

Ross Beatty
Jr/Sr High School
CASSOPOLIS

RANGERS
Student Handbook
2009-2010

All students will demonstrate the academic, technological and cultural competencies necessary to compete in a global society.

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A MESSAGE FROM THE PRINCIPAL

On behalf of the Board of Education, administration, and staff of Cassopolis Ross Beatty Jr./Sr. High School, I would like to welcome you to our 2009-2010 school year. This school offers the finest education and opportunities to all students. It is our job, as a staff, to make the environment safe and conducive to the learning that is taking place. If there are any problems or concerns, don't hesitate to contact me or consult with any staff person. GO RANGERS!

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's compliance officer, Mr. Gregory Weatherspoon, Superintendent (269) 445-0503.

DAILY SCHEDULE

HIGH SCHOOL

Grades 9-12

7:35 – 8:55	1 st period/Ch 1
9:00– 10:15	2 nd period
10:20 – 11:35	3 rd period
11:40 – 12:10	Lunch
12:15 – 1:30	4 th period
1:35 – 2:50	5 th period

Enrich /Reteach Days

7:35 – 8:40	1 st period
8:45 – 9:50	2 nd period
*9:55 – 10:45	Enrich Reteach
10:50 – 11:55	3 rd period
12:00 – 12:30	Lunch
12:35 – 1:40	4 th period
1:45 – 2:50	5 th period

Short Assembly Schedule

7:35 – 8:45	1 st period/Ch 1
8:50 – 9:55	2 nd period
10:00 – 11:05	3 rd period
11:10 - 11:40	Lunch
11:45 - 12:55	4 th period
1:00 – 2:05	5 th period
2:10 – 2:50	Assembly

Long Assembly Schedule

7:35 – 8:35	1 st period/Ch1
8:40 – 9:40	2 nd period
9:45 – 10:45	3 rd period
10:50 – 11:50	4 th period
11:55 – 12:25	Lunch
12:30 – 1:30	5 th period
1:35 – 2:50	Assembly

MIDDLE SCHOOL

7:35 – 8:55	1 st period/ Ch 1
9:00 – 10:15	2 nd period
10:20 – 10:50	Lunch
10:55 – 12:10	3 rd Period
12:15 – 1:30	4 th Period
1:35 – 2:50	5 th Period

7:35 – 8:40	1 st period
8:45 – 9:50	2 nd period
*9:55 – 10:45	Enrich Reteach
10:50 – 11:20	Lunch
11:25 – 12:30	3 rd period
12:35 – 1:40	4 th period
1:45 – 2:50	5 th period

7:35 – 8:45	1 st period/Ch 1
8:50 – 9:55	2 nd period
10:00 – 10:30	Lunch
10:35 – 11:40	3 rd Period
11:45 – 12:55	4 th Period
1:00 – 2:05	5 th period
2:10 – 2:50	Assembly

7:35 – 8:35	1 st period/Ch1
8:40 – 9:40	2 nd period
9:45 – 10:45	3 rd period
10:50 – 11:20	Lunch
11:25 – 12:25	4 th period
12:30 – 1:30	5 th period
1:35 – 2:50	Assembly

Two-hour Delay (Inclement Weather)

High School		Middle School	
9:35 – 10:35	1 st period/Ch1	9:35 – 10:35	1 st period/Ch1
10:40 – 11:30	2 nd period	10:40 – 11:30	2 nd period
11:35 – 12:25	3 rd period	11:35 – 12:05	Lunch
12:30 – 1:00	Lunch	12:10 – 1:00	3 rd period
1:05 – 1:55	4 th period	1:05 – 1:55	4 th period
2:00 – 2:50	5 th period	2:00 – 2:50	5 th period

Half-Day Schedule

7:35 – 8:12	1 st period
8:17 – 8:54	2 nd period
8:59 – 9:36	3 rd period
9:41-10:18	4 th period
10:23-10:55	5 th period

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: Television: WNDU (Channel 16), WSBT (Channel 22), and WSJV (Channel 28). Radio: WLKM (1510 AM and 95.9 FM) Three Rivers; WDOW (1440 AM and 92.1 FM) Dowagiac; WNIL (1290 AM and 95 FM), and WSMK (99.1 FM) Niles further, the Instant Alert System will be used. Parents and students are responsible for knowing about emergency closings and delays.

PROCEDURE FOR ENROLLING NEW STUDENTS

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

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

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

- 1) Birth certificate or similar document
- 2) Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- 3) Proof of residency
- 4) Immunization Record
- 5) Social Security card

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

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to our school District 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.

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 and pervasively 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.

MEDICATION POLICY

Medications are prescription, non-prescription and/or homeopathic drugs/remedies. Medications will be given only with a written order from the physician/licensed prescriber and written permission from a parent/guardian. A "Medication Administration" form can be picked up from the office or health room and must be completed prior to bringing the medication to the school.

The physician/licensed prescriber's order should include

- Name of student
- Name of medication
- Specific dosage
- Route of medication
- Time(s) medication is to be given
- Date of authorization and termination of administration
- Possible side effects of the medication
- Special instructions pertinent to the child or medication
- Name, address, phone number and signature of physician

New authorization is needed at the beginning of each school year. Any change in medication, dosage or time(s) will require a new authorization from the parent/guardian and new instructions from the physician/licensed prescriber.

All medications will be counted together by the parent and staff, and recorded in the student medication record when received. No more than a 26 school day supply will be kept at the school.

Students may be authorized to carry their medication with them and self-administer it (Inhalers, Epi-Pens, Diabetic Supplies) if the following are met:

- Both the parent/guardian and the physician/licensed prescriber have completed the "Medical Authorization form for self-administration.
- The parent/guardian, physician/licensed prescriber and the building administration have determined that the student is capable and responsible to self-administer his/her medication(s) and have provided instructions for this.
- It is understood that the school staff will not supervise, monitor, or maintain records of self-administered medication.
- Any misuses of medication that violates district policies, such as the selling or giving away of medication, will result in the revocation of self-administration privileges and may result in referral to law enforcement officials.
- Building administration may disallow self-administration if they deem it necessary for the safety of the student population.

All medication will be administered only from containers properly labeled by a pharmacist or other licensed dispenser of medicine (most pharmacists will provide an extra labeled bottle on request). Unused medication will be picked up by the parent/guardian. Empty containers shall be promptly returned to the parent via the student. No medication will remain in the building over the summer. Unused medication not picked up by the parent/guardian or contaminated medication will be disposed of properly.

Control of Casual Contact Communicable Diseases and Pests

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

diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to insure that the rights of the person affected and those in contact with that person are respected.

Immunizations

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. Any questions about immunizations or waivers can be directed to the Guidance 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. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student shall be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parent/guardians (parents). 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 encouraged, and continuing communication regarding the process in accomplishing the goal(s). Parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
- B. providing a mutually supportive school and home environment which encourages learning.
- C. establishing meaningful learning outcomes which support the development of responsible members of society.
- D. supporting a consistent and shared approach to child guidance and discipline.
- E. providing for the proper health, safety, and well-being for their child.

