CHIPPEWA VALLEY SCHOOLS
STUDENT-PARENT HANDBOOK
2026-2027

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: djacobs@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: knewhouse@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 2026

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

TABLE OF CONTENTS

Foreword 1
Equal Education Opportunity 1
Parent Involvement 1
Student Rights and Responsibilities 1
Student Well-Being 2
Injury and Illness 2
Homebound Instruction 2

Section I - General Information

Enrolling in the School 3
Transfers to and from Mohegan H.S. 3
Scheduling and Assignment 4
Early Dismissal 4
Transfer Out of the District 4
Withdrawal from School 4
Immunizations 4
Emergency Medical Authorization 4
Use of Medications 4
Control of Casual-Contact Communicable Disease and Pests 5
Control of Noncasual-Contact Communicable Diseases 5
When to Keep Your Child at Home 6
Individuals with Disabilities 6
Limited English Proficiency 7
Student Records 7
Armed Forces Recruiting 8
Student Fees, Fines and Supplies 8
Student Fund-Raising 8
Student Valuables 9
Review of Instructional Materials and Activities 9
Meal Service 9
Fire Lock Down and Tornado Drills 10
Emergency Closings and Delays 10
Preparedness for Toxic and Asbestos Hazards 10
Visitors 11
Deliveries 11
Use of School Equipment and Facilities 11
Lost and Found 11
Student Sales 11
Use of Telephones 11
Advertising Outside Activities 12
Parent Organizations 12
Volunteers 12
Reporting to Parents 12
School and District Communications 12
Board of Education 12
Cable TV 12
Media/Video Release 12
Classroom and/or Student Concerns 13

Section II - Academics

Course Offerings 14
Field Trips 14
Grades 14
Promotion, Placement, and Retention 14
Graduation Requirements 14
Credit from Nonpublic Schools 15
Dual Enrollment 15
Recognition of Student Achievement 15
Homework 15
Computers Technology & Networks 15
Student Assessment 16

Section III - Student Activities

Club Organization Procedures 17
Athletics 17
Student Employment 17

Section IV - Student Conduct

Student Attendance 18
Tardiness 18
Notification of Absence 18
Excused Absences 19
Unexcused Absences 19
Suspension from School 19
Homebound 19
Elementary, Middle and High School Absences 19
Exempted Absences 20
Attendance: Not Earned 20
Expected Behaviors 21
Student Discipline Code 22
Discipline Terms 23
Discipline 30
Due Process Rights 31
Search and Seizure 32
Student Rights of Expression 32
Student Concerns Suggestions and Grievances 32

Section V - Transportation

Bus Transportation to School 33
Bus Conduct 33
Videotapes on School Buses 34
Penalties for Infractions 34
Self-Transportation to School 34
Special Education Students 35

Appendix

Memorandum to Parents Regarding Policy on Drug-Free Schools ..... a
Critical Health Education Program ..... a
Notification to Parents on Blood-borne Pathogens ..... a
Communicable Disease Chart ..... b-d
When to Keep your Child Home ..... e
Student Acceptable Use Policy ..... f-h
Athletic Code of Conduct & Form ..... i-p
Sexual Harassment Policy & Information ..... q-u

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 guidelines 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 member 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:

Danielle Jacobs
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 opportunities.

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, 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 (M.D. or D.O.) licensed to practice in the State. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or 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/resources-for-families/enrollment/

Criteria for enrollment:
https://chippewavalley-cdn.fxbrt.com/downloads/edservices/criteria_for_enrollment_updated_2.6.26.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 (student must be attending in-person)
4. Discipline must be within the acceptable limits allowed by Mohegan High School
5. Approval will need to be agreed upon between Mohegan administration, Chippewa Valley High School/Dakota High School administration, and the Executive Director of Educational Services

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 students' 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. Exit documentation can be found through the following link under **Move Outs**: https://www.chippewavalleyschools.org/resources-for-families/enrollment/

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: CHIPPEWA VALLEY SCHOOLS

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

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
All non-prescription medications require completion of the Medication Administration Authorization Form below.

CHIPPEWA VALLEY SCHOOLS

If a student is found using or possessing a non-prescribed medication without parent authorization and completed Medication Administration Authorization Form, s/he will be brought to the school office, and the parents will be contacted. The medication will be confiscated until authorization(s) are 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. Students with live lice may stay in school until the end of the day; immediate treatment at home is advised.

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 Appendix D.

Respiratory Illness Prevention Resources can be accessed at:

https://www.cdc.gov/respiratory-viruses/prevention/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Frespiratory-viruses%2Fguidance%2Findex.html

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 members 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 EXCLUDE A CHILD FROM SCHOOL

Many illnesses do not require exclusion. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is risk of the spread of harmful disease to others.

This list represents the most common reasons why a child should remain home from school. Please work with your school's health aide and/or district nurse if you are uncertain or have questions.

We refer to the state and local health department for guidance on all health-related concerns. Criteria includes:

Abdominal Pain: A child with abdominal pain that continues for more than two hours, or intermittent pain associated with fever or other symptoms.

Diarrhea: A child has two loose bowel movements, 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 occasionally be caused by antibiotics, new foods a child has eaten, or teething. Call the parent to find out if there is a non-medical reason for the loose bowel movements.

