CHIPPEWA VALLEY SCHOOLS
STUDENT-PARENT HANDBOOK
2021-2022

Our Vision

Chippewa Valley Schools – Setting the Standard for Educational Excellence

Our Mission

Inspiring and empowering learners to achieve a lifetime of success

NOTICE OF NONDISCRIMINATION: It is the policy of Chippewa Valley Schools not to discriminate based on race, color, sex (including but not limited to sexual orientation, gender identity), religion, national origin or ancestry, age, disability, height, weight, genetics, or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies, questions, concerns or to file a complaint should be directed to: Civil Rights and Title IX Coordinator, Director of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 Email: ablanchard@cvs.k12.mi.us / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180 Email: tkoch@cvs.k12.mi.us. Civil Rights and Title IX inquiries can also be directed to the Department of Civil Rights at (800)482-3604 or MDCRservicecenter@michigan.gov.

Revised September 2021

Student/Parent Code of Conduct

CHIPPEWA VALLEY ELEMENTARY SCHOOLS

Welcome to the Chippewa Valley Elementary Schools. All the members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Cherokee Elementary School
42900 Rivergate, Clinton Twp., 48038
586-723-4800
Fax: 586-723-4801
Attendance: 586-723-4899

Cheyenne Elementary School
47600 Heydenreich, Macomb, 48044
586-723-5000
Fax: 586-723-5001
Attendance: 586-723-5099

Clinton Valley Elementary
1260 Mulberry, Mt. Clemens, 48043
586-723-5200
Fax: 586-723-5201
Attendance: 586-723-5299

Erie Elementary School
42276 Romeo Plank, Clinton Twp., 48038
586-723-5400
Fax: 586-723-5401
Attendance: 586-723-5499

Fox Elementary School
17500 Millstone, Macomb, 48044
586-723-5600
Fax: 586-723-5601
Attendance: 586-723-5699

Huron Elementary School
15800 Terra Bella, Clinton Twp., 48038
586-723-5800
Fax: 586-723-5801
Attendance: 586-723-5899

Miami Elementary School
41290 Kentvale, Clinton Twp., 48038
586-723-6000
Fax: 586-723-6001
Attendance: 586-723-6099

Mohawk Elementary School
48101 Romeo Plank, Macomb, 48044
586-723-6200
Fax: 586-723-6201
Attendance: 586-723-6299

Ojibwa Elementary School
46950 Heydenreich, Macomb, 48044
586-723-6400
Fax: 586-723-6401
Attendance: 586-723-6499

Ottawa Elementary School
18601 Millar, Clinton Twp., 48036
586-723-6600
Fax: 586-723-6601
Attendance: 586-723-6699

Sequoyah Elementary School
18500 24 Mile Rd., Macomb, 48042
586-723-7000
Fax: 586-723-7001
Attendance: 586-723-7099

Shawnee Elementary School
21555 Vesper Dr., Macomb, 48044
586-723-6800
Fax: 586-723-6801
Attendance: 586-723-6899

CHIPPEWA VALLEY SECONDARY SCHOOLS

Welcome to the Chippewa Valley Secondary Schools. All the members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Algonquin Middle School
19150 Briarwood Lane
Clinton Township, MI 48036
586-723-3500
Fax: 586-723-3501
Attendance: 586-723-3599

Iroquois Middle School
48301 Romeo Plank Road
Macomb, MI 48044
586-723-3700
Fax: 586-723-3701
Attendance: 586-723-3799

Seneca Middle School
47200 Heydenreich
Macomb, MI 48044
586-723-3900
Fax: 586-723-3901
Attendance: 586-723-3999

Wyandot Middle School
39490 Garfield
Clinton Township, MI 48038
586-723-4200
Fax: 586-723-4201
Attendance: 586-723-4299

Chippewa Valley High School
18300 Nineteen Mile Road
Clinton Township, MI 48038
586-723-2300
Fax: 586-723-2301
Attendance: 586-723-2399
Guidance: 586-723-2340
Athletics: 586-723-2400

Chippewa Valley 9th Grade Center
42755 Romeo Plank Road
Clinton Township, MI 48038
586-723-3100
Fax: 586-723-3101
Attendance: 586-723-3199
Guidance: 586-723-3140

Dakota High School
21051 Twenty-One Mile Road
Macomb, MI 48044
586-723-2700
Fax: 586-723-2701
Attendance: 586-723-2799
Guidance: 586-723-2740
Athletics: 586-723-2800

Dakota 9th Grade Center
21055 Twenty-One Mile Road
Macomb, MI 48044
586-723-3300
Fax: 586-723-3301
Attendance: 586-723-3300
Guidance: 586-723-3350

Mohegan High School
19230 Cass Avenue
Clinton Township, MI 48038
586-723-2083
Fax: 586-723-2088
Attendance: 586-723-2089

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FOREWORD

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

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

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

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that the school or any staff person has discriminated against a student based on race, color, creed, age, disability, religion, gender, 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 listed below:

Dr. Adam Blanchard
Superintendent Human Resources
586-723-2090

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

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 parents/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 encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
C. Establishing and supporting a consistent and shared approach to child guidance and discipline;
D. Providing for the proper health, safety, and well-being for their child.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. All students, including adult students (age eighteen (18) or older), are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program. Any student 18 years of age or older who wishes to exercise his/her age of majority rights must complete Form 5780 F1 or its equivalent. The form can be obtained from the main office of the high school.

STUDENT WELL-BEING

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

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. 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 from the teacher to go to the office. The office may determine whether the student should remain in school or go home. No student will 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 Educational Services and/or Special Services Department. 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 the 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.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance area in which they live. Students who are new to Chippewa Valley Schools are required to enroll with their parents or legal guardian. New student registration is accessed through the District website: **https://www.chippewavalleyschools.org/for-parents/enrollment/**

Criteria for enrollment: **https://www.chippewavalleyschools.org/downloads/edservices/criteria_for_enrollment_2.21.pdf.**

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 to have credits transferred. The Guidance 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 regarding enrollment procedures.

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

A student who has been suspended or expelled by another school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a 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.

TRANSFERS TO AND FROM MOHEGAN HIGH SCHOOL

Students transferring to Mohegan High School from another high school in, or outside of, the district must remain at Mohegan High School, minimally, for the remainder of that semester. It is assumed that the reason for attending Mohegan High School is predicated on the fact that the individual did not fit into the culture of his/her previous school and is looking for an opportunity for success in a smaller, more structured setting.

Should a student wish to leave Mohegan High School to enroll in either Chippewa Valley High School or Dakota High School, the following criteria must be documented:

1. The reason for the transfer
2. The current cumulative GPA (must be a 2.0 or higher)
3. Attendance record must be within the limits allowed by Mohegan High School
4. Discipline must be within the acceptable limits allowed by Mohegan High School

Upon the student's entry, or re-entry to Chippewa Valley or Dakota High School, the student must adhere to the guidelines as outlined in the District's Student Code of Conduct and demonstrate adequate progress towards graduation, earning a minimum accumulative grade point average of 2.0, or higher. Failure to meet the above criteria will require the student to be removed from the traditional high school and relocate back to Mohegan High School. Students who fall in this category may not return to the traditional high school setting for the remainder of their career in Chippewa Valley Schools

SCHEDULING AND ASSIGNMENT

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

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian. No student will be released to another person without permission by the custodial parent(s)/guardian.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from a Chippewa Valley school, the parent must notify the school office. 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.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. Upon withdrawal, an Exit Form must be completed and returned to your child's school.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, he or she may be removed or required to comply with a set deadline. This is for the safety of all students and in accordance with State law.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the form available to every parent at the beginning of the school year. Failure to return the completed form to the school may jeopardize a student's ability to participate in any facet of the educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b and F1c, must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

C. All medications must remain in their original containers and be registered with the school office.

D. Medication that is brought to the office will be properly secured.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

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

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. A prescribed ***Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed with the school principal and other staff, as appropriate, and is updated annually.***

Non-prescribed (Over the Counter) Medication

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

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 pest, such as lice. Students who have lice will not be readmitted to school until they are nit free.

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 Communicable Disease Chart, located in the Appendix D.

Chippewa Valley Schools COVID-19 Dashboard and Return to School Guidelines can be accessed at:
https://www.chippewavalleyschools.org/covid-19/

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

WHEN TO KEEP YOUR CHILD AT HOME

1. **Fever:** A child has a temperature of 100F taken by mouth or 99F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
2. **Diarrhea:** A child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Discuss with a parent/guardian to find out if this is the likely cause. For students with diarrhea caused by Campylobacter, E. coli, Salmonella or Shigella, please refer to the Appendix D for exclusions and required clearance criteria.
3. **Vomiting:** A child that is vomiting. The child should have no vomiting episodes for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.
4. **Rash:** The child develops a rash and has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provide has determined it is not infectious. For students with a diagnosed rash, please refer to Appendix D for exclusions and required clearance criteria.
5. **Communicable diseases:** Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period. See Appendix D for disease-specific exclusion periods. **Chippewa Valley Schools COVID-19 Dashboard and Return to School Guidelines can be accessed at:** https://www.chippewavalleyschools.org/covid-19/

    - Extracurricular activities also need to be curtailed when a student has a communicable disease. Anyone with diarrheal illness (e.g., Norovirus, Salmonellosis, Shigellosis, Shiga-Toxin producing E. coli, Giardiasis, or Cryptosporidiosis) should not use swimming pools for 2 weeks after diarrhea has ceased.

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Mrs. Karen Wrona at (586) 723-2180 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instruction 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 Educational Services Department at (586)723-2020 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.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350).

Directory information can be provided upon request to any individual, other than for-profit organizations, 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 on the District's website by clicking on the "Parents" tab then "Student Directory Policy."

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 building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

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

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

Consistent with the PPRA and Board policy, 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 created by a third party before the survey is administered or distributed by the school to the student. The parent will have access to the survey within a reasonable period 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 after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

The 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/fpco

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

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

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. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

STUDENT FEES, FINES, AND SUPPLIES

Chippewa Valley Schools charges specific fees for some non-curricular activities and programs. Such fees or charges are determined by the cost of materials, sponsors, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

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

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Others may need their use.

STUDENT FUND-RAISING

Students participating in school-sponsored curricular clubs and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

1. Students involved in the fund-raiser are not to interfere with students participating in other activities to solicit funds.
2. No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
3. House-to-house canvassing is not recommended for any fund-raising activity.
4. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member.
5. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, large amounts of money and the like, are tempting targets for theft and extortion. **The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.**

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.

MEAL SERVICE

At Chippewa Valley Schools we strive to provide every student with an outstanding educational experience. This includes the quality of the auxiliary services we provide to our families including our food service program. Please take a moment to read the following as our procedures regarding students without breakfast/lunch money has changed.

Meal Charge and Supplement Meal Procedures

I. **PURPOSE:** The purpose of this policy is to establish consistent meal charge and supplement meal procedures for Chippewa Valley Schools (CVS).

II. **GENERAL STATEMENT OF POLICY**

A. CVS recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutrition is essential for adequate learning to occur.
B. It is the policy of CVS to offer lunch and breakfast in accordance with USDA regulations. The Food Service Department strives to produce quality, nutritional meals at reasonable cost.
C. Students may purchase meals with funds deposited into their account; **www.sendmoneytoschool.com**. Please note there is a $1.50 handling fee per transaction when using **www.sendmoneytoschool.com**. We also accept cash and checks at the register.
D. The Food Services Program is not obligated or required by law to provide meals to students who forget their money or have insufficient funds on account.

ELEMENTARY STUDENTS

As a courtesy, Chippewa Valley Schools will allow elementary students to charge one reimbursable meal when they do not have the funds to cover the cost of the meal. Until the negative balance is paid in full, a student will not be allowed to charge another meal. Instead, a student will be provided a *supplemental meal. The supplemental meal will only be provided three (3) times throughout the entire school year. At no time may snacks be charged.

