the Board must consider the Mandatory 7 Factors.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Before exercising this authority, the Board must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973. Please see Policy 5206B for a more detailed explanation.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the Principal will notify the student of the charges. The student will be given an informal opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension.

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

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days but fewer than 60 days) or expulsion (60 or more days), the student will receive a formal letter of notification addressed to the parents which will contain:

- * the charge and related evidence;

- * the time and place of the Superintendent or Board hearing;
- * the length of the recommended suspension or a recommendation for expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/Superintendent approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school.

A parent/guardian or student may appeal the Superintendent's decision to issue a long-term suspension to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

The Board's decision to expel a student is final and may not be appealed.

SEARCH AND SEIZURE

School officials may search a student and the student's belongings and vehicle if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Students have no expectation of privacy in lockers, desks, or other District property. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal. Lockers and desks are subject to routine search.

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review

all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students have no expectation that any information contained on such systems is confidential or private.

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

STUDENT RIGHTS OF EXPRESSION

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

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

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

SECTION V - TRANSPORTATION

Bus Transportation to School

The transportation schedule and routes are available by contacting the Transportation Director at 989-872-5618.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change or as required to ensure compliance with state or federal law.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;

keep head, hands, arms, and legs inside the school vehicle at all times;
not litter in the school vehicle or throw anything from the vehicle;
keep books, packages, coats, and all other objects out of the aisle;
be courteous to the driver and to other riders;
not eat or play games, cards, etc.;
not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

remain seated until the vehicle has stopped;
cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Surveillance Video on School Buses

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

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

Penalties for Infractions

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

STAFF

Mr. Aaron Fernald	Office	Principal
Shelly Miller	Office	Secretary/Athletic Secretary
Jamie Reinke	Office	Secretary/Para Pro
Kevven Dorland	Room	Social Worker/Homeless Liaison
Kathy Schuette	Room	Nurse
Riley Weiler	Room 408	GSRP

Marlee Faist	Room 409	Young 5's
Tracey Jaworski	Room 504	Kindergarten
Stacey Gruber	Room 503	Kindergarten
Susie Stoutenburg	Room 505	Kindergarten
Karn Brown	Room 502	First Grade
Melissa Paulik	Room 603	First Grade
Tammy Schefka	Room 605	First Grade
Emily Ricker	Room 606	Second Grade
Karen Sweeney	Room 608	Second Grade
Kathy Dorland	Room 607	Second Grade
Tiffany Adams	Room 707	Third Grade
Robyn Murdoch	Room 701	Third Grade
Sarah Cramer	Room 705	Third Grade
Abigail Vance	Room 704	Fourth Grade
Macy White	Room 702	Fourth Grade
Steve Hollocker	Room 703	Fourth Grade
Kelsey Horner	Room 805	Fifth Grade
Elizabeth Weber	Room 802	Fifth Grade
Robin Beckrow	Room 804	Fifth Grade
Robin Keine	Room 803	Sixth Grade
Matthew Sweeney	Room 402	Sixth Grade
Ron Woloshen	Room 801	Sixth Grade
Alyson Dupure	Room 501	Special Education
Madi Koroleski	Room 604	Special Education
Steve Verburg	Library/Tech/PE	Library/Gym
Laura Curtis	Room 407	Band
Adam Dorland	Gym	Physical Education
Rebecca Walker	Room 405	Music/Creative Arts
Amanda Hartzell	Early Childhood	GSRP
Rachael Spicer	Early Childhood	GSRP
Vicki Tordai	Early Childhood	Daycare
Paraprofessionals	Room 602	Interventions/General Duties
Janelle Anderson	Room 525	Title 1

STAFF: TEACHER ASSISTANTS

Baylee Murphy	Jamie Reinke	Mandy Sherman
Cyndi Parrish	Patricia Little	Caitlyn Middaugh
Megan Willis	Kristen Mahoney(SRC)	Jordan Kittle
Amy Sattelberg	Katie Gainforth	Michelle Whittaker
Nancy Cummins	Wendy Wright	Kali Friday
Holly Laster	Taylor Beckrow	

BOARD OF EDUCATION

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Parent Opt Out for Additional School Social Emotional-Behavioral Supports

Dear Parents/Guardians,

The health and safety of our students is our top priority and we want to partner with you to ensure that our students are successful. We know that many factors influence a student's success and we also understand and value that you know your child best and serve as their best advocate. When students are struggling, our goal is to work together to identify what is going on and determine the best strategies to meet their needs.

We are able to help identify needs of students and/or families that may be impacting academic success and overall well-being and help students and families get connected to resources. Our school offers several different types of assistance to ensure that students are safe, healthy, challenged, supported and engaged.

These behavioral health supports may include:

- Surveys and screening to identify signs of emotional or mental health concerns, substance abuse, or other barriers to learning
- Help in identifying social and/or health needs that may be impacting attendance and academic success
- Meeting with parents/caregivers, teachers and/or other school staff to identify strategies and develop a plan to address concerns
- Support in navigating systems and connecting you and/or your child to community resources to meet needs
- Individual encounters for brief/crisis intervention

If further support is deemed necessary, you will be contacted for additional parental consent.

**If you do not want your child to access these additional supports, you may opt out by signing the opt out form available on the district's website and/or in the school office.
Parent Opt Out form MUST be completed annually.**

Parent Opt Out for Additional School Social Emotional Supports

Please complete this form only if you **do NOT want** your child to access these additional supports.

☐ I do NOT want my child to access additional behavioral and social emotional supports.

Student Name: _____ Grade/Teacher: _____ Parent/Guardian Name

(printed): _____

Parent/Guardian Signature: _____ Date: _____