The Board is committed to communicating with parents at a level and in a language they can understand, where practicable. The Board, through this policy, directs the establishment of a parent involvement plan, which can be communicated to the parent of each child in the District. The plan must encompass parent participating, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student/Parent Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the district, which may include, among others, the following strategies:

- A. Provide parents with their child's individual assessment results, reading results, progress reports, report cards and parent conferences.
- B. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet.
- C. Provide parents with each school's Code of Conduct.
- D. Arrange flexibly scheduled parent/teacher conferences and parent requested conferences.
- E. Post general parent/teacher meetings and special parent involvement planning meetings on the District website and/or via-email.
- F. Published in the District's school newsletter(s) and Weblog at rbjshs.blogspot.com, information regarding the parent involvement plan and parent involvement opportunities.
- G. Schedule meetings and brainstorming sessions periodically to provide parents the opportunity to share concerns and desires, and to improve the school environment and student achievement.
- H. Maintain a consistent district wide effort to communicate regularly with parents.
- I. Schedule parent teacher conferences to inform parents of student's progress.
- J. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught.
- K. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- L. Encourage parental involvement in ongoing reading tutorial programs throughout the school year.
- M. Encourage the development of after school academic clubs or activities to provide students additional opportunities to develop skills.

- N. Have older students provide tutoring services to younger students.
- O. Encourage active faculty participating in PTO or similar school parent groups.
- P. Have students perform for parents and community.
- Q. Encourage parents to serve as chaperones for class field trips and other school activities.
- R. Recognize parents and volunteers who have helped throughout the year.
- S. Have school administration and staff; provide test data and interpretation meetings allowing parents to ask questions.
- T. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially.
- U. Place current and accurate announcements on the school's marquis.
- V. Form an advisory council of District staff, parents and students to assure they are involved in an organized, ongoing and timely way, in the planning, review and improvement of the schools Parental Involvement Plan.

RELATIONS WITH PARENTS

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

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

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the school in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions to study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

NOTE: The following forms are available in the school office as referenced in the Student Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2

This Student/Parent Handbook was developed to answer many of the commonly asked questions 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 students and 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 handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school rules as of December 31, 2004. If any of the policies or administrative guidelines referenced herein is revised after December 31, 2004, the language in the most current policy or administrative guideline prevails.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file or is listed as an emergency contact in the school office, or the parent coming to the school office to

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

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Cassopolis Ross Beatty Jr/Sr High School, the parent must notify the principal or his designee. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the counseling office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

LIMITED ENGLISH PROFICIENCY

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

Parents should contact the Student Support Specialist at 445-0891 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Directory Information includes: The Cassopolis Board designates as student "Directory Information" a student's name; address; telephone number; date and place of birth; photograph; bus surveillance video-tape for disciplinary use only; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received (Policy 8330).

Directory Information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "Directory Information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the administration 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 education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated 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;
- H. Income (other than that is required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the 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;
- 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 Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc**

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

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 District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the administration offices upon request.

LEAVING THE SCHOOL BUILDING

Students are not permitted to leave campus during the lunch hour. Leaving campus or the school building requires permission from a parent or guardian and will be for the rest of the school day unless prior arrangements are made with administration or an administrative designee. Permission can be granted via phone but an office member must speak to your parent directly. Leaving campus or the school building without permission will be considered skipping.

Boundaries for Lunch:

- Cafeteria and main gymnasium are the main locations that students can be during lunch. All hallways, corridors and locker room areas are closed during lunch period.
- A student is required to obtain a pass from the supervising teacher before entering any classroom or the library during lunch period.
- Students caught in the halls during lunch will be sent to RTC.
- Disposing of food and beverages – the consuming and disposing of food and beverages shall be confined to the school cafeteria unless prior approval is obtained from the school administration. Other designated areas shall conform to established codes for vending, consuming, or disposing of food and beverages.

MEAL SERVICE

Students may deposit monies in their account before school, during lunch or online, which can be accessed at http://www.cassopolis.k12.mi.us/html/food_services.html. The school cafeteria staff maintains all student accounts. You must know your student ID# to

access your account. Free and Reduced Lunch Form applications will be available online or contact 445-0504 or 445-0542.

EXCUSED ABSENCE

Students who are absent must either bring in a note signed by their guardians or have their guardian call the school office stating the reason for the absence. Students will have two (2) days to get their absence excused. Absences for reasons not expressly identified as “excused absences” are considered to be “unexcused absences”. The following absences are considered to be excused for the purposes of this attendance policy:

- An excused absence means a student has time to make up the work, specifically one day more than the number of days the student was absent.
- Illness or hospitalization verified by written parental excuse. The school district reserves the right to require corroborative evidence when deemed necessary.
- Serious illness or emergency in the immediate family verified by a written parental excuse.
- Attendance at a funeral verified by a written parental excuse.
- Pre-arranged absences (including college visitations), provided the Attendance Secretary is contacted for prior approval, arrangements are made for necessary assignment and materials and make-up work is completed as arranged between the student and teacher. It is the student’s responsibility to make arrangements with his/her teachers regarding when work is due. Arrangements for college visitations must be made with the guidance department.
- Religious instruction and/or obligations (arranged in advance). Verified by written parental excuse.
- Professional appointments, which cannot be made after school (dentist, doctor, court appointment, etc.), verified by written parental excuse.
- School-sponsored activities.
- School-imposed suspensions.

ATTENDANCE POLICY

Students are mandated by the State of Michigan to attend school. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education.

Procedures in the Event of an Absence

To be classified as excused, a parent or guardian needs to confirm the absence. This can be done by:

- Telephone: Telephone confirmation can be made at any time between 7:00 a.m. and 4:00 p.m. The number is 445-0540.
- Written note: A written note should be turned in to the office the day the student returns to school.

If a parent or guardian has not confirmed the absence within two (2) school days, the absence will remain unexcused.

If you leave campus for any reason you may not return to campus on that day unless prior arrangements are made with administration or an administrative designee.

Loss of Classroom Credit because of Absences

Students may accumulate seven (7) excused or unexcused absences during any particular 12-week grading period without penalty. If a student misses more than seven (7) days during any particular 12-week grading period, the student must acquire a 70% (C) on the final exam or he/she will be denied class credit because of poor attendance. Appeals must be brought to the principal and may require documentation. Appeals are greatly improved when a student shows evidence that all work was completed during the student's absence.

Attempts will be made to contact the parents after every absence through Instant Alert.

Sending Work Home for Absent Students

All requests for class work to be sent home due to absences will be handled through the office. If a student has been absent with an excuse more than two [2] days and at the request of parents, the office will ask the teachers to submit work to the office (the teachers need 24 hours after the request), so that the parents can take it to the absent student. For every day missed with an excused absence, the student will have an additional day to make-up the work (i.e. if a student is absent Monday and Tuesday (2 days), and returns Wednesday, he/she will have until Friday to get the work turned in to the teacher (3 days).

Suspension from School

Absence from school due to suspension counts towards the number of absences allowed during a 12-week grading period. A suspended student will be responsible for making up schoolwork lost due to suspension. Students need to complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school (individual teachers may extend this deadline by 24 hours). Assignments may be obtained from the main office beginning with the second 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 make-up tests.

Vacations During the School Year

Vacations are considered absences and are subject to all the same rules.

Truancy

Any student who receives more than 10 absences in the course of one school year may be reported to the proper legal authorities.

Cheating

Includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, test or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of test or other academic material belonging to the instructor, including copies of exams given previously; or (4) talking during exams, test or quizzes.

Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials.

FIRST OFFENSE – Fail the assignment and parents notified in writing (copy sent to principal’s office).