MIDDLE SCHOOL STUDENTS

Middle school students are fully responsible for their own meals and will not be allowed to charge. As a courtesy, students without funds will be given a *supplemental meal three (3) times throughout the entire school year. Middle school students must have their ID to purchase breakfast or lunch.

HIGH SCHOOL STUDENTS

High school students are fully responsible for their own meals and will not be allowed to charge. High school students must use their ID to purchase breakfast or lunch.

All CVS STUDENTS

Chippewa Valley Schools does not condone lunch shaming and will enforce the following procedures at all grade levels:

- prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to wear a wristband or handstamp
- prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to perform chores or other work to pay for school meals
- prohibits the requiring of students to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative balance
- prohibits the direct communication with a student about a negative balance unless your district has unsuccessfully attempted to contact the student's parent or legal guardian first through telephone, mail, and electronic mail
- prohibits discussing a negative balance with a student in the presence of other students

III PROCEDURE FOR NOTIFICATION OF ACCOUNT STATUS

A. Students will be given verbal notification and a low balance slip by the cashier when their account balance reaches the equivalent of two meal purchases.
B. Parents or Guardians will receive a low balance email notification from Meal Magic providing a current email address is on file.
C. Parents or Guardians who use **Send Money to School** to make deposits, also can check deposit history, student account activity and receive low balance alerts.

IV MEAL BENEFITS

Households may apply for free/reduced meal benefits anytime throughout the school year but must reapply for benefits at the start of each school year. Applications are distributed at school when classes begin and always available in the main office on the district web site **www.chippewavalleyschools.org**, or at **www.lunchapp.com.** *We highly recommend using* ***www.lunchapp.com*****.**

Meal benefits are carried over thirty (30) operating days into the start of a new school year. On the thirty-first (31) day, students without an approved application on file will have their benefits denied.

Questions can be directed to Chippewa Valley Food & Nutrition Services, 586-723-2110.

FIRE, LOCK-DOWN, AND TORNADO DRILLS

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

Tornado drills, fire drills and lockdown drills will be conducted using the procedures provided by local and state authorities.

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:

1. Television Channels 2, 4, 7
2. Radio Stations: WJR – 760 AM and WWJ – 950 AM
3. Or call our main number at 586-723-2000 for a recording of school closings in our district.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis.

To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school. Relatives and friends are not permitted to accompany students to school.

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

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

DELIVERIES

Deliveries of fast food, flowers, balloons, etc., are prohibited.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of an administrator to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

LOST AND FOUND

Each school has a designated lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Students may bring a cellular telephone or other electronic communication device (ECD) to school. During school hours and on all school vehicles the cell phone or other ECD must remain off, unless designated otherwise, by administration, teachers, and other staff. ***When directed, cell phones and other ECDs shall be turned off and stored away.*** **The use of cell phones and other ECDs in locker rooms and restrooms is prohibited**. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone or ECD, suspension, and/or expulsion. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECD's brought onto its property.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without prior approval.

PARENT ORGANIZATIONS

Each school has a parent organization that meets periodically throughout the year. This organization typically organizes special activities and fund-raising projects. Revenue earned is used to supplement school material, supplies and equipment.

A Central Citizens Advisory Committee operates at the District level. Representatives from each school make up this committee. These meetings generally focus on providing District information to parents.

VOLUNTEERS

Volunteers are always welcome to assist in our schools. A variety of opportunities are available for volunteers to share their time, knowledge, and expertise. Please contact your local school if you are interested in volunteering. District Policy requires a criminal record check (CRC) prior to any volunteer contact. Volunteers may not have any contact with children prior to this check.

REPORTING TO PARENTS

Report cards are issued 8 times a year for students in grades 6-12. Communication with parents is important and is done throughout the year by means of reports cards, progress reports, phone calls, newsletters, individual meetings, open house, and curriculum nights.

SCHOOL AND DISTRICT COMMUNICATIONS

In our ongoing effort to provide parents with the latest in school information, each individual school and the District publishes regular online website communications including emails and newsletters to keep parents informed of upcoming school events, parent meetings, and statewide testing dates. Parents can also sign up through the Parent Portal on www.chippewavalleyschools.org to receive text messages and automated phone calls for routine communication, school reminders or emergency broadcasts.

BOARD OF EDUCATION

The Chippewa Valley Schools Board of Education meets on a regular basis. Meetings are open to the public. Contact 586-723-2000 or access the Chippewa Valley cable channel for meeting schedules. All Board Policies are available online @ www.chippewavalleyschools.org.

CABLE TV

Chippewa Valley provides cable programming for residents of our school community. District information, student activities, student performances, and sporting events are broadcast. Check your local program listing guide for the channel in your area

MEDIA/VIDEO RELEASE

The recording of various school and classroom activities using photography and video equipment is done by Chippewa Valley Schools and local media throughout the school year. The recording might circulate to other students, classrooms, be used in district publications or be shown on local cable, our internet web pages, or featured in local news media. Annual authorization is given by parent/guardian signature on the student emergency card.

CLASSROOM AND/OR STUDENT CONCERNS

Elementary School

To resolve issues and/or address concerns, it is best to work with the individuals closest to the situation. We encourage parents to form partnerships with teaches and to work together on classroom and student concerns. The best solutions are developed collaboratively by the people most familiar with the issue.

- Contact your child's teacher first when you have a classroom concern or specific issue regarding your child.
- Contact your child's principal or assistant principal when you have a general school or district concern.

Teachers and school administrators are eager to work collaboratively to develop plans to address your concerns. When a plan is created, agree to a timeline for trying it and include when you will communicate again to evaluate the plan. Continue to learn and work together as partners toward your child's success.

SECTION II - ACADEMICS

COURSE OFFERINGS

Curriculum information is available at each building and on the district's web site (http://www.chippewavalleyreals.org).

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. The Student Code of Conduct and all other school rules are in effect on all school-sponsored events.

GRADES

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

Grading Periods

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term. In the middle of each marking period interim progress reports may be sent home with the student. Parents/guardians may contact the teacher any time during the school year for an update on their child's progress.

PROMOTION, PLACEMENT, AND RETENTION

Elementary School and Middle School

Promotion to the next grade (or level) is the building administrator's final decision and is based on the following criteria

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

High School

Completing required coursework and earning the necessary credits determine a student's progress toward graduation and receiving a diploma. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following numbers of earned credits designate the grade in which the student will be registered for the entire school year:

Freshman = 0 Credits to 3.5 Credits
Sophomore = 4 Credits to 9.5 Credits
Junior = 10 Credits to 15.5 Credits
Senior = 16 Credits or more Credits

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and passing the State mandated tests. A student is only promoted when the necessary requirements are met, or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

Any student who has 15 credits at the beginning of his/her senior year, (which is one credit short of where (s)he needs to be) will be placed on a plan of work signed by the student, parents, and counselor.

Students who will not be able to accumulate 22 credits by the end of a semester, and have reached or will reach, the age of 19 during the current or next semester, may be placed in an alternative setting to complete the graduation requirements.

Starting with the class of 2009, twenty-two (22) credits must be completed to participate in graduation ceremonies and to receive a high school diploma.

GRADUATION REQUIREMENTS

Regular Diploma

Each student should plan on taking the maximum number of credits available, which are six (6) per year and twenty-four (24) during his/her high school career. Exceptions are warranted only when recommended by a doctor, based on a medical condition.

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

English	4.0 credits
Life Skills	0 .5 credits (Health)
Phys. Ed.	0.5 credits
Mathematics	4.0 credits
Science	3.0 credits
Social Studies	3.0 credits
Fine or Performing Arts	1.0 credits
Modern Languages	
Industrial Technology	
Career-technical Education	
Electives	6.0 credits
Total	***22.0 credits***

All high school students must attempt all parts of the Michigan Merit Examination (MME) to be eligible for graduation, unless otherwise indicted in an IEP (Individualized Education Program).

CREDIT FROM NONPUBLIC SCHOOLS

Recognition of credits or coursework may be granted when the proper assurance and the student's transcript has been received. The District reserves the right to assess such transfer students to determine credit granted, proper placement and to be assured that the student can demonstrate the earnings which are prerequisite to granting credit and placement. Testing or other forms of assessment may be necessary. The same applies to home-schooled students.

DUAL ENROLLMENT

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary program provided s/he meets the requirements established by law and by the District, which includes passing the Michigan Merit Exam. Any student who wishes to dual enroll prior to taking the Michigan Merit Exam must take either the EXPLORE, PLAN or PSAT as a qualifying test. Interested students should contact their counselor to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the year may be recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

HOMEWORK

The assignment of homework can be expected. The purpose of homework is to reinforce skills and knowledge which are taught in class. The teacher decides the amount and type of assignments. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the Michigan Merit Exam and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all the terms of the Chippewa Valley Acceptable Use Policy may lead to termination of the student's computer account and possible disciplinary action up to and including expulsion from school and/or referral to law enforcement authorities. A copy of the Chippewa Valley Acceptable Use Policy is included in the appendix.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information,

computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

STUDENT ASSESSMENT

ELEMENTARY

To measure student progress, students will be tested in accordance with State standards and District policy.

Students will be expected to take the appropriate State and/or District assessments.

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

Classroom tests will be used to assess student progress and assign grades. The tests are created to assess how well students have achieved specific objectives.

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

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

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

HIGH SCHOOL

The Michigan Merit Exam (MME), which will include the Scholastic Aptitude Test (SAT) for high school juniors, is a graduation requirement. This means that all 11th graders will take this state assessment test in the spring of each year. It will provide students with a regular Scholastic Aptitude Test (SAT) score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT 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 SAT will be administered in a full day session and the Work Keys and Michigan mathematics test will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Parents and students should watch school newsletters and the local press for announced testing times.

Sophomores may have the opportunity to take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

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

Vocational and interest surveys may be given to identify areas of student interest or talent. These are often given by the Guidance staff.

(High School) College entrance testing information can be obtained from the Guidance Office.

SECTION III - STUDENT ACTIVITIES

Chippewa Valley Schools
Club Organization Procedures

There are two types of student organizations that may meet in our buildings, Curricular Clubs and Non-Curricular Organizations.

Curricular Clubs are defined as:

A student group that directly relates to our schools' curriculum by meeting at least one of the following statements:

1. The subject matter of the group is actually taught, or will soon be taught, in a regularly offered class; or
2. The subject matter of the group concerns the school's body of courses as a whole; or
3. Participation in the group is required for a particular course; or
4. Participation in the group results in academic credit.

Non-Curricular Student Organizations are defined as:

Any group that requests club status and does not meet 1, 2, 3, or 4 above.

All Curricular Clubs are permitted to use all school facilities available (once requested and when given approval). These include but are not limited to announcements, posting/handing out flyers, classrooms for meeting use, coverage in school newspapers and yearbooks, and cable television, recruiting tables, etc.

All Non-Curricular Student Organizations will be permitted to use a classroom for meeting purposes (once requested and given approval) if they have found a volunteer staff member to monitor their meetings.

If an organization wishes to become a recognized curricular club, they must first complete a Chippewa Valley Schools Student Activities Charter Application. The Student Activities Administrator will then review this application. If the Student Activities Director has any questions (based upon the guidelines described above) concerning the curricular status, non-curricular status, or appropriateness for the school he/she will bring the application for approval to the principal. Ultimately the Student Activities Administrator will sign the Charter Application, identifying the group as a Curricular Club or not. If they are not approved as a Curricular Club, they may apply for a room to meet as a Non-Curricular Student Organization. At the end of each year, every club will complete a Year-End Activity Report Form and a new Student Activities Charter Application Form.