Fever: A child with a temperature of 101°F or greater AND behavior changes or other signs or symptoms (e.g., sore throat, rash, vomiting, or diarrhea). The child should not return until 24 hours of no fever, without the use of fever - reducing medications. Note: If there is influenza-like-activity or COVID-19-like-activity in the school or in the community, criteria would also include a temperature over 100.4°F and respiratory symptoms (e.g., cough, sore throat)

Ill appearance: This could include a child that is not himself or herself, lethargic, persistently crying, has difficulty breathing or has a rapidly spreading rash.

Injury: Whenever an injury is serious enough to need a health care provider's attention, a parent should be contacted to take the child home.

Rash: A child with a rash AND a fever or a change in behavior. Any rash illness and fever should be checked by a healthcare provider. There are different rules for returning to school depending on the cause of the rash. Note: Rapidly spreading bruising or small blood spots under the skin need immediate medical attention.

Skin Sores: A child with weeping sores on an exposed area that cannot be covered with waterproof dressing.

Vomiting: A child that has vomited two or more times. The child should have no vomiting for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.

Certain Communicable Diseases: Children and staff diagnosed with certain communicable diseases, including COVID-19, may have to be excluded for a certain period. While not an emergency, children with the following diseases should remain at home until successfully treated: impetigo, lice, ringworm, and scabies.

https://www.michigan.gov/-/media/Project/Websites/mdhhs/Folder2/Folder41/Folder1/Folder141/MI_HL_Manual_Final_2013.pdf?rev=0d98bd1c91e149d2b727edb96b95cf84

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. Tara Koch 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 requesting 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 attitude;
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 have 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. Proper nutrition is essential for adequate learning to occur. The Food Service Department strives to produce quality, nutritional meals at reasonable cost.

B. For the 2026/2027 school year, one complete reimbursable meal for breakfast and lunch will be free of charge under Michigan Meals. This does not include ala carte or extra meals purchased by students.

C. It is the policy of CVS to offer lunch and breakfast in accordance with USDA regulations.

D. Students may purchase additional meals and ala carte food and beverages with funds deposited into their account;

I. https://chippewavalley.familyportal.cloud/. Please note there is a handling fee per transaction when using.

II. We also accept cash at each school cafeteria register.

E. The Food Services Program is not obligated or required by law to provide additional meals to students who forget their money or have insufficient funds on account.

ELEMENTARY STUDENTS

Student ID's are maintained and left I the school cafeteria during the school year. A student ID is mandatory to be used for all lunch purchases. At no time may snacks or extra entrees be charged to a negative account balance.

MIDDLE SCHOOL STUDENTS

Middle school students are fully responsible for their own meals and will not be allowed to hold a negative account balance. Middle school students **must** have their ID for all transactions in the cafeteria.

HIGH SCHOOL STUDENTS

High school students are fully responsible for their own meals and will not be allowed to hold a negative account balance. High school students **must** use their ID for all transactions in the cafeteria.

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 **Family Portal** to make deposits, also can check deposit history, student account activity and receive low balance alerts.

IV EDUCATION BENEFITS FORM

In place of the School Meals & Summer EBT Application, we are asking all families to fill out the Education Benefits Form. This report is critical in determining the amount of money that our school receives from a variety of State and Federal supplemental programs like Title I A, At-risk (31a), Title II A, E-Rate, etc.

These supplemental programs have the potential to offer supports and services for our students including, but not limited to:

- Instructional supports (staff, supplies & materials, etc.)
- Non-instructional services (counseling, social work, health services, etc.)
- Professional Learning for staff
- Parent and Community engagement supplies and activities
- Technology
- Reduced internet, college application fees and AP testing fees
- Summer EBT considerations

We are asking that you please complete and submit the Education Benefit Form at the start of every school year to ensure that additional funding for our school is available to meet the needs of our students. All information on the report submitted is confidential. Without your assistance in completing and returning the report, our school cannot maximize the use of available State and Federal funds.

Applications are distributed at school when classes begin, available in school main offices, and online on the districts website at https://chippewavalley.familyportal.cloud/.

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 visitation's 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. Electronic communication devices include, but are not limited to, cell phones, smart watches, and AI glasses. 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. Cell phones should not be out or heard while in class and should not be used to record other students or teachers without their permission, in or out of the classroom setting. Students who violate this provision and/or use an ECD to violate the privacy rights of another person may have their ECD confiscated and held until a parent/guardian picks it up and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involved potentially illegal activity the confiscated ECS may be turned over to law enforcement. If cell phones or other electronic communication devices are out during class, students will face disciplinary measures. ***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.

If the ECD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the ECD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with ECD's in district custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with the search and seizure provision provided in this handbook. If multiple offenses occur, a student may lose his/her privilege to bring an ECD to school for a designated length of time or on a permanent basis.

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 teachers 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 at: (https://www.chippewavalleyschools.org/academics/curriculum/).

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 determines 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.

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. This decision will be made by building/district administration in the best interest of the student's ability to graduate on time.

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). Additionally, students enrolled in the English Learner (EL) program, must participate annually in the Michigan state required WIDA ACCESS assessment to be eligible for graduation.

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 students' 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.

Devices that are used to hijack, tamper with, or hack into the district systems are not allowed in school. Any attempt to take control or tamper with district systems is unacceptable. Devises such as, but not limited to, Flipper Zero, HackRF One, or Proxmark are not allowed in any school buildings.