SECOND OFFENSE – In the same class – student fails the trimester.

TARDY POLICY

Refer to the code of conduct.

CODE OF CONDUCT FOR STUDENTS

Students are expected to conduct themselves in a reasonable, orderly manner at all times. It will be also expected that they will display the highest level of respect for all members of the school community. The commission of, or participation in, activities that are among those defined as criminal under the laws of the State of Michigan is prohibited. This includes activities in school buildings, on school property, or at school-sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Cassopolis Schools, the Board of Education has adopted the following regulations along with guidelines for consequences when these regulations are violated. These regulations apply to all students for all activities of Cassopolis Schools.

Discipline of Students with Disabilities: Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

RESPONSIBLE THINKING PROCESS

Cassopolis High School uses the Responsible Thinking Process (RTP) to help students learn to become more responsible young adults. The process was developed by Ed Ford and adopted throughout the Cassopolis School District. This process develops an atmosphere where mutual respect is promoted, expected and taught.

A component of RTP is the Responsible Thinking Classroom (RTC). This classroom is designed to allow students to think about their behavior and develop strategies to handle the situation in a more appropriate and respectful manner. If a student chooses to disrupt the classroom, he or she will be asked some specific questions that are designed to help the student think about what they are doing and give them the opportunity to decide how they want things to be. If a student continues to disrupt, he or she has chosen to go to RTC and follow the process. While in RTC, the student will work with the RTC coordinator to develop a plan to resolve the problem. After an acceptable plan is written and a commitment is made to resolve the issue, the student will negotiate with the teacher to get back in the classroom. It is the student’s responsibility to meet with the teacher to negotiate. If a student chooses to be disruptive while in RTC, he or she has chosen to go home. At this point, the student will be allowed back in school only after a successful meeting is held with parents and a plan is completed. If there are continued problems with disruptive behavior, an intervention meeting will be called. An intervention meeting may include the student, parents and the appropriate staff. The primary purpose of this meeting is to discuss the problem and to formulate strategies that will help the student become more successful. The intervention meeting is an attempt to inform parents and

provide students with every opportunity to succeed. Parents will also be contacted by the RTC coordinator after 10 visits to RTC in any one trimester.

SUSPENSION AND EXPULSION RULES AND PHILOSOPHY

The following rules will apply for all students suspended from Cassopolis Jr/Sr High School:

Student suspension will begin when the student leaves Cassopolis Jr/Sr High School or at such time designated by the principal. Suspension will end when the student is fully reinstated into the school following the suspension.

Example: A student suspended one day, Tuesday, will be on suspension until he/she returns to school on Wednesday. A student suspended for two days, Thursday and Friday, will be on suspension until reinstated on the following Monday.

Any student suspended from school, partial or full seven hours, on the day of an athletic or extra curricular activity/event will not be allowed to participate or be a spectator at that activity/event on that date. The above applies to any activity/event on a Saturday when the suspension takes place on the Friday or before a vacation period. Example: If the suspension takes place on a Friday, the suspension not ending until the student is reinstated on Monday, the student will not be allowed to attend any school activities or events which take place during that weekend. If the suspension takes place on the day before a vacation period, the student will not be allowed to attend any school activity/event or participate in any practices until the student is reinstated in school after the vacation.

Students who are on suspension will not be allowed on school property until their suspension ends which is on the first full day the student returns to school.

Students who violate this will have additional days added on to their suspension.

Students will be allowed to make up the assignments they missed while on a school-imposed suspension. Questions regarding missed assignments should be directed to the high school principal.

Note: To ensure compliance with the Title IV, Subpart 4 Section 4155 of the No Child Left Behind Act. All discipline records with respect to suspension or expulsions will be placed in the students' permanent records (CA 60 File).

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.

PUPIL CONDUCT CODE

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of Cassopolis Public Schools. The following categories of misconduct have been adopted along with guidelines for consequences (including suspension and expulsion) when a student engages in such misconduct. These standards of conduct apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. This list is not intended to be exhaustive, and includes, but is not limited to the offenses listed below. In discipline situations the building principal will have the authority to use alternate penalties. This will be done in cases where a different penalty may be in the best interest of the school and students involved.

GROSS MISCONDUCT OFFENSES

Arson: setting of fire

Assault and/or battery: The term assault is defined as “ A threat or attempt to inflict bodily injury where the victim has reason to believe the injury may be inflicted. “

The term battery is defined as “The wrongful physical touching of a person.”

Bomb threats, false fire alarms, abuse of fire extinguishers and false police report.

Breaking and entering: unauthorized entry into school property, including but not limited to school buildings and school vehicles.

Explosives: explosives are not permitted on school property or at school sponsored activities. This includes fireworks, smoke devices, incendiary devices, and caustic or noxious substances.

Extortion, blackmail, or coercion: obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.

Illicit Substances: the manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited:

Alcohol or any alcoholic beverage, including “non-alcoholic malt beverages”
illicit drugs

Any amusable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, reproduction fluid for inhalation.

Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with school district’s authorized use of medication procedure.

Steroids, human growth hormones or other performance enhancing drugs.

Substances purported to be illegal, abusive or performance enhancing, i.e., “look-a-like” drugs.

Indecent exposure

Larceny: theft or aiding and abetting a larceny or theft

Other violations of federal, state or local ordinances

Interference with school authorities: interfering with administrators, or teacher by force, violence or verbal threats.

Intimidation of school authorities: interfering with or encouraging others to interfere with administration or teachers by intimidation with threat of force or violence.

Vandalism – damage to school property or property of others

Weapons as described in the Weapons Free Schools policy

CRIMINAL ACTS: Criminal acts taking place at or related to the school will be reported to the proper authorities as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

The commissions of or participation in any of the foregoing activities in the school building or on school property or at school-sponsored activities is prohibited.

Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

PROCEDURES AND PENALTIES FOR GROSS MISCONDUCT OFFENSE

The principal or his/her designee will:

Investigate offense and allow the student the opportunity to defend himself/herself

Notify police when appropriate

Notify the parents of those involved

Notify the office of the superintendent

PENALTY

One or more of the following may apply as determined by the principal or his/her designee:

- A. Suspension – one to ten days
- B. Suspension of more than ten days
- C. Recommendation for expulsion
- D. Restitution of property (if applicable)
- E. Conference with parents before readmitting students

GENERAL MISCONDUCT OFFENSES

Accessory/Instigating -Any student who is an accessory or withholds

information or hinders an investigation may be subject to disciplinary action.

Fighting on school property or at school-sponsored functions. The term “fighting” is

defined as the act of quarreling involving bodily contact. A student may also be

held responsible for statement and/or actions, which directly provoked aggressive actions, by another student.

Forgery, falsifying excuses or other school related documents.

Refusing to identify self to school personnel.

Insubordination refusal to follow reasonable instructions of school personnel, or

suggesting that others

defy reasonable instructions of direction.

Obscene or vulgar language or obscene gestures, (1) against a staff member or (2)

against a student

Threatening, taunting or provoking others.

Misuse of books, materials and equipment.

Hitting, pushing or grabbing others with the willful intention to harass or to cause minor discomfort.

Action in the halls that creates distraction or disruption during school.

Gambling – the term “gambling” is defined as directly or indirectly taking, receiving, or

accepting any money or other valuable object contingent upon the result of an uncertain event.