ATHLETICS

Chippewa Valley Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. These eligibility requirements and other information are available in the Chippewa Valley Athletic Code of Conduct. For further information, contact the Athletic Director/Athletic Coordinator at each building.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and obtain needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study. The school is also concerned about helping students develop a high-quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The Michigan Compulsory Attendance Law also recognizes the value of regular attendance at school. Students are expected to be in school except in cases of emergency or for the following reasons:

- Personal Illness – the school may require verification by a doctor;
- Illness in the Family – work with your child's teacher to keep schoolwork current;
- Death of a Relative – absence arising from a family death. Please notify your child's counselor should you feel your child may need support when they return to school;
- Religious Holiday – children will be excused from class if the absence is for the purpose of observing a religious holiday which is part of the child's creed or belief;
- Medical Appointments – parents should schedule their child's regular medical and dental appointments for times after school or on weekends;

It is the parent's responsibility to make sure your child is in school. Attendance has a bearing on academic achievement and will be reflected in a child's grade. It is the student's responsibility to request make-up work from teachers and to make sure it is turned in. After a child has been sick for two days, parents can request homework. Parents are notified every quarter or trimester about their child's attendance as part of his or her report card.

All students should attend school regularly. Regular attendance will allow students to keep up academically, since the presentation of materials by teachers in all classes takes place in an orderly, sequential style. In addition to missing class time, students will also miss valuable time to interact with both teachers and other students if they do not attend school regularly. The chance to hear and participate in class instruction, discussion and other related learning experiences cannot be replaced.

Whenever possible, families should plan vacations when school is not in session. Valuable instructional time and experiences are lost when your child is out of school; time and experience which cannot be made up. If it is necessary for you to take your child out of school, make-up work should be requested no later than the day he returns from vacation.

Make-up work should be completed within the same number of school days as he/she was absent unless special arrangements have been made with each teacher.

Tardiness

Punctuality is a lifetime habit that students should develop. Students are expected to arrive on time each day and be prepared to learn. If students are late in arriving to school, they will be marked Tardy. All students must report to the office so as not to be marked absent and/or to order a lunch.

Notification of Absence

If a student is going to be absent, the parents must contact the school attendance line and provide explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the students will be considered truant.

Excused Absences
An excused absence allows the student to make up all possible work. It is the responsibility of the student and parent to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or sill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Unexcused Absences
Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Suspension from School
Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

Homebound
Students who are not able to attend school due to a debilitating condition, as defined by a medical doctor, may request Homebound Services through the Educational Services Department.

Elementary School
When a child has more than 10 absences in a semester, whether excused or unexcused, it is considered excessive and may be investigated by school officials. If warranted, it will be reported to the county truant officer. Excessive absence, whether excused or unexcused, may mean your child will not be promoted. Additionally, when a student accumulates 11 consecutive days' absences, and the school received no explanation for the absences the students will be considered to have withdrawn from school and will be dropped from the school records.

Middle School
When a child has more than two unexcused absences in a semester or more than 10 absences in a year, whether excused or unexcused, it is considered excessive and may be investigated by school officials. If warranted, it will be reported to the county truant officer. Excessive absence, whether excused or unexcused, may mean your child will not be promoted.

High School
All students should attend school regularly. Regular attendance will allow students to keep up academically, since the presentation of materials by teachers in all classes takes place in an orderly, sequential style. In addition to missing class time, students will also miss valuable time to interact with both teachers and other students if they do not attend school regularly. The chance to hear and participate in class instruction, discussions and other related learning experiences cannot be replaced. Attendance is one of the essential components (performance, attendance, and promptness) in determining whether a student has earned credit toward graduation. A student could be passing a class through his/her performance, but credit will not be earned because of excessive absenteeism; attendance is also viewed as an essential.

Students earning the distinction of "*Perfect Attendance*" will have zero absences and zero tardies. Students participating in regularly sanctioned school activities, under the supervision of a school staff member, shall not be considered absent from school. Absences in any other categories, including exempted absences will not constitute "*Perfect Attendance*".

Attendance is a parent's responsibility, as well as the students. Whenever a student is absent from school, a parent must notify the CVHS Attendance Office (723-2399) or DHS Attendance Office (723-2799) within 48 hours. Failure to do so will result in an unexcused absence. Parents will be notified every 10 weeks of a child's attendance records when report cards are issued. The Michigan Compulsory Attendance Law requires students under 18 years of age to attend school. Chronic, prolonged, or excessive absenteeism may be referred to the Macomb County Truant Officer.

Only ten (10) absences in any class per semester are allowed:

a. Absences will be recorded as "**excused**" or "**unexcused**". However, any time a student is absent from a class (E) excused or (U) unexcused, it will be recorded as an absence that will count in the total of 10 allowable absences per semester. Vacation days will count toward the 10 allowable days of absence.

b. Unexcused absences are used to determine truancy which may be dealt with through disciplinary action. Inquiry into an unexcused absence will allow the attendance officer to check on the whereabouts of the student. All absences that are not excused by a parent/guardian within 48 hours are deemed (U) unexcused. Leaving the building, leaving the classroom, bogus phone calls, and unconfirmed absences, all without advanced administration approval, may bring disciplinary action and cause the absence to be declared unexcused.

c. Notification: Parents will be notified of the student's attendance status by the Attendance Office through utilization of school messenger and potentially mailed notifications.

d. Upon accumulating more than ten (10) absences, or with the **eleventh (11th) absence** in any class, a letter will be sent to the parent/guardians informing them that credit has not been earned. It is the responsibility of the student to continue to do the classroom work and try to improve his/her attendance. The parent/guardian will be informed of their right to appeal to the Attendance Review Committee at the end of the semester.

e. When a student accumulates 11 consecutive days' absences, and the school received no explanation for the absences the student will be considered to have withdrawn from school and will be dropped from the school records.

f. If a student is removed from three (3) classes, or falls below the full-time status, the student may be withdrawn from school for the semester. If eligible, they may apply for re-enrollment the next semester. If a student should drop out of, or transfer from the school district, his/her attendance record will resume when he/she returns to the district. The student may not re-enroll for the remainder of the semester. If eligible, they may apply for re-enrollment the following semester.

g. Special education and 504 students may be governed under an individual educational plan that will identify whether the student is able to abide by the school's attendance policy. Unless it is stated otherwise, special education and 504 students are expected to abide by all provisions under this policy.

h. Make-Up Work: Many teachers have established in their course syllabus that tests, quizzes, notes, and similar work cannot be made up if the absence has been established as an unexcused absence. Otherwise, reasonable consideration will be given to students requiring make-up work.

i. Students with excessive absences due to handicaps or illnesses may have to consider alternatives, such as home school, if the total number of exempted days exceeds what the teacher deems necessary for the successful completion of the class. At any time, the teacher may require alternative assignments and assessments.

j. The transferring student's attendance record will be reviewed to determine whether credit can be issued for the student.

ATTENDANCE: EXEMPTED ABSENCES

The following distinctions are not included in the total ten allowable absences. These **exempted absences** are recorded and maintained in the attendance office.

1. **Medical (M)** must be accompanied by a physician's note that specifies extreme illness, disabling accident, or communicable disease that attests to the length of the disability and that the student is incapacitated. Time, date, and days excused must be specified on the note; the note must be confirmed by telephone. **Documentation must be given to the Attendance Office within 48 hours of the student's return.** All other doctor appointments are taken from the ten (10) allowable days.
2. **Funeral (F)** days are granted for the death in immediate family or extended family, based on administrative approval. Three (3) days will be allowed. Any variance from the allowable three funeral days for immediate family members may be considered by the administration. The parent(s) or guardian(s) must contact the attendance office in advance to the request for an extension. All other funeral days must be used from the ten (10) allowable absences.

3. **Court (C)** appearances will not be counted as absences if approved and verified by the administration. The student must be able to provide documentation prior to the absence before being granted this variance.

4. **Out-of-School Suspension (O)** from school will not be counted as absences.

5. **School Related Business (S)** will not be counted as absences. These are absences for pre-approved school sponsored activities supervised by a school employee or designee.

6. **Administration and Guidance (G)** absences will not be counted if it is established that an administrator and/or guidance counselor requested the student. An administrator may exempt an absence due to an emergency.

7. **Treatment Center (M), Homebound (H), and Youth Home (Y)** absences are not counted in the ten allowable days.

8. **School Crisis (G)** absences will not be counted toward the 10 allowable, if excused by the Crisis Team.

9. **Religious Holidays (W)** may be exempted from the allowable absences when they are pre-approved.

ATTENDANCE: NOT EARNED

Upon receiving his/her eleventh (11^{th}) absence or eleventh (11^{th}) tardy, the student will not earn credit in the class. The student may audit the class for the remainder of the semester, do the regular classroom work, and attend class regularly. If the student should improve his/her attendance and continue the regular classroom work after receiving the 11^{th} absence or 11^{th} tardy, he/she will have the right to appeal to an Attendance Review Committee OR building administrator at the end of each semester.

1. **Attendance Review Committee** meetings will be scheduled at the end of each semester. Parents and students will be notified before exam week. The parent may schedule an appointment at the time. All pertinent documents must be presented at this meeting. If a committee cannot be assembled, the student's supervisory assistant principal may replace this committee. In this case, the assistant principal will have all the authority accorded to the Attendance Review Committee.

2. If the rulings of the Attendance Review Committee award the credit, this decision will stand. If this committee should decide that credit will not be awarded, a grade of NC (no credit) will be recorded if the student was passing the class. The decision of the Attendance Review Committee regarding the credit is final.

3. A student could be assigned to a study hall after accumulating eleven (11) absences or eleven (11) tardies in a semester if he/she is not doing the regular classroom work or is not attending class regularly. If the student is a disrupting influence on the rest of the class, the student could be removed, and would not be allowed to appeal to the Attendance Committee at the end of the semester. If a student is removed from three (3) classes, or falls below the full-time status, the student may be withdrawn from school for this semester.

ATTENDANCE: TARDINESS

Punctuality is a lifetime habit which students should develop. Attendance is taken every hour. If a student is not in class at the designated start time, they will be considered tardy. Upon accumulating the 4^{th} and 8^{th} tardy, the student may receive a detention issued by the teacher. If the detention is not served within three days, the student may receive disciplinary action up to and including Out-of-School Suspension. UPON ACCUMULATION OF THE 11^{TH} TARDY, STUDENTS WILL NOT EARN CREDIT IN THAT CLASS. Being over 6 minutes tardy to class or the unauthorized leaving of class early are considered unexcused absences and acts of truancy. Building administration will utilize communication and potential discipline measures to encourage punctual arrival to classes.

<u>Middle School and High School Absences</u>

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

Unexcused Absences
Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Notification of Absence
If a student is going to be absent, the parents must contact the school attendance line and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness
Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location.

Vacations During the School Year
Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with an administrator and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Students absent more than two weeks may be dropped from school and referred to the Macomb Intermediate School District for truancy.

Homebound
Students who are not able to attend school due to a debilitating condition, as defined by a medical doctor, may request Homebound Services through the Educational Services Department.

Any Homebound student who refuses more than ten (10) visits from the homebound instructor will be considered disenrolled from Chippewa Valley Schools.