STUDENT ASSESSMENT

ELEMENTARY

1. To measure student progress, students will be tested in accordance with State standards and District policy.
2. Students will be expected to take the appropriate State and/or District assessments.
3. 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.
4. 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.
5. 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.
6. If necessary, intelligence tests, speech, and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.
7. Students who are enrolled in the English Learner (EL) program will be expected to participate in the annual English proficiency assessment, WIDS ACCESS, per Michigan state requirements. Students must attempt all 4 domains of the WIDA ACCESS (listening, reading, and writing) each year. Successfully passing the WIDA ACCESS, per the Michigan Department of Educational exit criteria, will allow the student to be removed from the EL program. Students who do not receive an exiting program score on WIDA will be required to participate in daily service minutes of English language development instruction per Michigan Legislation from March 2025.
8. 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.

Students who are enrolled in the English Learner (EL) program will be expected to participate in the annual English proficiency assessment, WIDA ACCESS, per Michigan state requirements. Students must attempt all 4 domains of the WIDA ACCESS (listening, speaking, reading, and writing) each year to be eligible for graduation. Successfully passing the WIDA ACCESS, per the Michigan Department of Educational exit criteria, will allow the student to be removed from the EL program and fulfill this graduation requirement. Students who do not receive an exiting program score on WIDA will be required to participate in English language development classes per Michigan Legislation from March 2025.

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

CHIPPEWA VALLEY SCHOOLS HIGH 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. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study away from the school setting. 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 engaging with their work on a daily basis while putting forth their best effort.

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 or main office staff 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, which reflect in a child's grade. It is the student's responsibility to request make-up work from teachers when they are absent and to make sure it is submitted in a timely manner.

All students should attend school regularly. Regular attendance will allow students to keep up academically, since the presentation of material by teachers in all classes takes place in an orderly, sequential manner. Students will also miss valuable time to interact with both teachers and other students if they do not attend school regularly. The chance to 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 a child is out of school; time and experience which cannot be made up. If it is necessary for a child to be out of school for an extended period of time, all effort should be made to acquire work that will be missed ahead of time. Communication with teachers is key, as alternate assignments or adjusted due dates may be arranged at the teacher's discretion. Ultimately, if a student knows they are going to be missing class, it is their responsibility to communicate with their teacher and be proactive in order to do as much as possible to keep pace with what will be happening in their classes while they are away from school. Students are also encouraged to stay in touch with their teachers during periods of extended absence through email or other communication means whenever possible. Upon the student's return, it is their responsibility to work with their teacher to submit any work they were able to complete while out of school, and to confirm other assignments and assessments they will be responsible for. Teachers will work with students to set appropriate expectations to resolve any missing assignments or assessments upon the student's return to school.

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. Students who accumulate excessive numbers of tardies to their classes will be issued detentions by their teacher and may face additional disciplinary consequences, up to suspension, from administration.

Notification of Absence

If a student is going to be absent, parents must contact the school attendance line and provide explanation prior to an early dismissal or planned absence, or within 48 hours of unplanned absences such as illness. 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 and submit all makeup work in a timely manner. It is possible that certain kinds of schoolwork such as labs or practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

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 truancy laws of the State. The skipping of classes or any part of the school day is considered an unexcused absence. Many teachers establish 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.

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 while on suspension. Students are encouraged to stay in touch with their teachers through email or other communication means whenever possible while suspended. Upon the student's return, it is their responsibility to work with their teacher to submit any work they were able to complete while out of school, and to confirm other assignments and assessments they will be responsible for. Teachers will work with students to set appropriate expectations to resolve any missing assignments or assessments upon the student's return to school from suspension.

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 five (5) visits from the homebound instructor will be considered disenrolled from Chippewa Valley Schools.

High School
Attendance is one of the essential components in determining whether a student has earned credit toward graduation. Attendance is a parent's responsibility, as well as the student's. 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. Students and parents are expected to monitor attendance through Power School Parent/Student Portal. Parents will be periodically providing updates regarding their student's attendance through digital communication means, such as School Messenger, if concerning patterns begin to develop.

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 and/or Child Protective Services (CPS).

Only fifteen (15) 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 (EXCU) excused or (UNEX) unexcused, it will be recorded as an absence that will count in the total of 15 allowable absences per semester. Vacation days will count toward the 15 allowable days of absence.
b. Unexcused absences are used to determine truancy, which may be dealt with through disciplinary action. All absences that are not excused by a parent/guardian within 48 hours are deemed (UNEXC) unexcused. Leaving the building, leaving the classroom, bogus phone calls to excuse absences, and unconfirmed absences, all without advanced administration approval, may bring disciplinary action and cause the absence to be declared unexcused.
d. The following types of absences will also count towards a student's allowable 15 absences: Arriving to a class period more than 6 minutes after the class starts, even with a parent call, identified as Late Excused (LEX), arriving to class more than 6 Minutes Late (6MI), Leaving school or class early with parent permission (LVE), Excused Absences (EXC), and Unexcused Absences (UNX).
c. Upon accumulating more than fifteen (15) absences, or with the sixteenth (16th) absence in any class, notification will be sent to the student's parent/guardian informing them that they are in violation of the Attendance Policy. 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 their student's violation of the Attendance Policy to their student's administrator at the end of the semester.
d. When a student accumulates 11 consecutive full day absences without notification/explanation to the school, the student will be considered to have withdrawn from school and will be dropped from the school records.

e. 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.

f. Students with excessive absences due to a disabling condition or illness 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.