Unsafe and disorderly behavior – “unsafe and disorderly behavior” is defined as meaning

(as example, but not limited to) running in the halls, undue noise in the halls –

particularly during class time, throwing snowballs, or other behavior disruptive to the educational process.

All other offenses not mentioned specifically here are described in the following section

“Explanation of terms applying to the discipline code.”

PENALTIES FOR GENERAL MISCONDUCT OFFENDERS

FIRST OFFENSE – a warning to a three-day suspension from school

SECOND OFFENSE – three-day suspension to six-day suspension from school

THIRD OFFENSE – six day to nine-day suspension from school

FOURTH OFFENSE – refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE
IN VIOLATION OF SCHOOL RULES AND REGULATIONS

Restitution of property “if applicable”

INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

Persistent and repeated violation of rules will result in a petition filed to probate court and/or long-term suspension and/or recommendation to the Board of Education for expulsion from school.

OTHER MISCONDUCT VIOLATIONS

1. Tobacco (in any form) use or possession of on school property or at school activities Use, sale, distribution and or possessions of tobacco, smokeless, look-alike, etc.; lighter, matches and other fire-starting instruments; and or paraphernalia.

First offense – three-day suspension, (conference with parent prior to re-admission)

Second offense – six-day suspension, (conference with parent prior to re-admission)

Third violation – nine-day suspension

Fourth offense – refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

Those minor students who possess tobacco in school will be subject to having it confiscated by school officials and the infraction turned over to the police.

2. Tardies

First tardy in any class– Students will be issued a warning and asked the appropriate questions. Teachers will record this tardy in the attendance program. Any further tardies during that trimester will trigger the following:

First Incident – Student has chosen RTC

Second Incident – Student has chosen RTC

Third Incident – Student has chosen to go to RTC and parent will be contacted by administration. **Fourth Incident** – Student receives one day suspension

Fifth Incident - Refer to INCORRIGIBILITY/PERSISTEND DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

The tardy procedure starts over at the beginning of each trimester.

*Students will be considered absent (not tardy) if they miss more than twenty minutes of the first class period of the student’s day.

*All other periods of the student’s scheduled day, missing more than five minutes is considered skipping.

*A tardy is defined as not being in the room when the bell rings or as defined by the individual teacher.

3. Public Display of Affection

First offense – Student will be issued a warning and asked the appropriate questions

Second offense - Student has chosen RTC

Third offense – Student has chosen RTC and parents will be contacted.

Fourth offense – An intervention meeting will be called to address the problem.

Fifth offense – Refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS.

4. Cell Phones & other electronic devices

First offense – Warning, device confiscated and may be picked up a the end of the day

Second offense – Student has chosen RTC – device may be picked up by parent

Third offense - Student has chosen RTC – device may be picked up at the end of the year

Fourth offense – Device confiscated – picked up at the end of the year – student suspended for 3 days.

The above categories have been identified as types of conduct, which interfere with the good order of the school system and the proper functioning of the educational process. The list is not all-inclusive and does not limit the authority of school personnel to deal appropriately with other types of conduct. Additional rules and regulations may be needed from time to time to insure the safety and rights of individuals and the good order of the school system. Adequate notification of such additional rules shall be made by the administration to the faculty, staff, and student body. This code shall be reviewed and revised, if needed, each year by a committee

***On September 1, 1993, Michigan state law mandated no use of tobacco on school property before 6:00 p.m. on regularly scheduled school days. Violators will be subject to a criminal misdemeanor penalty, punishable by a fine of not more than fifty dollars. Students will be referred to the prosecuting attorney's office for processing.*

EXPLANATION OF TERMS APPLYING TO THE DISCIPLINE CODE

1. **USE OF DRUGS** – The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity--sale, use, distribution, or possession--of drugs, alcohol, fake drugs, steroids, inhalants, look-alike drugs, and/or paraphernalia is prohibited.
2. **USE OF BREATH-TEST INSTRUMENTS** – The administrative staff may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. 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** –The school prohibits the sale, distribution, use or possession of any form of tobacco and/or paraphernalia during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.
4. **STUDENT DISORDER/DEMONSTRATION** –Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/he is encouraged to contact the Principal to discuss the proper way to plan such an activity.
5. **POSSESSION OF A WEAPON** – A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic or hardened knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.
6. **USE OF AN OBJECT AS WEAPON** – Any object that is used to threaten or harm another may be considered a weapon.
7. **KNOWLEDGE of DANGEROUS WEAPONS OR THREATS OF VIOLENCE** – Students are required to report knowledge of dangerous weapons or threats of violence to the school administration. Failure to report such knowledge may subject the student to discipline.

8. PURPOSELY SETTING A FIRE - anything, such as fire, that endangers school property and its occupants will not be tolerated.
9. PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT – Physical assault on a staff member, student or other person associated with the district, which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical Assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”
10. VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT – Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault.
11. EXTORTION – Extortion is the use of threat, intimidation, force and/or deception to take or receive something from someone else.
12. GAMBLING – Gambling includes casual betting, betting pools, using dice, 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.
13. TRUANCY – Truancy includes arriving late, departing early, missing some or all of class. This includes leaving campus or avoiding attending a class in whole or in part.
14. FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY – Forgery of hall/bus/breakfast 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 disciplinary action.
15. EXPLOSIVES – Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers.
16. TRESPASSING- If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the principal.
17. THEFT – When a student is caught stealing either individual or school property. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property.
18. INSUBORDINATION-Not complying with a reasonable direction given by a staff member.
19. DAMAGING PROPERTY – Vandalism and disregard for school property.
20. PERSISTENT ABSENCE OR TARDINESS – See Attendance
21. UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY – Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline.
22. AIDING OR ABETTING VIOLATION OF SCHOOL RULES – Assisting another student in violating any school rule.
23. DISPLAYS OF AFFECTION –Touching, necking, kissing, holding hands, hugging or other inappropriate bodily contact, or any other contact that may be considered sexual in nature is not appropriate
24. POSSESSION OF ELECTRONIC EQUIPMENT - Electronic devices may be used before and after school. Any electronic devices or paraphernalia (such as headphones) seen by school personnel in any area during school hours, except as when explicitly allowed by school personnel will be dealt with as described in the previous section.

25. VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES – Each learning environment has different rules for students. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.
26. PRANKS OR PRACTICAL JOKES –Pranks that disrupt or have the likelihood of disruption of the normal functions of the school or activity, or that create a nuisance, distraction, risk or injury, damage and/or expense.
27. VIOLATIONS OF BUS RULES – School bus rules will at no time supercede the uniform code of discipline of the district. If a student is suspended from school, he/she is automatically suspended from bus transportation. **Likewise, when a student is suspended from the bus, all transportation to/from school and school activities will also be suspended (i.e. athletic events, all non-academic trips, etc.)**
A custodial parent or guardian may transport their suspended child to/from school activity. The school is not responsible for any costs involved with the transportation of the student (i.e. parking, adult admission, mileage, etc.) For all other transportation issues, please refer to the transportation handbook.
28. DISRUPTION OF THE EDUCATIONAL PROCESS – Actions or manner of dress that interfere with school activities disrupt the educational process.
29. HARASSMENT –Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Retaliation against any person for complaining about harassment, or participation in a harassment investigation, is prohibited. The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Sexual Harassment:

- A. Verbal – The making of written or oral innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
 - B. Non-Verbal – Planting or placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
 - C. Physical contact – Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member or other person associated with the district.
- 30a. HAZING – Is performing any act or coercing another, including the victim to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

30b. BULLYING – Gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Such as, but not limited to: threatened or actual physical harm, unwelcome physical contact, threatening or taunting verbal, written or electronic communications, taking or extorting money or property, damaging or destroying property, and blocking or impeding student movement.