Student Attendance at School Events (Middle School Only)
The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

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

EXPECTED BEHAVIORS

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

Each student is expected to:

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

9. Have their Student IDs on them at all times. Students will be required to show their ID when entering the building. If they don't have their ID, they will be required to purchase a new one for a fee.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

These categories are generally descriptive of the most obvious types of misconduct and are not to be considered an exclusive list or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system or the proper functioning of the educational process.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Dress and grooming are the responsibility of the student and parent/guardian. The student must be clean and well groomed. Shoes must be always worn. Dress and grooming must not be hazardous to any educational activity, nor may it be damaging to property, sexually offensive or violate reasonable standards of safety, health, hygiene, or decency. School authorities reserve the right to prohibit and regulate any items of clothing or personal possessions which are, or could be, unsafe, unhealthy, or disruptive to the regular routine of the school. No garment/jewelry/tattoos can be worn while on the grounds or in the building that advertise tobacco, alcohol, or drugs. Also designs/pictures/symbols or language are not allowed if they are sexually suggestive or vulgar/profane. Similarly, designs/pictures symbols or language on clothing are not allowed that defames or harasses any person or group of people, promotes deviant/violent/indecent behavior, or states/suggests disloyalty to our country or school. This is viewed as distracting from a positive and secure school climate. Students will be required to change clothing before returning to class.

Students must wear clothing including both a shirt with pants or skirt, or an equivalent, and shoes of some kind. Shirts and dresses must have fabric in the front and on the sides. Clothing should cover undergarments. Fabric covering all private parts must not be see-through. Allowable headwear (not ball caps) must allow the student face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, CTE classes, and other activities where unique hazards exist.

All hats, book bags, gym bags, backpacks and overcoats should remain in a student's cubby or locker throughout the school day.

The above provisions apply to all regular school, school related activities, home or away, in the building and on the grounds, and summer school. Disciplinary action may be taken for any violation of these guidelines.

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

Care of Property

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

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

STUDENT DISCIPLINE CODE

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

Students are subject to the terms of the District's Code of Conduct from the time they leave their home, while traveling to school, and until they arrive home at the end of the school day. Adherence to this document applies to all student activities on and off campus, as well as while utilizing district transportation and/or contracted transportation services.

These categories are generally descriptive of the most obvious types of misconduct and are not to be considered an exclusive list or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system or the proper functioning of the educational process.

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

The Chippewa Valley Schools Board of Education recognizes that behavior harmful to persons or property can lead to removal from school by suspension or expulsion. A student who has been established through a due process hearing to have been engaged in misconduct resulting in expulsion or long term suspension in another school system or who is alleged by school authorities to have engaged in misconduct in another school system, public or private, but who has withdrawn from such school system prior to same being established in a due process hearing, which misconduct, if true, is of sufficient gravity to represent a threat to the safety or welfare of the students in the Chippewa Valley Public Schools, may be subject to suspension or expulsion from the Chippewa Valley Public Schools where such misconduct has been established in a hearing before the Superintendent or his/her designee. While suspended a student may not participate in after-school social, athletic, or extra-curricular activities.

The following factors have been considered before a student is recommended for long-term suspension, or expulsion:

1. Student's age
2. Student's disciplinary history
3. Whether the student is disabled
4. The seriousness of the Student's misconduct
5. Whether the Student's misconduct threatened the safety of any other student or staff member
6. Whether restorative practices will be used to address the Student's misconduct
7. Whether the lesser intervention would properly address the Student's misconduct

Teacher Initiated Suspension

A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, a counselor, psychologist, or social worker shall attend the conference. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. Attempts toward completion of any of the following acts will constitute a violation and may be punishable to the same extent as if the attempted act had been completed. Police involvement may also be necessary.

The degree of seriousness of misconduct, as well as the accumulative affect of misconduct, will be used in determining the degree of severity of the discipline to be imposed and whether the offense warrants expulsion. The recommendation for any offense regarding the use of a mind-altering substance is a (10) ten day out-of-school suspension. Such offenses include, but are not limited to, the following:

1. Aiding or Abetting Violation of School Rules

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

2. Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If 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. Bus Rule Violation

Please refer to Section V on transportation for bus rules.

4. Cafeteria Misconduct

The act of not complying with lunchroom regulations.

5. Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

6. Disobedience

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

7. Disruption of the Educational Process

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

8. Disruptive Conduct

(A) Conduct, which materially and substantially interferes with the educational process. (B) Horseplay: The act of bodily contact, such as pushing, pulling, tripping, etc. (short of injury and without intent to harm) in or on school property or going to or from school, including any activity under school sponsorship. (C) The act of performing malicious mischief including “pranks.” This could include disruption of performances and ceremonies with “catcalls”, paraphernalia, and any actions used to distract and demean a student, employee, event, or activity.

9. Distribution of Unauthorized Materials

The act of distributing or selling materials on school property without authorization of the building administration.

10. Drug Possession or Use

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled, and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

A student’s use or sale of a performance-enhancing substance is a violation that will affect the student’s athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student’s athletic and extracurricular participation.

11. Explosives

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

12. Extortion

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

13. False Alarms, False Reports, and Bomb Threats

A false emergency alarm*,* report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

14. Falsification of Schoolwork, Identification, Forgery

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

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

15. Gambling

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

16. Gang Behavior

The school prohibits attire and behavior that threatens the security and safety of the students on school property and at all school related activities.

The school prohibits groups which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment.

The school prohibits incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation.

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

17. Gross Misbehavior

The act of deliberate or willful conduct detrimental to the normal functioning program or activity under school sponsorship, both on campus and off campus, or enroute to or from school, or to or from school related activities. Gross misbehavior may include any of the aforementioned items but is not limited to them. Examples of gross misbehavior may also include computer/internet misuse, gambling, open defiance, persistent disobedience, and acts of poor judgment which either interrupt normal school routine or threaten the health, safety, and welfare of others.

18. Harassment

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

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the guidance counselor, the principal or assistant principal.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get

someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

A. 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.

Harassment

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

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

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

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

Hazing

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

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

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

A. Illegal activity, such as drinking or drugs
B. Physical punishment or infliction of pain
C. Intentional humiliation or embarrassment
D. Dangerous activity
E. Activity likely to cause mental or psychological stress
F. Forced detention or kidnapping
G. Undressing or otherwise exposing initiates

Note: If the school, club, or organization does not have an official and approved initiation procedure and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the Building Principal, Assistant Principal, Athletic Director, or the Superintendent/Designee.

Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause, or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

A. Threatened or actual physical harm
B. Unwelcomed physical contact
C. Threatening or taunting verbal, written or electronic communications
D. Taking or extorting money or property
E. Damaging or destroying property
F. Blocking or impeding student movement

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the Building Principal, Assistant Principal, Athletic Director, or the Superintendent/Designee.

Confidentiality
Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Notification
Notice of this policy will be annually, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

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

20. Insubordination
The act of failing to respond to or carry out a reasonable request by authorized school personnel. This would include behavior that is deemed as intent to ignore, evade, or challenge a directive. At all times, a student is to be reasonably subordinate to all adult personnel in the building and to speak with them in a respectful manner.

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

22. Non-verbally Threatening a Staff Member/Student/Person Associated with the District
Non-verbal assault at school against a District employee, student, volunteer, or contractor, which may or may not cause injury may result in charges being filed and subject the student to expulsion. Non-verbal assault is defined as "intentionally causing or attempting to cause physical or mental harm to another."

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

24. Obscenity

The act of using language in verbal or written form, or in pictures, or caricatures or gestures, which are offensive to the general standards of the school and/or the community.

25. Off-Campus Conduct

Students in attendance at school-sponsored, off campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of Chippewa Valley Schools. In addition, a student's off-campus actions which cause or are likely to cause, a material and substantial negative effect on the general safety and welfare of students and staff, or the good order and functioning of the school(s), may result in disciplinary action whether part of a school-sponsored activity.

26. Off-Campus Internet Sites and Usage

Students may be subject to appropriate disciplinary action for off-campus internet use, including but not limited to web site creation and/or use, where such use causes, or is likely to cause, a material and substantial negative effect on the general safety and welfare of students and staff, or on the good order and functioning of the school(s). This paragraph shall not be applied contrary to the protections of the First Amendment.

27. Persistent Absences or Tardiness

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

28. Physically Assaulting a Staff Member/Student/Person Associated with the District

Physical assault at school against a District employee, student, volunteer, or contractor, which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

29. Possession of a Dangerous Weapon, 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, pocketknife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

30. Possession of Wireless Communication Devices

A student may possess a **wireless communication device (WCDs)** or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process. When directed, cell phones & other ECDs shall be turned off and stored away. Students must comply with administrative and/or teacher directives to remove, or strategically place, phones, watches, tablets, pads, etc.

Except as authorized under Board policy, use of **WCDs** and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10-day suspension, loss of privileges, and may be recommended for expulsion.

- "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in

criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline, up to, and including expulsion, and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he could receive a failing grade on the exam and/or receive discipline. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

31. Profanity

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

32. Purposely Setting a Fire

Anything, such as fire, that endangers school property, and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

33. Refusing to Accept Discipline

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

34. Safety Concerns

Students should not use roller blades, bicycles, skateboards and scooters in school hallways or District pedestrian traffic areas. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

35. Student Demonstration/Disorder

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

36. School/Classroom Rule Violation

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

37. Telecommunications

The act of violating the district's acceptable Internet Use Policy. The act of tampering with computer hardware or software, including loading unauthorized software, making unauthorized copies of software, tampering with the hard drive, infection of computers with viruses, and computer network "hacking" is prohibited.

38. Thefts and Possession of Stolen Property

When a student is caught stealing or acquiring school or someone's property without consent s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization. The school is not responsible for personal property. Theft may result in suspension or expulsion.

39. Tobacco Possession or Use

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco and/or tobacco paraphernalia, E-Cigarettes, and/or vape devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. Law enforcement officials may be contacted.

40. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

41. 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. Violations of this rule could result in suspension or expulsion.

42. Verbally Threatening a Staff Member/Student/Person Associated with the District

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

43. Weapon Possession or Use

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a 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.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

DISCIPLINE

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

In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal, and formal.

Informal Discipline

Informal discipline takes place within the school. It may include the following:

1. Writing assignments
2. Change of seating or location
3. Detention
4. In-school restriction
5. Extended detentions
6. Time-Out

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, long-term suspension for up to thirty (30) days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the building principal and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Executive Director for Secondary Instruction then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

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.), or Section 504 of the Rehabilitation Act of 1973.

Criminal Acts
Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

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

DUE PROCESS RIGHTS

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

Suspension from School
When a student is being considered for a suspension of ten (10) days or less, the 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 informal hearing, the administrator will decide whether to suspend. If a student is suspended, s/he and his/her parents will be notified, within one (1) day, of the reason for and the length of the suspension. A lengthy suspension may be appealed, within three (3) days after receipt of the suspension notice, to the building principal. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented.

When a student is suspended, s/he may make-up work missed. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school
When a student is being considered for long-term suspension (more than ten (10) days) or 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;
* The length of the recommended suspension or expulsion;
* A brief description of the hearing procedure;
* A statement that the student may bring parents, guardians, and counsel;
* A statement that the student may give testimony, present evidence, and provide a defense;
* A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension may or may not be immediately removed from school. A formal hearing will be scheduled during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Students being considered for expulsion will be immediately removed from school. A formal hearing will be scheduled before 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. The hearing will also be formal in nature with testimony before the Board of Education. The hearing will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Chippewa Valley Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

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.).

SEARCH AND SEIZURE

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

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

Dogs may be used for the purpose of detecting drugs and, or explosives for the safety of students and staff.

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

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

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

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves within the guidelines of the Student Code of Conduct. With the right of expression comes the responsibility to do it appropriately.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

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

SECTION V - TRANSPORTATION

Bus Transportation to School

Children who live more than 1.5 miles from school will be bused. Parent(s) or guardian(s) shall be responsible for providing their own student's transportation if the parent has the student attend a school other than that of their assigned attendance area. Students who would otherwise be required to cross a major thoroughfare as the only route to school without the benefit of a crossing guard or public sidewalk, respectively, but who reside less than one and on-half (1 ½) miles walking distance from school, will be eligible for transportation. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the school administrator.

Since children are picked up at stops in their neighborhoods, parents are expected to make provisions for their child's safety to and from the bus stop and while they are at the stop.