ATTENDANCE: EXEMPTED ABSENCES

The following distinctions are not included in the total fifteen (15) allowable absences. These exempted absences are recorded and maintained in the attendance office.

1. Medical (MED) 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 unable to attend school. Time, date, and days excused must be specified on the note; the note may be confirmed by the school through communication with the physician's office. Documentation must be given to the Attendance Office within 48 hours of the student's return. All other doctor appointments for routine office visits such as check-up's, diagnostic testing, etc. are taken from the fifteen (15) allowable days.
2. Funeral (FNL) days are granted for the death in immediate family or extended family. 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 to request an extension. If an extension is not requested, all other funeral days must be used from the fifteen (15) allowable absences.
3. Court (CRT) appearances will not be counted as absences if verified by the administration. The student must be able to provide documentation to confirm appearance in court causing absence from school.
4. Out-of-School Suspension (OSS) from school and In-School Suspension (ISS) will not be counted as absences towards earning credit.
5. School Business (SCHB) will not be counted as absences. These are absences for pre-approved school sponsored activities supervised by a school employee or designee. School business will also be issued for students who are participating in approved, documented college visits. Students should speak to their high school counselor before these visits to get school business approval.
6. Administration and Guidance absences will not be counted if it is established that an administrator and/or guidance counselor requests the student. An administrator may exempt an absence due to an emergency.
7. Treatment Center (MED), Homebound (HMB), and Youth Home (YHM) absences are not counted in the fifteen (15) allowable days.
8. Religious Holidays (REL) may be exempted from the allowable absences with parent-confirmation.

ATTENDANCE PROBATION AND POTENTIAL LOSS OF CREDIT

Upon receiving his/her sixteenth (16th) absence the student will be in violation of the Attendance Policy. The student will remain in the class for the remainder of the semester, do the regular classroom work, and attend class regularly. The student (or their parent/guardian) will have the right to appeal to their building administrator at the end of the semester to avoid placement on Attendance Probation.

If an attendance appeal is granted, the letter grade earned by the student in the class will post to the student's transcript and the student will be subject to the Attendance Policy, as articulated herein, the following semester.
If an appeal is not entered on a student's behalf, or if the student's appeal is denied, the student will be placed on Attendance Probation and a mark of AP (Attendance Probation) will be posted to their transcript. The expectation for Attendance Probation is that the student will accumulate ten (10) or fewer absences (unexcused and excused, combined) in ALL classes the following semester in order to meet probation for the class(es) in which they violated the attendance policy.

Students who successfully meet the terms of Attendance Probation the following semester will have the letter grade earned in the class(es) posted to their transcript for the classes that an "AP" was marked. If a student fails to meet the terms of Attendance Probation, a mark of NC (No Credit) will be entered on their transcript. District credit recovery courses and/or credit recovery assessments, most of which come at a financial cost to a student/family, would be the pathway to earning credit.

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 in attendance at school functions are not allowed to wear ski-masks or balaclava style masks so that they are easily identifiable.

In order to protect the safety of all members of the school community, and to limit disruptions to the educational process, faces of students must be visible to easily identify students. As such, students in attendance at school functions are not allowed to wear ski-masks or balaclava style masks, or other head coverings that are not for religious purposes.

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 deemed necessary.***

The degree of seriousness of misconduct, as well as the accumulative effect 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 actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, 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 tobacco/nicotine, marijuana, alcohol, steroids, inhalants, prescriptions, over-the-counter or look-alike drugs or any illegal substance 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 Health and Human Services 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.

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

1. 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
2. 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
3. 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.

Please refer to Appendix Q-U for the district Sexual Harassment Policy and Information.

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
Board Policy 5517.01 states that it is the policy of the District to provide a safe and nurturing educational environment for all of its students. 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. Click **HERE** to view the policy in its entirety.

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" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any one of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.
E. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
F. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
G. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
H. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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. These devices include, but are not limited to, cell phones, smart watches, and AI glasses. Students must comply with administrative and/or teacher directives to remove, or strategically place, phones, watches, tablets, iPads, AI glasses, etc.

Except as authorized under Board policy po5136, 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. Devices that are used to hijack, tamper with, or hack into the district systems are not allowed in school. Any attempt to take control or tamper with district systems is unacceptable. Devices such as, but not limited to, Flipper Zero, HackRF One, or Proxmark are now allowed in any school buildings.

38. Theft 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 tobacco or nicotine product, other than those approved by the FDA, including vape products, synthetic nicotine, cigarettes, cigars, pipes, or any other product that contains tobacco or nicotine, on school property and at any school activity. This prohibition also applies to school busses 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 guidelines. 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, at bus stops 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

Informal discipline involving use or possession of a prohibited substance (tobacco, vape device, marijuana, alcohol, or other drugs) will include provision of community resources and may include in-school intervention and alternative to suspension programming.

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 opportunities 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

Students who live more than 1.5 miles from school are eligible for district transportation. 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 designated bus stops.

Parents are expected to ensure their students' safety to and from the bus stop and while they are waiting for the bus to arrive.

Students will be assigned seats on the bus. Any damage costs incurred will be the responsibility of the student. The assessed damage amount of that cost will be assigned as a fee to the student's account.