30. POSSESSION OF A FIREARM, ARSON, AND CRIMINAL SEXUAL CONDUCT

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass or brass-type knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

32. HALL SWEEP – Constitutes when a student is in the hallway without a pass or after 3:00 p.m. Students awaiting rides may do so in the cafeteria foyer or the front foyer.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education and if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student’s consent. Students should have no expectation of privacy regarding items placed on school property.

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 that have been confiscated.

Building administrators may carry out regular locker inspections. Additionally, a drug dog will conduct routine searches of lockers and automobiles. These searches will be unannounced. Under no circumstances will the drug dog be used for the purpose of searching a student’s person. In addition, no strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

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 days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that information hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified in writing within one day of the reason for and the length of the suspension.

Any learning that cannot be made up such as labs, field trips, and skill practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned. A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain

- The charge and related evidence;
- The time and place of the Board meeting;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians or counsel;
- A statement that the student may give testimony, present evidence, and provide a defense;

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice. All opportunity to earn grades or credit ends when a student is expelled.

DRESS AND GROOMING

If students disrupt the educational process to themselves or others, they will be removed from the educational setting until the problem is rectified. Disciplinary actions may follow.

Although no dress code can itemize every item of dress that is unacceptable for school, the following guidelines will be expected and enforced by all staff at Ross Beatty:

- Students are not allowed to carry gym bags, book bags, backpacks, purses, or duffel bags or wear their coats to class. Lockers are provided for the storage of these items.
- Shoes, sandals, or appropriate boots must be worn (no slippers or house shoes).
- All students wearing shorts/skirts must be covered to a point on their thigh so when the student is standing with arms in a relaxed position, fingertips will still rest two inches above the bottom edge of the shorts.
- All pants and shorts are required to be worn at the waistline.
- Spandex/tights are not permitted by themselves and only to be worn with proper approved attire.
- Tops must be long enough to tuck in at the waistline; no skin on the torso should be exposed.
- Undergarments should never be exposed.
- Sleeveless shirts, blouses and dresses are permitted as long as the shoulders are covered—by at least three inches of material—and the shirt is closely tapered around the armpits. Girls' tops should not expose cleavage.
- Clothing, jewelry or any other items that promote gang, cult, or racist activities are prohibited.
- Clothing which advertises, promotes, or contains alcoholic beverages, tobacco products/promotions, illegal substances, weapons, inappropriate adult themes or obscene matter in print, pictures, or symbols are not permitted.

- Heavy chains or belt/pocket chains are not to be worn.
- Hats and head garments can only be worn in the building before and after school. (Exceptions may be made for special occasions, i.e. homecoming activities). Hats and head garments may be confiscated. Students who are representing Ross Beatty Jr/Sr High School at an official function or public event may be required to follow the specific dress requirements.
- Sagging pants shirts will be tucked in with a belt. No sweat pants or other pants to be worn inside out, including pockets. No pajama pants are to be worn to school.
- Du-rags, sunglasses or picks and combs are not to be worn in the hair.

FIELD TRIPS

Field trips and the opportunity to participate in one are a privilege. Some may require parent or guardian approved designee attendance. Students are not allowed to leave a field trip unless removed by a school supervisor or the parent/guardian has contacted the school sponsor and the main office at the high school.

Field trips are a worthwhile part of a student's education and are designed to be entertaining and educational. Students and parents are expected to exhibit proper and acceptable behavior during each field trip. If improper behavior is exhibited, those students and parents may lose the privilege of being included in the next field trip. All students must ride the school bus to and from the field trip. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

We have limited space for field trip chaperones. Chaperones may **not** bring younger siblings or friends on field trips. As a chaperone, your help is needed in supervising students. The use of tobacco products, alcohol, or display of physical affection at any time during a field trip – even out-of-sight of students is prohibited. Your cooperation is greatly appreciated.

STUDENT FEES, FINES AND CHARGES

Ross Beatty Jr/Sr High School students using school property and equipment can be fined for excessive wear and abuse of the property or equipment that may result in the loss of these privileges. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly, as others may need their use.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME) which includes the American College Test (ACT) for high school juniors, has replaced the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or university. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college level work.

Students also will be able to use the MME to qualify for a Michigan Promise Grant to help pay for their costs in attending a state university, community college or a technical or trade school.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The ACT will be administered in a full day's session and the Work Keys and Michigan mathematics tests will be administered on a later date. The Michigan science and social studies tests will be given in one session at times scheduled by the state of Michigan.

Parents and students should watch the school blog at rbjshs.blogspot.com and the local press for announced testing time.

Sophomores will take the ACT/PLAN. A preparatory assessment primarily used to help students prepare for the ACT. Taken usually during the Sophomore year, the test includes four (4) sections: a thirty (30) minute English; a forty (40) minute math; a twenty (20) minute reading; and a twenty-five (25) minute scientific reasoning section. The entire test takes approximately one (1) hour and fifty-five (55) minutes.

Freshman will take the EXPLORE test. This assessment is used to determine both areas of interest for career exploration and areas requiring additional preparation for the student as he or she gets ready to attend the aforementioned mentioned tests.

TESTING OUT

Students have the opportunity to test out of classes offered at Ross Beatty by taking the final exam for the class and completing other major projects as required by the syllabus of the specific class. Students must earn a minimum of 70% (C) on the exam to earn credit for the class. A CR (credit) will be listed on the student's transcript indicating successful testing out of a particular course. Students should contact their counselor or the building principal to make arrangements for this opportunity.

GRADE POINT AVERAGE COMPUTATION

All courses of study will be counted in the computation of grade point averages with the exception of:

(1) Pass/fail courses, (2) work-study
Trimester courses:

A = 4.00 C+ = 2.3
 A- = 3.7 C = 2.00
 B+ = 3.3 C- = 1.7
 B = 3.00 D+ = 1.3
 B- = 2.7 D = 1.00
 D- = .7

or:

98-100 = A	88-89 = B+	78-79 = C+	68-69 = D+	59 or less = F
93-97 = A	83-87 = B	73-77 = C	63-67 = D	
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-	

Note: College courses taken concurrently with a high school schedule will be noted on the high school transcript. High school credit will be given for these courses unless prior approval to not be included is granted by the principal.

SENIOR SCHOLARS

At the end of the second trimester of their senior year, students will have their cumulative GPA, course selection and ACT scores calculated to create a top 10 list. 50% will be based on GPA, 35% on ACT score and 15% on class choice. As in all other GPA calculations, there will be no rounding of GPA or points. These students will be individually honored at the graduation ceremony and articles of their accomplishments will be submitted to the local media.

HONOR ROLL

Honor roll is determined after each term. A student must earn a straight “B”, 3.00, average in order to achieve recognition on the honor roll. No “D” or “F” grades may be received in that card marking for this recognition. Students earning all “A’s” will be given special recognition.