In middle school, students are assigned seats on the bus. Any damage to the bus becomes the responsibility of the child assigned to that seat.

Children who ride the bus must not jeopardize their own safety or the safety of others. Busing is a privilege which will be denied if students do not follow bus safety rules.

Bus Conduct

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

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

<u>Before loading (on the road and at school)</u>

Each student shall:

1. Be on time at the designated loading zone ten (10) minutes prior to scheduled stop)
2. Always stay off the road while walking to and waiting for the bus
3. Line up single file off the roadway to enter
4. Wait until the bus is completely stopped before moving forward to enter
5. Refrain from crossing a street until the bus driver signals it is safe
6. Go immediately to a seat and be seated

<u>During the trip</u>

Each student shall:

1. Remain seated while the bus is in motion
2. Keep head, hands, arms, and legs inside the bus always
3. Not litter in the bus or throw anything from the bus
4. Keep books, packages, coats, and all other objects out of the aisle
5. Be courteous to the driver and to other bus riders
6. Not eat or play games, cards, etc.
7. Not tamper with the bus or any of its equipment

<u>Leaving the bus</u>

Each student shall:

1. Remain seated until the bus has stopped
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
3. Be alert to a possible danger signal from the driver

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

VIDEOTAPES ON SCHOOL BUSES

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

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus, suspended, and/or expelled.

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

1. Students shall complete the Student Vehicle Form 5515 F1 and provide:
    a. Driver's license
    b. Insurance certificate
    c. Registration

2. Parking lot speed limit is 5 (five) MPH.

3. The student must obtain a permit from the main office and pay the District established fee for the entire school year.

4. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

5. When the school provides transportation, students shall not drive to school-sponsored activities and/or classes unless written permission is granted by their parents and approved by the principal. No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the principal.

APPENDIX

MEMORANDUM TO PARENTS REGARDING

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

CRITICAL HEALTH EDUCATION PROGRAM

The Board of Education has adopted a comprehensive Health Education Program, which includes education on human sexuality and venereal and other non-casual-contact communicable diseases such as AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health. The program also includes instruction in abstinence from sex as a responsible method for preventing unwanted pregnancy and sexually transmitted diseases and as a positive lifestyle for unmarried young people.

In compliance with State law and with its desire to maintain effective communication with parents and the community, the Board has planned for the programs and instructional materials to be available for review by any parent or interested member of the community. If you wish to review any or all the programs, please contact the principal of your child's school. After reviewing the programs, if you wish to discuss them, please contact the principal or the school office.

Your child is required to participate in these courses, but the law allows you the right to have your child excused from participating in classes, which include instruction in sex education, reproductive health, family planning, and AIDS education. The Board's policy is to honor parents' written requests that their child be excused from certain classes in any course. We encourage you to personally review the program lessons and materials so appropriate alternative activities can be provided, should you find the materials unsuitable.

BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact your building administrator.

Disease-Specific Information and Exclusion Guidelines

Disease†	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
Campylobacteriosis†	Ingestion of under-cooked meat, contaminated food or water, or raw milk	Diarrhea (may be bloody), abdominal pain, malaise, fever	Average 2-5 days (range 1-10 days)	Throughout illness (usually 1-2 weeks, but up to 7 weeks without treatment)	Exclude with first signs of illness; encourage good hand hygiene	Exclude until diarrhea has ceased for at least 2 days; additional restrictions may apply
Chickenpox † (Varicella)**	Person-to-person by direct contact, droplet or airborne spread of vesicle fluid, or respiratory tract secretions	Fever, mild respiratory symptoms, body rash of itchy, blister-like lesions, usually concentrated on the face, scalp, trunk	Average 14-16 days (range 10-21 days)	As long as 5 days, but usually 1-2 days before onset of rash and until all lesions have crusted	Exclude with first signs of illness; potential exclusion for those without documentation of immunity	Until lesions have crusted (for cases with non-crusting lesions: until lesions are fading or until no new lesions occur)
CMV (Cytomegalovirus)	Exposure to infectious tissues, secretions, or excretions	None or "mono-like"	1 month	Virus may be shed for 6 months to 2 years	If pregnant, consult OB; contacts should not be excluded	No exclusion necessary
Common Cold	Airborne or contact with respiratory secretions; person-to-person or by touching contaminated surfaces	Runny or stuffy nose, slight fever, watery eyes	Variable, usually 1-3 days	24hrs before onset to up to 5 days after onset	Encourage cough etiquette and good hand hygiene	No exclusion necessary
Croup	Airborne or contact with respiratory secretions	Barking cough, difficulty breathing	Variable based on causative organism	Variable based on causative organism	Encourage cough etiquette and good hand hygiene	No exclusion necessary
Diarrheal Illness (Unspecified)	Fecal-oral: person-to-person, ingesting contaminated food or liquid, contact with infected animals	Loose stools; potential for fever, gas, abdominal cramps, nausea, vomiting	Variable based on causative organism	Variable based on causative organism	Exclude with first signs of illness; encourage good hand hygiene	Exclude until diarrhea has ceased for 24h or until medically cleared
E. coli **†** **(Shiga toxin-producing)**	Fecal-oral: person-to-person, from contaminated food or liquids, contact with infected animals	Abdominal cramps, diarrhea (may be bloody), may include gas, nausea, fever or vomiting	Variable, usually 2-10 days	For duration of diarrhea until stool culture is negative	Exclude with first signs of illness; encourage good hand hygiene	Medical clearance required; also, exclude until diarrhea has ceased for at least 2 days; additional restrictions may apply
Fifth Disease (Erythema infectiosum) (Parvovirus B19)	Person-to-person; Contact with respiratory secretions	Fever, flushed, lacy rash ("slapped cheek")	Variable, usually 4-20 days	Most infectious before 1-2 days prior to onset	If pregnant, consult OB; encourage good hand hygiene; do not share eating utensils	No exclusion if rash is diagnosed as Fifth disease by a healthcare provider

Disease†	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
Giardiasis** †	Person-to-person transmission of cysts from infected feces; contaminated water	Diarrhea, abdominal cramps, bloating, fatigue, weight loss, pale, greasy stools; may be asymptomatic	Average 7-10 days (range 3-25+ days)	During active infection	Encourage good hand hygiene	Exclude until diarrhea has ceased for at least 2 days; may be relapsing; additional restrictions may apply
Hand Foot and Mouth Disease** (Coxsackievirus) (Herpangina)	Contact with respiratory secretions or by feces from infected person	Sudden onset of fever, sore throat, cough, tiny blisters inside mouth, throat and on extremities	Average 3-5 days (range 2-14 days)	From 2-3 days before onset and several days after onset; shed in feces for weeks	Exclude with first signs of illness; encourage cough etiquette and good hand hygiene	If secretions from blisters can be contained, no exclusion required
Head lice (Pediculosis)	Head-to-head contact with an infected person and/or their personal items such as clothing or bedding	Itching, especially nape of neck and behind ears; scalp can become pink and dry; patches may be rough and flake off	1-2 weeks	Until lice and viable eggs are destroyed, which generally requires 1-2 shampoo treatments and nit combing	Avoid head-to-head contact during play; do not share personal items, such as hats, combs; inspect close contacts frequently	Students with live lice may stay in school until end of day; immediate treatment at home is advised; see Head Lice Manual
Hepatitis A** †	Fecal-oral; person-to-person or via contaminated food or water	Loss of appetite, nausea, fever, jaundice, abdominal discomfort, diarrhea, dark urine, fatigue	Average 25-30 days (range 15-50 days)	2 weeks before onset of symptoms to 1 to 2 weeks after onset	Immediately notify your LHD regarding evaluation and treatment of close contacts; encourage good hand hygiene	Exclude until at least 7 days after jaundice onset and medically cleared; exclude from food handling for 14 days after onset
Herpes simplex I, II (cold sores / fever blisters) (genital herpes)	Infected secretions HSV I – salvia HSV II – sexual	Tingling prior to fluid-filled blister(s) that recur in the same area (mouth, nose, genitals)	2-14 days	As long as lesions are present; may be intermittent shedding while asymptomatic	Encourage good hand hygiene and age-appropriate STD prevention; avoid blister secretions; do not share personal items	No exclusion necessary
Impetigo (Impetigo contagiosa)	Direct or indirect contact with lesions and their discharge	Lesions/blisters are generally found on the mouth and nostrils; occasionally near eyes	Variable, usually 4-10 days, but can be as short as 1-3 days	While sores are draining	Exclude with first signs of illness; encourage good hand hygiene	Exclude until under treatment for 24hrs and lesions are healing; cover lesions
***Influenza** (influenza-like illness)**	Droplet or contact with respiratory secretions (sneeze and cough, touching contaminated surfaces)	High fever, fatigue, cough, muscle aches, sore throat, headache, runny / stuffy nose; vomiting and diarrhea infrequently reported	1-4 days	1 day prior to onset of symptoms to 1 week or more after onset	Exclude with first signs of illness; encourage cough etiquette and good hand hygiene	Exclude until 24hrs after fever has resolved (without fever-reducing medication) and cough has subsided

Disease†	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
Measles† (Rubeola) (Hard/red measles)**	Contact with nasal or throat secretions; airborne via sneezing and coughing	High fever, runny nose, cough, red, watery eyes, followed by rash first on face, then spreading over body	Average 10-12 days (range 7-21 days) from exposure to fever onset	4 days before to 4 days after rash onset	Exclude those without documentation of immunity	Exclude until 4 days after rash onset
Meningitis† (Aseptic/viral)**	Varies with causative agent: droplet or fecal-oral route; may be complications of another illness	Severe headache, stiff neck and back, vomiting, fever, intolerance to light, neurologic symptoms	Varies with causative agent	Varies with causative agent, but generally 2-14 days	Encourage cough etiquette and good hand hygiene	Exclude until medically cleared
Meningitis† (Bacterial) (*N. meningitis*) (*H. influenzae*) (*S. pneumoniae*)**	Contact with saliva or nasal and throat secretions; spread by sneezing, coughing, and sharing beverages or utensils	Severe headache, stiff neck and back, vomiting, fever, irritability, intolerance of light, neurologic symptoms; rash is possible	Average 2-4 days (range 1-10 days)	Generally considered no longer contagious after 24hrs of antibiotic treatment	Immediately notify your LHD; encourage good hand hygiene; do not share personal items and eating utensils	Medical clearance required; exclude until 24 hrs after antimicrobial treatment
Mononucleosis	Person-to-person via saliva	Fever, sore throat, fatigue, swollen lymph nodes, enlarged spleen	30-50 days	Prolonged, possibly longer than 1 year	Do not share personal items	Exclude until able to tolerate activity; exclude from contact sports until recovered
MRSA** (Methicillin-resistant *Staphylococcus aureus)*	Transmitted by skin-to-skin contact and contact with surfaces that have contacted infection site drainage	Fever may be present; commonly a lesion; may resemble a spider bite and be swollen, painful with drainage; a non-symptomatic carrier state is possible	Varies	As long as lesions are draining; MRSA is frequently found in many environments; handwashing is the best way to avoid infection	Encourage good hand hygiene; do not share personal items, including but not limited to towels, washcloths, clothing and uniforms	No exclusion if wound is covered and drainage contained; exclusion from contact sports / swim until medical clearance
Mumps†**	Airborne or direct contact with saliva	Swelling of 1 or more salivary glands (usually parotid); chills, fever, headache are possible	Average 16-18 days (range 12-25 days)	Up to 7 days prior to and 8 days after parotitis onset	Exclude those without documentation of immunity	Exclude until 5 days after onset of salivary gland swelling
***Norovirus** (viral gastroenteritis)**	Food, water or surfaces contaminated with vomit or feces, person-to-person, aerosolized vomit	Nausea, vomiting, diarrhea, abdominal pain for 12-72hrs; possibly low-grade fever, chills, headache	Average 24-48hrs (range: 12-72hrs)	Usually from onset until 2-3 days after recovery; typically, virus is no longer shed after 10 days	Encourage good hand hygiene; contact LHD for environmental cleaning recommendations	Exclude until diarrhea has ceased for at least 2 days; exclude from food handling for 3 days after recovery