Bus Conduct

Any student with a designation of an approved receiver being required at the bus stop will be returned to the school if a receiver is not present at the bus stop. If school staff are not available, the police department may be contacted.

Students who ride the bus must not jeopardize their own safety or the safety of others. Students are expected to follow bus safety rules and may be subject to discipline, which may include loss of transportation, suspension, and/or expulsion. 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 direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students while travelling to and from the bus stop, on the bus, and at the bus stop:

Before loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone ten (10 minutes prior to scheduled bus stop time)
2. Always stay off the road while walking to and from the bus
3. Be respectful to the personal property at the bus stop location (i.e., no littering, noise, stay off personal property, no touching personal property)
4. Line up in an orderly fashion
5. Wait until the bus is completely stopped before moving forward to enter
6. Refrain from crossing a street until the bus driver signals it is safe
7. Not smoke or vape at the bus stop or on the bus
8. Go immediately to a seat and be seated

During the trip

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 out the windows
4. Keep books, packages, coats, and all other objects out of the aisle
5. Be courteous and respectful to the driver and to other bus riders
6. Not eat, drink, smoke, or vape on the bus
7. Not touch any bus equipment including but not limited to: switches, emergency windows, and doors
8. Refrain from yelling or loud noises
9. Not shove, fight or touch others
10. Not use vulgar language
11. Not use cell phones to videotape or photograph other students or the bus driver. Cell phones should be used in a safe and appropriate manner.

Leaving the bus
Each student shall:

1. Remain seated until the bus has completely stopped
2. Before crossing the road, students shall be at least (10) feet in front of the bus and look for the driver signal that it is safe
3. Before crossing, students also should look both ways for traffic
4. Be alert to a possible danger signal from the driver such as an audible sound of the horn.
5. Be respectful to the personal property at the bus stop location (i.e., no littering, noise, stay off personal property, no touching personal property)

The driver will not release students at places other than their assigned bus stop or at school, or school sanctioned facility.

Videotapes on School Buses
The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. The video recording will be reviewed and reported to administration and/or police, as necessary.

Penalties For Infractions
A student whose behavior creates a safety risk to themselves or others on the bus shall be disciplined in accordance with the Student Code of Conduct which may include loss of transportation, suspension, and/or expulsion.

Self-Transportation To School
Parking on high school property is a privilege which can be revoked at any time. Students who are provided with 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 may 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.

Special Education Students

Parent/guardian cooperation is needed to help meet the time schedules. The following policy must be followed for your student to receive the most benefit from his/her transportation.

1. Students should be ready at least **10 minutes** before the bus arrives at the home.
2. Drivers will radio transportation department after waiting **3 minutes**. Transportation will document the time and direct drivers to leave. Drivers **will not** be allowed to return.
3. If students will not be attending school, the Transportation Department must be contacted at 586-723-2160. After a 3-day period of no response for pickup when driver is at the home, transportation will be suspended until a parent/guardian contacts the Transportation Department. The Transportation Department must be informed if student will be absent from school or on an extended leave (vacation, illness, etc.).
4. If it is impossible for someone to be home to get student off the bus and an alternate stop is required, it must be in the home school boundary. Receiver must also fill out an Alternate Bus Stop Request form at least 3 days in advance.
5. The receiver may be asked to assist the driver with loading and unloading if the student is unable to get to or from the home or vehicle by themselves.
6. Students shall abide by the transportation guidelines and practice proper riding behavior. Students may be disciplined in accordance with the Student Code of Conduct which may include loss of transportation, suspension, and/or expulsion.

APPENDIX

MEMORANDUM TO PARENTS REGARDING POLICY ON DRUG-FREE SCHOOLS

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 tobacco/nicotine, marijuana, 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 that is using nicotine, vaped products, marijuana, alcohol, or any other drugs and will facilitate the process of accessing school and/or community intervention services. 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

No fever = no fever without the use of fever-reducing medication

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

Disease	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
Adenovirus	Droplet; contact with respiratory secretions, contaminated surfaces, or stool	Fever, cough, runny nose, sore throat, bronchitis, pneumonia, conjunctivitis, vomiting, diarrhea	Respiratory: 2-14 days Intestinal: 3-10 days	Most contagious during the first few days of symptoms; can be shed for weeks	Exclude with first signs of illness; encourage good hand hygiene	Exclude until 24hr with no fever and symptoms improving
Campylobacteriosis[†]	Ingesting raw milk, undercooked meat, contaminated food / water; animal contact	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 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 contacts lacking documentation of immunity until 21 days after last case onset	Until lesions crusted and no new lesions for 24hr (for non-crusting lesions: until lesions are fading and no new lesions appear)
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	Person-to-person; droplet or airborne respiratory secretions; 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	Exclude until 24hr with no fever **and** symptoms improving
COVID-19[†]	Airborne or contact with respiratory secretions; person-to-person or by touching contaminated surfaces	Fever, sore throat, shortness of breath, difficulty breathing, cough, runny nose, congestion, fatigue, vomiting, diarrhea	Average 5 days (Range 2-14 days)	2 days prior to symptom onset and potentially after symptom resolution	Monitor health; test if symptoms develop	Exclude until 24hr with no fever **and** symptoms improving
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	Exclude until 24h with no fever **and** symptoms improving
Diarrheal Illness (Unspecified)	Fecal-oral: person-to-person, ingesting contaminated food or liquid, animal contact	Loose stools, nausea, vomiting, abdominal cramps, fever possible	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