HONOR GRADUATES

Students who have met all graduation requirements and have earned a cumulative G.P.A. of 3.5 or higher following the winter term of their graduation year will be designated “Honor Graduates.” Honor graduates are comprised of Summa Cum Laude (G.P.A. 3.9 or above) and Magna Cum Laude (G.P.A. 3.7 - 3.899) and Cum Laude (G.P.A. 3.5-3.699). No rounding of GPA's will be allowed to meet honor graduate status. Honor graduate students will be acknowledged in the graduation program.

HONOR POINT CLASSES

Honor points are awarded to certain academically challenging classes as determined by the teachers. Different classes earn students a different number of points as listed below. These points are used to determine “class choice” as described in the “Senior Scholars” section above. Unless otherwise noted, a full credit must be earned in the class to receive an honor point.

1. World Literature	1
2. College English	1
3. AP English	1 per trimester
4. Pre-Calculus	1
5. Calculus	1
6. Anatomy/Physiology	1
7. Chemistry B and Physics B	1
8. Advanced Biology	1
9. AP Biology	1 per trimester
10. Botany	1
11. Animal Science	1
12. Spanish III	1
13. Spanish IV	1
14. Computer Applications II	1
15. Accounting	1
16. Small Business Management	1
17. Band	3 for 4 years
18. Dual Enrollment/Academy/Math Science Center	1 per course

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to pass all proficiency tests, meet the school requirements for basic course work, and earn the total number of minimum credits. Specific course requirements are the following:

Requirements for RBHS Graduation Class of 2010 and Beyond

Required classes	Credits Needed	Traditional Diploma
English	1	English 1
	1	English 2
	1	English 3/ World Lit, College Eng.
	1	English 4, AP English, College English
	4 total	
Math	1	Algebra
	1	Geometry
	1	Algebra II
	1	Additional Math/Related
	4 total	
Science	1.5	Earth Science, Physics A, Chemistry A
	1	Biology
	.5	Chemistry B, Physics B
	3 total	
Social Science	1	World History & Geography
	1	American History & Geography
	1	Economics & Civics
	3 total	
Fine Arts/Performing Arts	1	Art, Graphic Arts, Band
	1 total	
Health Education	1	PE and Health (1/2 credit each)
Electives/Career Pathway Choices	11	Many choices within the school as well as SMC Career Academies, and dual enrollment
Community Service	30 hr	
Total Available	30	
Needed for Graduation	28	

The class of 2010 can have specific classes substituted with counselor recommendation and administrative approval.

RECEIVING A FAILING GRADE

Any student failing to receive credit in a class will have to repeat that class as soon as the schedule permits, most often the next trimester.

“MAKE-UP” COURSES

There is a deadline of May 1 of the student’s senior year for the completion of all make-up credit. Conditions for earning “make-up” credit toward satisfying graduation requirements:

- (1) During a student’s high school career, he/she may enroll in courses outside RBJSHS to earn credit toward graduation (i.e., summer school or adult ed.)
- (2) Such a course must be “make-up” – to repeat a course previously attempted and failed, and one in which he/she is not currently enrolled.

DUAL ENROLLMENT

Any student in 11th or 12th grade may enroll in a post-secondary program providing he/she meets the requirements established by law and by the district. Any interested student should contact the Guidance Office to obtain the necessary information.

SCHEDULE CHANGES

Students who drop classes must maintain full-time student status. Students dropping or adding a class must acquire a drop/add form from the guidance office. The student must contact all teachers involved and receive their approval and signature. The completed form is then returned to the guidance office. A replacement class must be found and approved before the first class is dropped. Schedule changes will be accommodated only if they meet one of the following reasons:

1. Incomplete schedules
2. Inappropriate academic placement
3. Improper grade level placement
4. Vocational/technical program adjustment
5. Approval of independent study

Classes dropped after the official change period will be with an “F” unless administrative approval is given.

A student has five (5) class days after the start of the course to drop or add a course.

VISITORS

Parents and guardians are welcome at any time to visit the school and/or their child’s classes. Upon arrival, guests must check in at the office. Students may not bring friends, relatives or children to the school at any time. Guests of teachers or administration should be arranged through the high school office in advance of their visit. It is required that visitors be accompanied by an administrator for classroom visitation. All visitors are required to honor the policies of the Ross Beatty Jr/Sr High School’s handbook.

MONEY AND SCHOOL

Students are advised not to bring any money to school that is not needed. If you find that some circumstance warrants that you bring money to school, such money shall not exceed \$20.00. The school is not accountable for money lost or stolen from students.

CARE OF PERSONAL PROPERTY

Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items.

LOST AND FOUND

The lost and found area is in the high school office. 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 or thrown away 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 TELEPHONES

Office telephones are not to be used for personal calls. In case of emergency, the office personnel will initiate all calls on behalf of a student.

HOMEWORK POLICY

All homework assigned will be directly related to the curriculum of the class it was assigned from and will be included in the assessments and final grades of that class. Individual class policies are described in the syllabi of that class and/or in a separate document given to the students at the beginning of each course. All other aspects of administrative guideline and board policy 2330 will be followed.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting. The school has a central bulletin board located in the hallway, which may be used for posting notices after receiving permission from the Principal.

USE OF THE MEDIA CENTER

The Media Center is available to students throughout the school day. Passes must be obtained from a student's teacher in order to work in it independently. Circulation of books is generally for a period of two weeks except for periodicals that may be checked out for a week, and reference books that are checked out for overnight only. Students are charged ten cents per day late fee. If a student loses or damages a book, he/she is expected to pay for the cost of the book and a two-dollar restocking fee.

When students use the computers in the library they are to sign in and use only the computer they've signed up to use. Student use of the computer is limited to school related research and project/paper preparation. Students may make school-related copies on the copy machine for ten cents per copy. When printing from the computers, students are allowed up to five pages per assignment; after that, the charge is five cents per additional page. Emailing and/or social networking sites is not allowed unless it is necessary in the course of research or career exploration. MP3 players and cell phones are not allowed in the library. Students who violate this will incur the same penalties as listed previously.

STUDENT DRIVERS

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Parents and students should be aware that the district will not assume any responsibility for damage to student cars. The following rules shall apply:

- All motor vehicles using the school parking lots must be registered with the office and must display a permit. Parking permits will be issued to students who are approved to drive to school by the resource officer.
- Students may park in the student lot only.
- Every vehicle in the school parking lots (including motor bikes) must display the registration permit.
- Maximum speed on school property is ten miles per hour.
- Students must observe all No Parking signs. When parking, students are required to stay within parking lines, using only one space.

- The use of a vehicle is premised upon consent being given by the owner and operator of the vehicle to inspection on the part of school officials.
- Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student, including possible towing of the vehicle.
- Only cars displaying proper handicap information will be allowed to park in handicapped spots.
- When the school provides transportation, students shall not drive or transport other students to school-sponsored activities, unless written permission is granted by their parents and approved by the administration.

Consequences:

1st Offense: Loss of driving privileges for ten school days. Additional consequences may be implemented by the high school administration.

2nd Offense: Thirty days loss of driving privileges and parental notification. Additional consequences may be implemented by the high school administration.

3rd Offense: Possible loss of driving privileges until the end of the year. Additional consequences may be implemented by the high school administration.

If the violation is serious enough, driving and parking privileges can be revoked for the remainder of the school year without going through the above disciplinary steps.