Disease†	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
Pink Eye (conjunctivitis)	Discharge from eyes, respiratory secretions; from contaminated fingers, shared eye make-up applicators	Bacterial: Often yellow discharge in both eyes Viral: Often one eye with watery/clear discharge and significant redness Allergic: itchy eyes with watery discharge	Variable but often 1-3 days	During active infection (range: a few days to 2-3 weeks)	Exclude with first signs of illness; encourage good hand hygiene	Bacterial: exclude until 24hrs after microbial therapy Viral or allergic: no exclusion necessary
Rash Illness (Unspecified)	Variable depending on causative agent	Skin rash with or without fever	Variable depending on causative agent	Variable depending on causative agent	Variable depending on causative agent	Exclude until rash has subsided or until medically cleared
Respiratory Illness (Unspecified)	Contact with respiratory secretions	Slight fever, sore throat, cough, runny or stuffy nose	Variable but often 1-3 days	Variable depending on causative agent	Encourage cough etiquette and good hand hygiene	Exclude if child has fever over 100°F until fever free for 24hrs without fever-reducing medication
Ringworm (Tinea)	Direct contact with an infected animal, person, or contaminated surface	Round patch of red, dry skin with red raised ring; temporary baldness	Usually 4-14 days	As long as lesions are present and fungal spores exist on materials	Inspect skin for infection; do not share personal items; seek veterinary care for pets with signs of skin disease	Exclude until 24hrs of treatment; exclude from contact sports / swimming until treatment has been initiated
Rubella† (German Measles)**	Direct contact; contact with respiratory secretions; airborne via sneeze and cough	Red, raised rash for ~3 days; possibly fever, headache, fatigue, red eyes	Average 16-18 days (range: 14-21 days)	7 days before to 7 days after rash onset	If pregnant, consult OB; exclude those without documentation of immunity	Exclude until 7 days after onset of rash
Salmonellosis†	Fecal-oral: person-to-person, contact with infected animals or via contaminated food	Abdominal pain, diarrhea (possibly bloody), fever, nausea, vomiting, dehydration	Average 12-36hrs (range: 6hrs-7 days)	During active illness and until organism is no longer detected in feces	Exclude with first signs of illness; encourage good hand hygiene	Exclude until diarrhea has ceased for at least 2 days; additional restrictions may apply
Scabies	Close, skin-to-skin contact with an infected person or via infested clothing or bedding	Extreme itching (may be worse at night); mites burrowing in skin cause rash / bumps	2-6 weeks for first exposure; 1-4 days for re-exposure	Until mites are destroyed by chemical treatment; prescription skin and oral medications are generally effective after one treatment	Treat close contacts and infected persons at the same time; exclude with first signs of illness; avoid skin-to-skin contact; do not share personal items	Until treatment is completed; see MDCH Scabies Prevention and Control Manual

Disease†	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
Shigellosis** †	Fecal-oral: frequently person-to-person; also via contaminated food or water	Abdominal pain, diarrhea (possibly bloody), fever, nausea, vomiting, dehydration	Average 1-3 days (range 12-96hrs)	During active illness and until no longer detected; treatment can shorten duration	Exclude with first signs of illness; encourage good hand hygiene	Medical clearance required; also, exclude until diarrhea has ceased for at least 2 days; additional restrictions may apply
Strep throat / Scarlet Fever	Respiratory droplet or direct contact; via contaminated food	Sore throat, fever; Scarlet Fever: body rash and red tongue	Average 2-5 days (range 1-7 days)	Until 24hrs after treatment; (10-21 days without treatment)	Exclude with signs of illness; encourage good hand hygiene	Exclude until 24hrs after antimicrobial therapy
Streptococcus pneumoniae	Contact with respiratory secretions	Variable: ear infection, sinusitis, pneumonia or meningitis	Varies; as short as 1-3 days	Until 24hrs after antimicrobial therapy	Consult your LHD to discuss the potential need for treatment	Exclude until 24hrs after antimicrobial therapy
Tuberculosis (TB) †	Airborne; spread by coughing, sneezing, speaking or singing	Fever, fatigue, weight loss, cough (lasting 3+ weeks), night sweats, loss of appetite	2-10 weeks	While actively infectious	Consult your LHD to discuss for evaluation and potential testing of contacts	Exclude until medically cleared
Typhoid fever (*Salmonella* typhi) †	Fecal-oral: person-to-person, ingestion of contaminated food or water (cases are usually travel-related)	Gradual onset of fever, headache, malaise, anorexia, cough, abdominal pain, rose spots, diarrhea or constipation, change in mental status	Average range: 8-14 days (3-60 days reported)	From first week of illness through convalescence	Consult your LHD for evaluation of close contacts	Medical clearance required; also, exclude until symptom free; additional restrictions will apply
Whopping Cough (Pertussis)** †	Contact with respiratory secretions	Initially cold-like symptoms, later cough; may have inspiratory whoop, posttussive vomiting	Average 7-10 days (range 5-21 days)	With onset of cold-like symptoms until 21 days from onset (or until 5 days of treatment)	Consult your LHD to discuss the potential need for treatment	Exclude until 21 days after onset or until 5 days of appropriate treatment
West Nile Virus	Bite from an infected mosquito	High fever, nausea, headache, stiff neck	3-14 days	Not spread person-to-person	Protect against bites using EPA approved insect repellents	No exclusion necessary

All diseases in **bold** are to be reported to your local health department

*Report only aggregate number of cases for these diseases

** Contact your local health department for a "letter to parents"

† Consult with local health department on case-by-case basis

Vaccination is highly encouraged to prevent or mitigate disease

Acceptable Use Policy
Chippewa Valley Schools

1. Introduction: As Chippewa Valley Schools ("the district") administers computers and networks, users should be apprised of the issues that accompany technology, Internet, and network use in schools. This document defines the policy of the school district regarding the use of technology.

The use of the computer, the network, the Internet, and all other technologies is a privilege, not a right, and unacceptable use may result in a cancellation of the privilege. The district may deny, restrict, revoke, or suspend specific user accounts at any time. In addition, the district may take other disciplinary action for violations of the acceptable use policy. Nothing in this acceptable use policy is intended to preclude the supervised use of the system under the direction of a teacher or other approved user. Other district policies and procedures apply.

2. The district's computers and technology are to be used for educational purposes and to conduct the business of the Chippewa Valley Schools. Accounts are not to be used to conduct or promote personal or private businesses. Any costs incurred by a user are the user's responsibility. Users shall not distribute material throughout the network, which contains any advertising, promotion, or solicitation of goods or services for commercial purposes; or endorses political or religious viewpoints without the approval of Chippewa Valley Schools. "Spamming" (mass emailing of "junk mail") is not allowed. Users must not create, distribute, or seek out material that is profane, vulgar, or that advocates or condones violence, harassment, or discrimination towards other people.

3. **Maintain and protect security.** Users are to assume other users' information is private property and treat it accordingly. Password sharing is prohibited. Users may not allow others to use their account except for purposes of technical support by an authorized technician. The network account holder is held responsible for their actions and activity within their account. Users may not attempt to access folders, directories, or network resources not designated for their use. Users are to log out, shut down, or otherwise secure the computer when they leave it.

4. Help maintain operability. Users shall not knowingly upload or download any software, file, or other content, *nor tamper with or damage hardware*, which adversely affects the performance or availability of the system. To protect the integrity of the system, only Technology Services or authorized persons will conduct software installations. Any attempt to harm or destroy the data of another user, computer, network, or system either internal or external to Chippewa Valley Schools is a violation of the acceptable use policy.

5. Follow the law. State and federal laws govern the use of the district systems. Users shall follow laws and help enforce them. Users shall obey copyrights and not violate trade secrets. The unauthorized installation, use of storage, or distribution of copyrighted software or similar unauthorized materials on district systems and technology is prohibited.

6. Preserve personal safety, especially for students. District web pages and other electronic documents must preserve student safety. Public documents may not include a child's telephone number, address, or names of other family members. Public documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities. Photos which identify students will not be published on web pages without parent permission.

The responsibilities for online safety practices are threefold.

- Students must use safe practices online.
- Staff must use student information safely.
- Teachers are responsible for teaching safe practices to students.

7. There is no guarantee of privacy when using district technology. Chippewa Valley has the right, but not the obligation, to examine any content on our network. Routine maintenance and monitoring of the system may lead to discovery that a user has violated the law or a district policy. Furthermore, the Internet employs systems owned by others and beyond the control of the district. Email may be intercepted by third parties. Email can be viewed by others. Email and account name data is public information and so is subject to Freedom of Information requests by citizens. Users are advised not to put anything in an email that they would not put on school letterhead.

8. Online information, including web pages, must meet district standards. The district's web pages, emails, and other communications must be consistent with Chippewa Valley's mission and philosophy as a public school district. Documents may not contain objectionable material or contain links that point directly or indirectly to objectionable material. Documents must conform to school board policies and established school guidelines. The school district reserves the right to edit any material that does not meet the district's standards.

9. Users must conserve limited system resources. The district may impose individual limitations on bandwidth, electronic storage capacity, printer capability and other resources. Users should act in a way to conserve the resources. For example, users should regularly delete old email messages and unwanted files.

10. The district reserves the right to change this policy. The settings and configurations of the network and its related components will be constantly evaluated and changed when necessary to better meet the needs of the district and the users. Similarly, changes to other policies, regulations, and laws may affect the operation and management of the network.

(Adopted by the Chippewa Valley Board of Education, July 11, 2011.)

Chippewa Valley Schools

Technology Acceptable Use and Safety Policy

Grades K - 5

I understand that using the computer correctly and responsibly is very important. I promise to follow these rules when using the computer and other equipment at school or at home. I understand that if I break these rules, I might not be able to use school computers.

- I will use computer and technology equipment only when a teacher or trusted adult is present.
- I will use the computer and the Internet for schoolwork only.
- I will use only the programs and websites that my teacher has approved.
- I will not share my password with anyone and I will not use another person's password.
- I will not damage or change settings on the hardware, software, or the network.
- I will not remove or alter any labels, barcodes, or serial numbers on my computer.
- I will not add stickers or other decorations to my computer.
- I will obey all copyright laws.
- If I notice a problem, I will not try to fix it myself, but I will tell my teacher or another adult immediately.
- I will take care of my computer and be responsible for it. I will not put food or drinks by it. I will carry it with two hands and do my best to take care of it responsibly.
- I will tell my teacher if I read or see something on the computer that is inappropriate, makes me feel uncomfortable, or if someone I don't know attempts to contact me on the computer/Internet at any time.
- I will never give out personal information about myself or anyone else (full name, address, email address, phone number, photo) over the Internet.
- I will never use the computer to be hurtful to others. I will not look at, send or display inappropriate messages or pictures, nor will I use the computer to intimidate, harass or bully others.
- I will report anything that I may see on social media that may impact others well-being or safety at school to a teacher, administrator, or parent.

Chippewa Valley Schools

Technology Acceptable Use and Safety Policy

Grades 6 – 12

I understand that using the computer correctly and responsibly is very important. I agree to follow the district Acceptable Use Policy when using my district issued laptop and other equipment at school or at home.

I understand that if I break these rules I might not be able to use school computers, but I will still be responsible for completing all schoolwork. I agree to take care of the computer and will be responsible for any damage due to carelessness, neglect, or misuse.