Disease	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
E. coli [†] **(Shiga toxin-producing)**	Fecal-oral: person-to-person, from contaminated food or liquid, animal contact	Abdominal cramps, diarrhea (may be bloody), 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; Exclude until diarrhea has ceased for at least 2 days
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
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 feces from an infected person	Sudden onset of fever, sore throat, cough, tiny blisters in 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 Head Lice Manual	Itching, especially nape of neck and behind ears; scalp can be 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
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 LHD regarding evaluation and treatment of close contacts; encourage good hand hygiene	Exclude until 7 days after jaundice onset and medically cleared; exclude from food handling for 14 days
Herpes simplex I, II (cold sores / fever blisters) (genital herpes)	Infected secretions HSV I – saliva 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 hand hygiene and age-appropriate STD prevention; do not share personal items; avoid blister secretions	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 and occasionally near eyes	Variable, usually 4-10 days, but can be as short as 1-3 days	While sores are draining	Encourage good hand hygiene	Cover lesions; can delay treat until day's end; no exclusion if treatment started before next day

Disease	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
***Influenza** (influenza-like illness)**	Droplet; contact with respiratory secretions or contaminated surfaces	High fever, fatigue, sore throat, cough, aches, runny nose, headache	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 with no fever and cough has subsided
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 on face, then body	Average 10-12 days (range 7-21 days) from exposure to fever onset	4 days before to 4 days after rash onset	Exclude contacts lacking documentation of immunity until 21 days after last onset	Cases: Exclude until 4 days after rash onset
Meningitis † (Aseptic/viral)**	Varies with causative agent: droplet or fecal oral route; may result from another illness	Severe headache, stiff neck or back, vomiting, fever, light intolerance, 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 respiratory secretions; spread by sneezing, coughing, and sharing beverages or utensils	Severe headache, fever, stiff neck or back, vomiting, irritability, light sensitivity, rash, neurologic symptoms;	Average 2-4 days (range 1-10 days)	Generally considered no longer contagious after 24hrs of antibiotic treatment	Immediately notify LHD; encourage good hand hygiene; do not share personal items and eating utensils	Medical clearance required; exclude until 24hrs after antimicrobial treatment
Molloscum contagiosum	Transmitted by skin-to-skin contact and through handling contaminated objects	Smooth, firm, flesh-colored papules (bumps) with an indented center	Usually between 2 and 7 weeks	Unknown but likely as long as lesions persist	Do not share personal items	No exclusion necessary
Mpox virus (MPV) †	Close contact (e.g., skin-to-skin); respiratory secretions or surfaces	Rash (several stages, with scabs), fever, chills, swollen lymph nodes, aches, sore throat	21 days	From onset until the rash has completely healed	Monitor for signs or symptoms and exclude with first signs of illness	Exclude until scabs have fallen off, and a fresh layer of skin has formed (~2-4 weeks)
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	Possibly fever; lesion may resemble a spider bite (swollen, draining, painful); asymptomatic carriage is possible	Varies	As long as lesions are draining; found in the environment; good hand hygiene is the best way to avoid infection	Encourage good hand hygiene; do not share personal items such as towels, washcloths, clothing, and uniforms	No exclusion if covered and drainage contained; No swim exclusion if covered by waterproof bandage
Mumps †**	Airborne or direct contact with saliva	Salivary gland swelling (usually parotid); chills, fever, headache	Average 16-18 days (range 12-25 days)	7 days prior to and 8 days after parotitis onset	Exclude contacts lacking documentation of immunity until 25 days after last onset	Exclude until 5 days after onset of salivary gland swelling

Disease	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
***Norovirus** (viral gastroenteritis)**	Food, water, 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 illness has ceased for at least 2 days; exclude from food handling for 3 days after recovery
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 redness Allergic: itchy eyes with watery discharge	Variable but often 1-3 days	During active infection (range: a few days to 2-3 weeks)	Encourage good hand hygiene	Exclude only if herpes simplex conjunctivitis and eye is watering; exclusion also may be necessary if 2 or more children have watery, red eyes; contact LHD
Poliomyelitis † (polio)	Contact with the feces of an infected person (or less often, from respiratory droplets)	Most asymptomatic; 25%: flu-like symptoms e.g., sore throat, fatigue fever, headache; rarely meningitis or paralysis	Nonparalytic: 3-6 days; Paralysis: usually 7-21 days	Most risk 7-10 days before / following onset; possible while virus is excreted; Asymptomatic transmission possible.	Exclude contacts lacking documentation of immunity	At least 14 days from onset and until 2 stool samples taken 7 days apart are negative.
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 if fever, change in behavior
Respiratory Illness (Unspecified)	Contact with respiratory secretions	Fever, sore throat, cough, runny nose	Variable but often 1-3 days	Variable depending on causative agent	Promote hand hygiene and cough etiquette	Exclude until fever free for 24hrs
Respiratory Syncytial Virus (RSV)	Droplet; contact with respiratory secretions or contaminated surfaces	Fever, sore throat, cough, wheezing, runny nose, sneezing, fever; may appear in stages; may cause bronchiolitis, pneumonia	Average 4-6 days (range: 2-8 days)	Usually 3-8 days, beginning ~ 1 day before onset; infants and immunocompromised people can spread the virus for 3-4 weeks	Promote hand hygiene and cough etiquette	Exclude until fever free for 24hrs. Note: cough often lasts as long as 3 weeks.
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	Can delay treatment until day's end; no exclusion if treatment started before next day; exclude from contact sports, swim until treatment start
Rubella † (German Measles)**	Direct contact; contact with respiratory secretions; airborne (e.g., sneeze)	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 contacts lacking documentation of immunity until 21 days after last onset	Exclude until 7 days after onset of rash