PARKING PERMITS

Students will have to pay \$5.00 for parking permits. Hanging tags will be used so students should only have to purchase one permit for multiple vehicles, as long as the vehicles are registered. Replace a lost or stolen permit for \$5.00.

Enforcement action for failing to obtain a parking permit:

1st violation – verbal

2nd violation – written notice

3rd violation – vehicle will be towed at the driver’s expense

Drivers are to see the Resource Officer for registration of vehicles.

DANCES

Dances are at the discretion of administration. Dances and parties are generally open only to our high school students. The decision to allow guests or not is up to administration. Guidelines for allowing guests will be as follows:

- 1) Students from other area high schools will submit in writing a statement from their principal indicating they are a student in good standing to our principal at least Five (5) days prior to the dance.
- 2) Guests age 21 and over will not be allowed to attend.
- 3) Students bringing guests that are not RBHS students must submit a completed guest form 5 days prior to the dance.
- 4) Students attending a dance must have been in school the last day prior to the dance.
- 5) Students and guests will not be allowed to re-enter the dance once they leave.

PROM REGULATIONS

Ticket sales for the prom will take place weeks prior to “prom week” with the last day of sales being the Monday of prom week. Juniors and seniors will pay the ticket price determined by the Prom Committee. Anyone attending the prom that is not a student at RBHS must have a guest form on file and follow the guidelines outlined under dances.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

The school has many student groups that are authorized by the school. It is the district’s policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extracurricular activities may not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify students are initiating the activity, attendance is voluntary, no staff person is actively involved in the event, the event will not interfere with school activities and non-school personnel do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

STUDENT SENATE

As defined in the Constitution of Ross Beatty Junior/Senior High School Student Senate, its purpose shall be:

1. To represent the student body;
2. To promote student activities;
3. To improve school spirit, pupil initiative and responsibilities.

The student body is reminded that the quality of performance and accomplishments of the senate rests directly on active student involvement.

FIRE, LOCKDOWN AND TORNADO DRILLS

The school complies with all safety laws and will conduct 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 blaring.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lockdown drills and consists of alternating tones in rapid succession.

Lock down drills in which students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of several low and discordant noises for a short period of time and not repeated.

During all drill procedures, Students are asked to refrain from talking. Each student should walk rapidly, two students abreast, and pay special attention to all instructions. Attendance will be taken at all drills. It is therefore expected that students remain with their instructor and class.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students, unless a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information given out. The Board shall ensure that students, parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

TITLE IX: DISCRIMINATION AND SEXUAL HARASSMENT

The School Board's Title IX Policy:

Pursuant to Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving of federal financial assistance." Using the guideline of Title IX, Cassopolis Public Schools Board of Education is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior.

It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties subject to the supervision and control of the school board to harass or discriminate against a student based upon sex. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities or field trips.

Sexual Harassment Defined:

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interferes with an individual's education; or limit an individual's ability to participate in or benefit from the education program. Such conduct includes but is not limited to:

verbal harassment or abuse; pressure for sexual activity; sexually motivated or inappropriate hugging, kissing, patting, massaging or pinching; sexual behavior or words, including demands for sexual favors; implied or overt threats accompanied with demand for sexual favors; remarks of a sexual nature about a person's clothing or body; fondling or grabbing; spreading sexual gossip; subjecting someone to sexual materials; and sexual assault or rape.

Gender Discrimination Defined:

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the Cassopolis Public School Board of Education prohibits gender discrimination in areas including but not limited to:

educational assistance, i.e. tutoring, after-school learning; counseling services; receiving college preparation materials; receiving preparatory materials for school testing; physical education and athletics; student rules and policies; and extracurricular activities.

The Cassopolis Public Schools Board of Education is committed to providing both genders with a positive learning environment and will enforce that all individuals, regardless of gender, receive equitable treatment and benefits.

Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator. The Title IX Coordinator will then notify the school principal of the alleged acts. Complaints should be directed to Mr. Gregory Weatherspoon, Title IX Coordinator.

1. Reporting and Investigating of Harassment or Discriminatory Behavior

A. Reporting

Any student who believes he/she has been the victim of harassment or discriminatory behavior by another student, teacher, administrator, school personnel, agent, volunteer or third party is to immediately report the alleged conduct. A student need not fill out a formal complaint when reporting alleged harassment or discriminatory behavior. The reporting of harassment or discriminatory acts can be informal or made orally to the Title IX Coordinator or another designated authority. Generally, a report should be made within 45 days of the conduct or act giving rise to the complaint.

A student shall report harassment or discriminatory acts without fear of any retaliatory action regarding educational assistance, receiving testing and college preparation materials, counseling services, physical education, athletics, or participation in extracurricular activities. If the student subsequently receives unfair treatment as a result of the complaint, he or she is to report such behavior directly to the superintendent or his/her designee.

1) Reports Made in School Building

Any assistant principal, school administrator or staff member who receives notice that a student has or may have been the victim of harassment or a discriminatory act, is to immediately report the alleged conduct to the Title IX Coordinator. The Title IX Coordinator will document the complaint and immediately notify the principal. The principal or his or her designee will

provide a written report of the facts alleged (regardless of whether initial complaint was written or oral) and forward as soon as practicable to the superintendent or his/her designee. An investigation will not begin by the School Board until the superintendent or his/her designee has received the written report of the alleged acts. Failure to forward any harassment or discriminatory behavior report or complaint as provided herein will result in disciplinary action against the principal.

2) Reports Made to the Cassopolis Public Schools Board of Education

The student, parent or guardian is not prevented from first notifying the designated authority of the Cassopolis Public Schools Board of Education of alleged harassment or discriminatory conduct. If the complaint involves the school principal, the complaint shall be made or filed directly with the designated authority of the Cassopolis Public Schools Board of Education. Upon the receipt of all complaints made to the Cassopolis Public Schools Board of Education, the designated authority must provide a written report of the allegations to the superintendent, the principal, and the Title IX Coordinator before an investigation can begin.

B. Investigation

The Cassopolis Public Schools Board of Education will act to investigate all complaints, formal or informal, verbal or written of sexual harassment or other discriminatory acts and will discipline or take appropriate action against any student, teacher, administrator, school personnel, agent, volunteer, or a third party who is found to have violated this policy. The Cassopolis Public Schools Board of Education will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Cassopolis Public Schools Board of Education's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. Before the commencement of any investigation, the parent(s) or guardian(s) of each student involved in the allegations, including witnesses, will be contacted.

The investigation may include, but is not limited to reviewing documentation, conducting phone conferences, on-site observations, or personal interviews with the complainant, the individual(s) against whom the complaint is filed, individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Parents or guardians may only be present for interviews involving their child.

In determining whether alleged conduct constitutes a violation of this policy, the Cassopolis Public Schools Board of Education should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. A preponderance of evidence standard of proof will be applied to all situations involving complaints and grievances alleging harassment and discriminatory acts.

The investigation by the Cassopolis Public Schools Board of Education will be completed within 10 school days. If the investigation should take longer than the allotted 10 days, all parties involved will receive written notice of the estimated date for the investigation to be completed. At all times during the investigation, the Cassopolis Public Schools Board of Education designee will keep all matters confidential when applicable. At the conclusion of the investigation, the Cassopolis Public Schools Board of Education designee will provide a written report to the superintendent. The report shall include a determination of whether the allegations have been corroborated and found to be factual. Generally, the report will be submitted to the superintendent within a period of 15 days.