I agree to follow these rules when using the computer and other equipment:

- I will use the hardware and software provided by Chippewa Valley Schools solely for educational purposes.
- I will not intentionally damage CVS technology, including the removal or alteration of labels, barcodes, or serial numbers.
- I will not add stickers or other decorative items to the district device.
- I will care for the laptop I am assigned. I will use the case if provided with one. I will not be careless with it or put food or drinks by it.
- I will not vandalize any hardware, software or data, including unauthorized access into the operation of the technology system and creating or transmitting computer viruses.
- I will protect the privacy of my username and password from others.
- I will not use someone else's username or password for any reason.
- I will not access, copy, or modify files or passwords belonging to other users.
- I will never use the computer to be hurtful to others.
- I will not look at, send or display inappropriate messages or pictures, nor will I use the computer to intimidate, harass or bully others.
- I will report anything that I may see on social media that may impact others well-being or safety at school to a teacher, administrator, or parent.
- I will not illegally install licensed or copyrighted software.
- I will follow copyright and trademark laws. I will not use or copy materials without proper permissions or acknowledgment. This includes text, images, video, music and any other materials that could violate copyright laws.
- I will immediately notify a teacher or staff member if I access something questionable.
- I will not reveal personal information or images online such as my name, email address, address and telephone numbers without written permission from my parent or guardian.
- I will not reveal personal information or images of any other individual online such as their name, email address, address or telephone numbers.
- I will not use district technology for commercial purposes, partisan/political purposes or for any unlawful purpose.
- I will not change any computer settings without permission from a teacher or district staff member.

CODE OF CONDUCT FOR STUDENT ATHLETES

WE SUPPORT GOOD SPORTSMANSHIP AND EDUCATIONAL ATHLETICS

Our Athletic Community is
EXPECTED to be RESPECTFUL and RESPONSIBLE!

- Cheer positively for your own team – follow the lead of cheerleaders
- No taunting, No disruptive behavior, No distractive cheers
- Accept officials' decisions

Join our SPORTSMANSHIP TEAM

T each Good Sportsmanship
E ncourage Good Sportsmanship
A dvocate Good Sportsmanship
Model Good Sportsmanship

A student, by participating on any team listed below, is voluntarily submitting to abide by the rules, requirements, standards, and regulations listed here, as well as any rules, requirements, standards, and regulations of the team. **Being on a team is a privilege, not a right.** Therefore, it is crucial for student athletes to understand the Athletic Department's expectations of them, and what they may expect from the athletic program. This document sets out the Athletic Mission Statement for the Chippewa Valley Schools, as well as Athletic Program Beliefs, Eligibility, Rules, Transportation Policy, Attendance Requirements and Vacation Policy, Academic Standards for Athletes, Conduct Expectations for Athletes, Consequences and Appeal Procedures. All athletes and their parents are expected to read and to be familiar with this document. Any questions should be directed to the coach or Athletic Director.

Athletic Mission Statement

To provide a comprehensive and balanced interscholastic program for all students that emphasizes learning the necessary lifelong skills to work effectively as team members, to solve problems, and to be productive and contributing members of society.

ATHLETIC PROGRAM BELIEFS

- All eligible students will have an **opportunity** for team membership in the activities of their choice.
- All athletes will be encouraged to participate in multiple athletic experiences.
- All individuals will be treated with respect and dignity.
- Our student – athletes will play hard, play safe, and play competitively within the framework of Good Sportsmanship.
- Our coaches, by their example, will coach competitively within the framework of Good Sportsmanship.
- Players, coaches, parents, spectators, and athletic staff will demonstrate responsible behavior.
- There will be high expectations and minimal attrition (low dropout).
- The opportunity for eligible students to participate in a wide variety of school athletic activities is an important part of the educational experience.
- The value of citizenship is realized through sportsmanship and ethical play in athletic competition.
- The participation aspect of athletics is more important than the competition aspect at the freshmen level.
- Coaches are professional educators and must continuously search for effective teaching methods and strategies.
- Coaches will have more interest in the well-being and development of the students than in winning or personal goals.
- Athletes will be free of pressures from coaches to participate in camps, clinics, or outside teams to be part of the school team.
- All decisions within the athletic program must always be made considering best practices and current thinking and with the best interests of the student in mind.

The following statements are in line with the philosophy described above.

- For Middle School Basketball - each player will play in one full period during the first half.
- For Middle School Volleyball - each player will start a game and play a minimum of 12 points.
- For Middle School Football - each player must play at least one play in the first half and one play in the second half.
- • For Freshman Contests - each eligible athlete will participate in each contest.

Chippewa Valley Schools Athletic Department offers the following athletic opportunities:

High School: Baseball, Basketball, Bowling, Cheerleading, Cross Country, Dance, Football, Golf, Hockey, Softball, Soccer, Swimming & Diving, Tennis, Track & Field, Volleyball, and Wrestling, and Lacrosse.

Middle School: Basketball, Football, Track & Field, and Volleyball.

MHSAA ELIGIBILITY RULES FOR ATHLETES

The following MHSAA rules are only a summary of some of the regulations affecting student eligibility. A complete listing of rules can be found in the MHSAA Handbook located in the Athletic Office at your school.

1. **AGE -** High school students become ineligible if they reach their nineteenth (19) birthday before September 1 of a current school year. Seventh grade students must be under fourteen years of age before September 1 of a current school year. Eighth grade students must be under fifteen years of age before September 1 of a current year. Those middle school students who will reach their fifteenth (15) birthday before September 1 of a current year may participate in the high school athletic program if approved on an MHSAA Eligibility Advancement Application. These students are limited to four years of high school eligibility, and all other regulations would apply as if that student were in high school.
2. **PHYSICAL EXAMINATION -** Students must have on file, in the Athletic Department Office, a physician's statement for the current school year (after April 15) certifying that he/she is physically able to compete in athletic practices and contests.
3. **ENROLLMENT -** Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which she or he competes.
4. **SEMESTERS OF ENROLLMENT -** Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four second semesters of competition and cannot compete if they have graduated from high school. (high school only)
5. **SEMESTER RECORDS -** Students must have passed at least four full credit subjects in the previous semester of enrollment and must be currently passing four full credit courses.
6. **TRANSFER STUDENTS -** A student in grades 9 through 12 who transfers to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of fifteen published exceptions.
7. STUDENTS AND PARENTS ANTICIPATING A CHANGE OF SCHOOLS SHOULD FIRST SEEK ADVICE FROM THEIR HIGH SCHOOL ATHLETIC ADMINISTRATION.
8. **UNDUE INFLUENCE -** The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one semester.
9. **LIMITED TEAM MEMBERSHIP -** After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. See the MHSAA Eligibility Brochure for exceptions.
10. **ALL STAR COMPETITION -** Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.
11. **AWARDS AND AMATEURISM -** Students cannot receive money or other valuable considerations for participating in MHSAA sponsored sports or officiating in interscholastic athletics contests, except as allowed by the MHSAA Handbook. Students may accept, for participating in MHSAA sponsored sports, a symbolic or merchandise award, which does not have a value over $15. Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind". Awards in the form of cash, merchandise, certificates, or any other negotiable document are never allowed.

LIFE OF AN ATHLETE REQUIREMENT

Student-athletes should be role models in the areas of training and nutrition. No student may begin active participation in tryouts or practice until they have reviewed the "Life of an Athlete" program, which can be found on the District's website. Students must complete the online assessment, and have it verified by the coach before they are eligible for participation on any, and all, teams.

ACADEMICS STANDARDS FOR ATHLETES

The Chippewa Valley Schools, and the Michigan High School Athletic Association believe that academics are the top priority for students. The academic eligibility requirements for our school district and the Michigan High School Athletic Association are set out below. It is the coaches' responsibility to confirm each athlete's eligibility, and any athlete or parent who has a question about the academic requirements should contact the coach or Athletic Director promptly.

MHSAA ACADEMIC STANDARDS FOR HIGH SCHOOL

PREVIOUS SEMESTER RECORD

All students must have earned credit in at least four classes (20 credit hours) for the most recent semester enrolled. Effective with the 2009-10 school year, the minimum academic standard for athletic eligibility changes to "66 percent of credit load potential for a full-time student," and the period of ineligibility following a deficiency at the end of a term is 60 scheduled school days. (The only exception is students entering 9th grade for the first time and students that are granted advanced eligibility.)

CURRENT SEMESTER RECORD

All students must pass at least four classes (20 credit hours) on each quarter report card. If a student is not passing at least four classes (20 credit hours), that student is ineligible for competition until the next grade check (initiated by the coach) but not less than for the next Monday through Sunday. If the next check reveals the student is still not passing at least four classes (twenty credit hours), that student is ineligible for competition for not less than the next Monday through Sunday. This process continues (with the student remaining on the team but not eligible for competition) until the student is passing at least four classes (twenty credit hours) from the start of the semester through the most recent grade check.

CV SCHOOLS ACADEMIC REQUIREMENT

All students must maintain at least a C average. If the grades of an athlete fall below a C average, the coach implements a Plan of Assistance. The student is placed on athletic probation and the coach initiates a weekly grade check. If a student improves sufficiently on this check, s/he is taken off the Plan of Assistance by the Athletic Director. If a student improves, but not sufficiently, the Plan of Assistance is continued. If, at the discretion of the Athletic Director, the student's academic progress has not improved sufficiently, the student may be deemed ineligible for the next competition.

MHSAA ACADEMIC STANDARDS FOR MIDDLE SCHOOLS

PREVIOUS SEMESTER RECORD

All students must have a passing grade in a least fifty percent (50%) of the total periods of work carried for the last semester enrolled. A first-year middle school student may compete without reference to his or her record in the sixth grade.

CURRENT SEMESTER RECORD

All students must pass at least fifty percent (50%) of a full class load. If a student is not passing at least fifty percent of a full class load, that student is ineligible for competition until the next grade check (initiated by the coach) but not less than for the next Monday through Sunday. It the next check reveals the student is still not passing at least fifty percent (50%) of a full class load, that student is ineligible for competition for not less than the next Monday through Sunday.

This process continues (with the student remaining on the team but not eligible for competition) until the student is passing at least fifty percent (50%) of a full class load from the start of the semester through the most recent grade check.

CV ACADEMIC/BEHAVIOR REPORT

By Friday of each week, each middle school athlete will take a weekly report to all adult supervisors. After the report has been filled out, the coach will review it at practice. Parents will then sign the report over the weekend. If the athlete receives an unsatisfactory in any subject or in behavior, the athlete has one week to bring up the unsatisfactory to satisfactory. In the next report, if an athlete receives an unsatisfactory in subject or behavior, that student will be ineligible for the following week. The athlete is still required to participate in practice, and attend all games, but will not be allowed to dress for or play in the scheduled games.

TRANSPORTATION POLICY

All athletic participants, including but not limited to coaches, athletes, and team personnel, are required to use the bus transportation **when** provided by the Athletic Department. Students that are being provided transportation, either to or from an event, must adhere to the Chippewa Valley Schools Student code of Conduct. Any time one-way transportation is provided, the bus driver will act as the chaperone, in place of the coach.

• Exceptions to this policy may include funeral, religious, or emergency medical reasons. When employing an exception to the policy, there must be written documentation of the reason along with a face-to face meeting between the parent of the athlete and the coach.

• A list of verifiable commitments and activities that necessitates parental transportation from athletic events can be presented to the coach prior to the beginning of the season.

• School Board Policy governs practices and events in which district bus transportation is not used or available. Parents will sign the appropriate form and return them to the coach prior to the event or practice. The coach will have the form in his/her possession during the event or practice.