Disease	Mode of Spread	Symptoms	Incubation Period	Contagious Period	Contacts	Exclusions (subject to LHD approval)
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 infected person or via infested clothing or bedding Scabies Prevention and Control Manual	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 killed by appropriate treatment; prescription skin and oral medications are generally effective after one treatment	Treat close contacts and infected persons at the same time; avoid skin-to-skin contact; do not share personal items; see exclusions	Treatment may be delayed until end of the day; if treatment started before next day's return, no exclusion necessary
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	Exclude until diarrhea has ceased for at least 2 days; Medical clearance required
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 12hrs after treatment; (10-21 days without treatment)	Exclude with signs of illness; encourage good hand hygiene	Exclude until 12hrs after antimicrobial therapy (2+ doses)
Streptococcus pneumoniae !	Contact with respiratory secretions	Varies: ear infection, pneumonia, meningitis	Varies; as short as 1-3 days	Until 24hrs after antimicrobial therapy	Consult LHD to discuss any need for treatment	Exclude until 24hrs after antibiotics
Tuberculosis (TB) !	Airborne; spread by coughing, sneezing, speaking, or singing	Fever, fatigue, weight loss, cough (3+ weeks), night sweats, anorexia	2-10 weeks	While actively infectious	Consult LHD to discuss need for evaluation and 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)	Fever, headache, rose spots, malaise, cough, anorexia, diarrhea, constipation, abd pain, mental status change	Average range: 8-14 days (3-60 days reported)	From first week of illness through convalescence	Consult LHD for evaluation of close contacts	Exclude until symptom free; Medical clearance required; Contact LHD about additional restrictions
Vomiting Illness (Unspecified)	Varies; See Norovirus	Vomiting, cramps, mild fever, diarrhea, nausea	Varies; See Norovirus	Varies; See Norovirus	Encourage good hand hygiene; See Norovirus	Exclude until 24hrs after last episode
Whooping Cough (Pertussis)** !	Contact with respiratory secretions	Initially mild respiratory symptoms, cough; may have inspiratory whoop, post-tussive 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 LHD to discuss the potential need for treatment	Exclude until 21 days after onset or until 5 days after appropriate antibiotic treatment
West Nile Virus	Bite from an infected mosquito	High fever, nausea, headache, stiff neck	3-14 days	Not spread person-to-person	Avoid bites with EPA-approved repellents	No exclusion necessary

*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

WHEN SHOULD A CHILD STAY HOME FROM SCHOOL?



Many illnesses do not require a child to stay home from school. However, children may be excluded from school if the illness prevents the child from participating comfortably in school activities or if there is risk of spread of harmful disease to others.

This list represents the most common reasons why a child should remain home from school. Please work with your school's health aide and/or our district nurse if you are uncertain or have questions.

We refer to the state and local health department for guidance on all health-related concerns.

Criteria includes:

Abdominal Pain: A child with abdominal pain that continues for more than two hours, or intermittent pain associated with fever or other symptoms.

Diarrhea: A child has two loose bowel movements, 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 occasionally be caused by antibiotics, new foods a child has eaten, or teething. Call the parent to find out if there is a non-medical reason for the loose bowel movements.

Fever: A child with a temperature of 101°F or greater AND behavior changes or other signs or symptoms (e.g., sore throat, rash, vomiting, or diarrhea). The child should not return until 24 hours of no fever, without the use of fever-reducing medications.

Ill appearance: This could include a child that is not himself or herself, lethargic, persistently crying, has difficulty breathing or has a rapidly spreading rash.

Injury: Whenever an injury is serious enough to need a health care provider's attention, a parent should be contacted to take the child home.

Rash: A child with a rash AND a fever or a change in behavior. Any rash illness and fever should be checked by a healthcare provider. There are different rules for returning to school depending on the cause of the rash. Note: Rapidly spreading bruising or small blood spots under the skin need immediate medical attention.

Skin Sores: A child with weeping sores on an exposed area that cannot be covered with waterproof dressing.

Vomiting: A child that has vomited two or more times. The child should have no vomiting for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.

Certain Communicable Diseases: Children and staff diagnosed with certain communicable diseases, may have to be excluded for a certain period.

While not an emergency, children with the following diseases should remain at home until successfully treated: impetigo, lice, ringworm, and scabies. https://www.michigan.gov/-/media/Project/Websites/mdhhs/Folder2/Folder41/Folder1/Folder141/MI_HL_Manual_Final_2013.pdf?rev=0d98bd1c91e149d2b727edb96b95cf84

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 receive a school consequence or loss of use of school computers.

I am responsible for taking care of district equipment.