If at any time during the investigation the complaint is deemed to include false reports provided by a student or any school employee, the individual will be subjected to disciplinary action that includes, but is not limited to suspension, expulsion, or termination of employment.

All students subjected to sexual harassment or discriminatory behavior will be provided all available support services from counselors, school psychologists, and school social workers to receive adequate emotional and physical support. No reprisals will be taken against any complainant on account of any complaint made in good faith and subsequently decided as a result of an investigation.

2. Student Grievance Policy

Procedures and Timelines

The party asserting the grievance may elect to have an informal or formal grievance.

A. Informal Grievance

Alleged Acts not involving the principal or member of Cassopolis Public Schools Board of Education.

The student may elect to have an informal grievance when the nature of the grievance concerns the behavior of any peer or school employee (other than the principal or member of the Cassopolis Public Schools Board of Education). It is not required that a student have an informal grievance.

Step One: Within five days following the event or condition that is the basis for the grievance, the complainant may request a meeting with the student or employee with whom they disagree, members of the grievance committee, and the Title IX Coordinator (the principal may or may not be present during this first meeting of the informal grievance process).

Step Two: Within five days following the conference request, the student or employee may elect to confer with the complainant under the supervision of the Title IX Coordinator and attempt to resolve the grievance through an oral response.

Step Three: If the complainant is not satisfied with the student or employee's oral response, the informal grievance will advance to the principal in the event that the original grievance did not involve the principal. The principal will take the notes provided by the Title IX Coordinator and schedule another meeting in an attempt to resolve the conflict between the complainant and the

student or the employee. At the conclusion of the meeting, the principal shall then consider the informal grievance and provide an oral or written response to the complainant within five days.

Step Four: In the event that the complainant is still not satisfied with the outcome of the grievance, he/she must file a formal grievance within five days of the oral or written response of the principal or the grievance will be deemed abandoned.

2) Alleged Acts Involving the principal or member of the Cassopolis Public Schools Board of Education.

If the nature of grievance involves the misconduct of the principal or any board member of the Cassopolis Public Schools Board of Education, the complainant must first contact the Title IX Coordinator.

Step One: The complainant has five days to request an appointment with the Title IX Coordinator following the event or condition.

Step Two: Serving as mediator, the Title IX Coordinator will then schedule an appointment with the complainant, the principal or board member designee. Before the conclusion of the meeting, the principal or the board designee must attempt to resolve the grievance verbally. If the complainant is not satisfied with the verbal response, he/she must file a formal grievance within five days of the verbal response or the grievance is deemed abandoned.

B. Formal Grievance

A student may elect to first participate in the formal grievance procedure.

Step One: Under the formal grievance, generally, the complainant should submit his/her complaint in writing within 45 days. The Formal Grievance form (copy of the form is located in the administrative office of each school) may be used, but is not required. The student should address the form to the principal or his/her designee, who will then present a copy of the form to the person who is the nature of the grievance. The complainant must provide the following information in order to be considered complete:

- 1) name of the person against whom the grievance is against;
- 2) the specific nature of the grievance;
- 3) date, time, and place of the event or condition that caused the grievance;
- 4) witnesses present during the alleged act(s);
- 5) the name and title of the third party representative (if applicable) of the complainant;
- 6) the action requested to resolve the grievance;
- 7) the signature of the complainant.

Step Two: The principal may schedule a meeting with the complainant and the person who is the subject matter of the grievance. The person(s) who the grievance is against shall respond to the complainant in writing within five days of the meeting and present it to the principal. The principal will make a copy of the response and submit it to the complainant.

Step Three: In the event that the complainant is not satisfied with the response, the principal will begin an investigation and will schedule another meeting with the complainant where the principal will explain the nature of the investigation and provide an approximate timeline for the investigation. At the conclusion of the investigation, the principal may schedule a meeting with the complainant, the person whom the grievance is against, and a Board designee. The Board designee will serve as mediator and attempt to resolve the conflict. Within five days of the meeting, the Board designee will provide the complainant with a written response outlining his/her decision about the complainant's grievance.

3. Student Appeals Process

If the complainant is still not satisfied with the result of the formal grievance process, he/she may appeal the decision with 30 days of receipt.

Step One: The complainant must direct all notifications of appeal to the attention of the Formal Grievance Form. Within 10 days of receiving the Formal Grievance Form, the superintendent will then review any documentation leading to this event, and present his/her response in writing to the complainant.

Step Two: If the complainant is not satisfied with the response of the superintendent, he/she has five days to submit a written request to the members of the Cassopolis Public Schools Board of Education to schedule a grievance hearing. The Cassopolis Public Schools Board of Education will provide the complainant with a least two days notice of the grievance hearing. The complainant, parents/guardians third party representative (if applicable), and the person whom the grievance is against are asked to be present at the hearing.

Step Three: The complainant or any party representing the complainant, as well as the opposing party, will be allowed to present a five-minute opening statement. Each side will then have no more than 30 minutes to present their position. Following the presentation of positions, each side will have no more than five minutes to present a closing statement. During any part of the presentation, each party may present the Cassopolis Public Schools Board of Education with any copies of documentation to aid the Board in its review. It is required that each board member receive at least three copies of all materials presented.

Step Four: Upon the conclusion of the presentations, the Cassopolis Public Schools Board of Education will convene privately to make a decision and verbally present the decision to the parties. Each party will also receive a written response from the Cassopolis Public Schools Board of Education within five days of the grievance hearing.

This completes the Cassopolis Public Schools Board of Education's formal grievance process.

LEGAL REFERENCES:

Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; as amended by the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Title IX, Education Amendments of 1972; 34 C.F.R. 106.41 of the Title IX Regulation; Section 504, Rehabilitation Act of 1973; Education for all Handicapped Children Act of 1975; Age Discrimination Act of 1975; P.L. 94-135; 15CFR8.a

JUNIOR/SENIOR HIGH SCHOOL ADMINISTRATION

Principal	Anthony Habra	ahabra@cassopolis.org
Assistant Principal	Hiawatha Francisco	hfrancisco@cassopolis.org
Special Education Supervisor	Sara Park	spark@cassopolis.org
Athletic Director	Robert Guse	bguse@cassopolis.org

JUNIOR/SENIOR HIGH SCHOOL FACULTY & STAFF

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JUNIOR/SENIOR HIGH SCHOOL SPECIAL SERVICES

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Receptionist/Athletic Sec.		
Guidance Secretary	Vicki Beebe	vbeebe@cassopolis.org
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Assistant Principal	445-0540
Guidance Office	445-0533
Athletic Director	445-0543
Superintendent	445-0503
School Resource Officer	445-0540

BOARD OF EDUCATION

Christine Locke	President
David Weiss	Vice President
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School Web Page - <http://www.cassopolis.k12.mi.us/rbhs>

Blog address - rbjshs.blogspot.com

FOR FURTHER INFORMATION

You have the right to obtain a copy of the Cassopolis School District's policy for complying with FERPA. The policy explains your rights in greater detail, as well as the procedures for inspecting records, consenting to the disclosure of information and requesting amendment of a record. To obtain a copy of our policy, please contact Cassopolis Public Schools, Office of the Superintendent, 63700 Brick Church Rd., Cassopolis, MI 49031, (269) 445-0503. Grievance forms are available at the Superintendent's Office.