ATTENDANCE REQUIREMENTS AND VACATION POLICY

An athlete shall attend school for at least 1/2 day on any school day in which she/he participates in a practice or contest. A full day of attendance, for this purpose, means all classes in which the student is currently enrolled. The Athletic Director may grant exceptions if the student was absent because of attendance at a funeral, attendance at an approved field trip, or because of illness that is verified with a written doctor's note or parental excuse. Attendance at practice sessions is essential to prepare athletes physically and mentally for athletic contests. All team members are required to be at all athletic practice sessions and contests at the times designated by the coach. It is the responsibility of the athlete to make prior arrangements with the coach for an excused absence. Three unexcused absences may result in removal from the team. Suspensions from school are unexcused absences, and an athlete may not participate in a practice or a contest while suspended from school. Vacations by athletic team members during a sport season are discouraged.

Parents/athletes wishing to do so may wish to reassess the commitment an athlete makes to the team. In the event of an unavoidable absence due to a vacation, an athlete must:

1. Be accompanied by his/her parents while on vacation.
2. Inform the head coach prior to the vacation.
3. Practice one day for each practice or contest day missed prior to resuming competition. (A contest day will count as a practice day).
4. Be willing to assume additional consequences related to their status on that squad. All athletes will be treated in a fair and equitable manner.

CONCUSSIONS AND HEAD INJURIES – Any student who is suspected of having suffered a concussion or head injury during a physical education class or recreational activity of the school shall be removed from the activity and referred to the Athletic Trainer/Athletic Director, who shall notify the student's parent/guardian and take such further actions as deemed necessary.

A "student athlete" is any student who tries out for or participates on any athletic team sponsored by the District or related group. Any student athlete who is suspected of sustaining a concussion or head injury shall be removed from participation or competition at that time. When so removed from an interscholastic or other competition including any practice session, a student athlete may not return to the contest or the practice unless cleared by a licenses physician with an MD or DO after their name or a neuropsychologist. Prior to returning to active participation in practice and, or, competition, the following steps must be completed:

a. The student athlete and parent/guardian must have signed-off the concussion protocol packet provided to them by the District, including "*What Happens to My Brain When I Get a Concussion?" "Head Injury Care Sheet"* and complete the six (6) step *"Return to Play Protocol."*

b. Have the *"Concussion Return to Play Clearance Form"* signed by a licensed physician.

c. Pass an online ImPACT Concussion Test, (provided the student was able to establish baseline data prior to the beginning of the athletic season).

ATHLETIC CODES OF CONDUCT

The Athletic Department, our community, school administrators, the teaching staff, and the athletes themselves believe strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The health and welfare of our students is the number one consideration. Consequently, firm, and fair enforcement of the Athletic Department's Code of Conduct requirements is essential. These requirements, set out below are in effect 12 months a year, all day, every day. Being an athlete on a team is a privilege, not a right. If a student athlete or parent has a question about conduct expectations or consequences, they should see their coach or the Athletic Director.

The Athletic Code of conduct is part of and works in conjunction with the school district's Student Code of Conduct.

ADDICTIVE AND ILLEGAL SUBSTANCES AND OTHER MISCONDUCT

Addictive substances – the use, possession, distribution, or sale of addictive and illegal substances by student athletes is prohibited. The consequences below will be administered for any infraction.

Other Misconduct - Any conduct that dishonors the athlete, the team and the school will not be tolerated. For any acts of unacceptable conduct such as, but not limited to, theft, extortion, vandalism, assault, sexual misconduct, gross disrespect, hazing, or inappropriate use of the internet, electronic devices, or communication systems.

Consequences:

- First Offense – 25% of competitions, plus taking the online Life of an Athlete course. Certification of completion is required.
- Second Offense – 50% of competitions, plus professional consultation selected by the school district and paid for by the athlete. Verification from the professional agency is required following completion of the consultation.
- Third Offense – suspension from all competitions for the remainder of middle school or high school career.

*****An athlete's first tobacco violation – 10% of competitions. For any further tobacco violation, the above consequences will apply.
*****If the violation warrants, the first offense and/or second offense consequences may be bypassed by the school administrator.

ADDITIONAL CONSIDERATIONS

- Competition suspensions are for consecutive contests and include current and next sport season.
- Invitationals, multi-contest days, and same day tournaments count as one contest.
- Calculation of the percentage of competitions will be based on the number of regular season games as defined by the MHSAA.
- An athlete may practice with the team during a competition suspension and may sit on the bench in street clothes during contests. During the suspension, an athlete may not dress for any competition.
- Any athlete who holds either an elected or appointed team captaincy may be required to relinquish his/her position.
- The Athletic Code of Conduct will be enforced when a coach or a faculty member or a district administrator has evidence that the violation has occurred.
- Under the School Safety Act, agencies will notify school personnel whenever a student is caught in violation of laws including those related to drugs and alcohol.
- Athletes issued citations from any law enforcement agency will be subject to the codes of conduct.
- Students that have received citations and then transfer into our district are subject to the codes of conduct.
- The coach of the student athlete shall impose the consequences.
- The Athletic Director will ensure that the codes of conduct are enforced.
- Use of tobacco is prohibited under this code even when a student athlete reaches their 18th birthday.
- Penalties shall not be considered served unless the student-athlete fully completes the season. Completion of the season must be verified by the coach
- If an additional offense is committed while a previous penalty is being served, the penalty for the additional offense will not begin until the penalty for the first offense has been served.
- The violations will be <u>cumulative</u> during a student-athlete's middle school or high school career.

PROCEDURE

- Reports of violations will be directed to the coach of the athlete.
- The coach will investigate the report and determine if consequences are to be applied. The Athletic Director will ensure that the codes of conduct are enforced.
- If consequences are to be applied, the coach will inform the athlete and parents.

APPEAL PROCESS

- The athlete may appeal the decision of the coach to the Athletic Coordinator at the middle school level, the Athletic Director at the high school level.
- The appeal must be in writing and must contain compelling reasons for changing the decision of the coach. It must be presented to the Athletic Director/Coordinator within two school days of the notice of the consequences by the coach to the student athlete.
- The athlete will be allowed a reasonable opportunity to be heard, to present extenuating evidence or witnesses, and to have representation.
- The decision of the Athletic Director/Coordinator will be provided in writing, to the student athlete, no more than two school days after the student submits the appeal.
- The athlete may appeal the decision of the Athletic Director/Coordinator to the building administrator.
- The appeal must be in writing and must contain compelling reasons for changing the decision of the Athletic Director/

- Coordinator. It must be presented to the building administrator within two school days of the student's receipt of the Athletic Directors/Coordinators written decision.
- The athlete will be allowed a reasonable opportunity to be heard, to present extenuating evidence or witnesses, and to have representation.
- The decision of the building administrator will be provided in writing, to the student athlete, no more than two school days after the appeal from the Athletic Director/Coordinator's decision is submitted by the student.
- • The decision of the building administrator is final.

2021-2022 School Year

Athlete's Graduation Year - _____

CV SCHOOLS SPORTS REGISTRATION **CODE OF CONDUCT FOR STUDENT ATHLETES**
TO BE COMPLETED ONE TIME PER ATHLETIC CAREER

Complete Legal Name of Student: _____

Grade: _____ Birthdate: ____/____/____ School: _____

HAS STUDENT ATTENDED A HIGH SCHOOL OR MIDDLE SCHOOL OTHER THAN THE ONE LISTED ABOVE? ❑ Yes ❑ No
NAME IF YES:_____
HOME PHONE:_____EMAIL ADDRESS: _____
HOME ADDRESS/CITY/STATE/ZIP: _____
FATHER/GUARDIAN NAME: _____WORK PHONE: _____
MOTHER/GUARDIAN NAME: _____ WORK PHONE: _____

EMERGENCY CONTACTS:
NAME: _____ PHONE: _____
NAME: _____ PHONE: _____
FAMILY DOCTOR:_____ PHONE: _____

LIST ANY ALLERGIES OR SPECIAL MEDICAL INFORMATION BELOW:
_____
_____
_____

I HEREBY GIVE MY CONSENT FOR THE STUDENT NAMED ABOVE TO ENGAGE IN INTERSCHOLASTIC ATHLETICS AND UNDERSTAND THE POSSIBILITY THAT SERIOUS INJURY MAY RESULT FROM PARTICIPATING IN ATHLETIC ACTIVITIES. I FURTHER UNDERSTAND THAT THE ABOVE STUDENT WILL BE EXPECTED TO ADHERE FIRMLY TO ALL ESTABLISHED ATHLETIC POLICIES OF THE SCHOOL DISTRICT AND THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION. I RECOGNIZE THAT AS A RESULT OF ATHLETIC PARTICIPATION, MEDICAL TREATMENT ON AN EMERGENCY BASIS MAY BE NECESSARY, AND FURTHER RECOGNIZE THAT SCHOOL PERSONNEL MAY BE UNABLE TO CONTACT ME FOR MY CONSENT FOR EMERGENCY MEDICAL CARE. I DO HEREBY CONSENT IN ADVANCE TO SUCH EMERGENCY CARE, INCLUDING HOSPITAL CARE, AS MAY BE DEEMED NECESSARY UNDER THE THEN EXISTING CIRCUMSTANCES AND TO ASSUME RESPONSIBILITY FOR THE EXPENSES OF SUCH CARE. I AUTHORIZE CHIPPEWA VALLEY SCHOOLS TO USE A PHOTOGRAPH OR VIDEO RECORDING OF MY CHILD FOR DISTRICT NEWS OR WEB PAGE PUBLICATIONS. MY SIGNATURE ACKNOWLEDGES THAT I HAVE READ THIS ENTIRE DOCUMENT AND I AGREE ON BEHALF OF THE ABOVE NAMED STUDENT AND MYSELF TO ABIDE BY ALL OF ITS PROVISIONS.

*SIGNATURE OF PARENT/GUARDIAN:*_____ *Date:*_____

AS AN ATHLETE, I UNDERSTAND THAT I AM EXPECTED TO ADHERE FIRMLY TO ALL ESTABLISHED ATHLETIC POLICIES OF THE SCHOOL DISTRICT AND MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION SUCH AS THOSE STATED IN THIS DOCUMENT. MY SIGNATURE ACKNOWLEGES THAT I HAVE READ THIS ENTIRE DOCUMENT AND I AGREE TO ABIDE BY ALL OF THE STATED POLICIES, PROCEDURES, AND CODE OF THE ATHLETIC DEPARTMENT. I ALSO UNDERSTAND THAT THERE ARE ADDITIONAL POLICIES I MUST ADHERE TO WHICH ARE NOT CONTAINED IN THIS DOCUMENT.

SIGNATURE OF ATHLETE: _____ *Date:* _____

PLEASE CHECK OFF SEASONS AND LEVELS OF ATHLETIC ACTIVITIES YOU ARE PLANNING TO PARTICIPATE IN THIS SCHOOL YEAR.

FALL _____ WINTER _____ SPRING _____ LEVEL: 7 8 9 JV V

OFFICE USE ONLY:

PHYSICAL VERIFIED _____ EMERGENCY CARD VERIFIED _____

Educational Material for Parents and Students

(Content Meets MDCH Requirements) Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1. SEEK MEDICAL ATTENTION RIGHT AWAY – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

2. KEEP YOUR STUDENT OUT OF PLAY – Concussions take time to heal. Don't let the student return to play the day of injury and until a heath care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Shows mood, behavior, or personality changes
- Answers questions slowly
- Loses consciousness (even briefly)
- Moves clumsily

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Becomes increasingly confused, restless or agitated
- Slurred speech
- Convulsions or seizures
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)
- Repeated vomiting or nausea
- Has unusual behavior
- Cannot recognize people/places

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

2021-2022 School Year
CONCUSSION AWARENESS
EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012, that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by

_____

Sponsoring Organization

_____	_____
Participant Name Printed	Parent or Guardian Name Printed
_____	_____
Participant Signature	Parent or Guardian Signature
_____	_____
Date	Date

Athlete's Graduation Year - _____

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.