- 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 not remove or alter any labels, barcodes, or serial numbers on my computer.
- I will not add stickers or other decorations to my computer.
- If I notice my laptop is broken, I will not try to fix it myself, but I will tell my teacher or another adult immediately.

I am responsible for keeping personal information private.

- I will not share my password with anyone, and I will not use another person's password.
- I will never give out personal information about myself or anyone else (full name, address, email address, phone number, photo) over the Internet. This includes prompts for AI, including generative AI, tools.

I am responsible for respecting and maintaining the security of District electronic resources and networks.

- I will use the computer and the Internet for schoolwork only.
- I will use computer and technology equipment only when a teacher or trusted adult is present.
- I will use only the programs and websites that my teacher has approved.
- I will not damage or change settings on the hardware, software, or the network.
- I will not use proxy sites, download VPNs, or do anything else to bypass the district filtering.

I am responsible for practicing positive digital citizenship.

- 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 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 am responsible for respecting the works of others.

- I will not use or copy materials and represent them as my own.
- I will properly cite (give credit to) all sources including when using any AI tools.

This Acceptable Use Policy (AUP) is developed for use by Chippewa Valley Schools and serves as a guideline for responsible technology use within the district. It is shared publicly as an example for informational purposes. Other districts are welcome to reference or adapt this document but should ensure compliance with their own policies, legal requirements, and applicable laws. Please do not redistribute this document in its entirety without proper attribution.

Updated March 2025

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 face disciplinary action and 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, including applicable fines or fees, due to accidental damage, carelessness, neglect, or misuse.
**The AUP has been updated to include the use of artificial intelligence (AI) tools, including, but not limited to generative AI tools that can produce new content including text, images, video, audio, structures, computer code, synthetic data, etc. in response to prompts generated by users.*

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

I am responsible for taking all reasonable care when handling district equipment.

- 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 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.
- If I notice my laptop is broken, I will not try to fix it myself, but I will tell my teacher or another adult immediately.

I am responsible for keeping personal information private.

- I will not share images or personal information about myself or others online such as name, email address, address, or telephone numbers. This includes using personal information in prompts for AI, including generative AI, tools.
- 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 am responsible for practicing positive digital citizenship.

- I will only use social media or artificial intelligence tools approved by the district and only as permitted.
- I will behave appropriately and adhere to the Student-Parent Handbook when contributing to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology such as generative AI.
- 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 immediately notify a teacher or staff member if I access something questionable.

I am responsible for respecting and maintaining the security of District electronic resources and networks.

- I will use the hardware and software provided by Chippewa Valley Schools solely for educational purposes.
- 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 not use proxy sites, download VPNs, or do anything else to bypass the district filtering.
- I will not install any software unless approved by the district.
- I will not change any computer settings without permission from a teacher or district staff member.
- I will not use district technology for commercial purposes, partisan/political purposes or for any unlawful purpose.

I am responsible for respecting the works of others.

- I will not use or copy materials and represent them as my own.
- I will properly cite all sources including when using any AI tools.

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Updated March 2025

Chippewa Valley Schools

19120 Cass Avenue, Clinton Township, MI 48038 – (586) 723-2020 – FAX (586) 723-2021

Laptop Use Agreement

Parent please sign the Laptop Use Agreement Form on the back. Students will electronically agree to the AUP the first time they log into their school issued laptop.

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures, and Acceptable Use and Safety Policy outlined in this handbook and give my permission for my child to have access to and use the described District issued technology. I understand we will be responsible for damage to district issued equipment due to neglect, carelessness, or misuse. My child may be assigned fees for damaged equipment that we will be responsible for.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date:_____

As the student, my signature indicates I have read or had explained to me the Guidelines, Procedures, and Acceptable Use and Safety Policy outlined in this handbook and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes. I am responsible for taking care of equipment assigned to me and using it according to the AUP.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

*Once the device is checked out to your student, please examine it closely and fill out a damage report form if you have any concerns about the condition of the laptop.

Student ID #: _____ Computer Barcode: _____

Updated 5/23

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 cumulative 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.

2026-2027 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

2026-2027 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.

Sexual Harassment and Sexual Assault Information Guide
Chippewa Valley School District

District Title IX Coordinator

Danielle Jacobs
Assistant Superintendent of Human Resources
19120 Cass Avenue
Clinton Township, MI 48038
(586) 723-2090
djacobs@cvs.k12.mi.us

District Policies Related to Sexual Harassment and Sexual Assault

Policy on Harassment of Staff or Applicants

Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of the District to provide a safe, positive work environment free of harassment for all of its staff.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a staff member's ability to perform his/her job. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a staff member. This would include such activities as stalking and unwelcomed taunting, teasing, or intimidation.

For the full policy, visit https://go.boarddocs.com/mi/chip/Board.nsf/Public?open&id=policies#, po3362.

Policy on Harassment of Students

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

For the full policy, visit https://go.boarddocs.com/mi/chip/Board.nsf/Public?open&id=policies#, po5517.

For the complete policies on Sexual Harassment and Sexual Assault, visit the district's nondiscrimination/Title IX webpage at https://www.chippewavalleyschools.org/departments/humanresources/nondiscrimination-policy/.

The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.



Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.

What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harrassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: https://mcedsv.org/sexual-violence-hotline-chat/

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call**: 866-864-2338

Chat: https://mcedsv.org/hotline-domestic-violence/

Youth Resources Web Page

https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

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