

Cassopolis Public Schools Adult/Alternative Education

22721 Diamond Cove

Cassopolis, MI 49031

(269) 445-0536



STUDENT HANDBOOK

Welcome to Cassopolis Public Schools

On behalf of the faculty and staff, I am pleased to welcome you to Cassopolis Public Schools, proud home of the Cassopolis Rangers. Whether you're returning this fall or joining us for the first year, I hope you will find us to have the ideal environment that meets the academic, social and emotional needs of each student.

Trust, respect, responsibility, and resiliency are the foundational pillars of our school culture. The purpose of this handbook is to inform students and parents of key school policies and procedures that each school will implement within our culture of trust, respect, responsibility, and resiliency. The handbook is not intended to be an all encompassing document. School officials are responsible for interpreting the handbook and if a situation is not specifically addressed, making decisions based on staff discretion. We encourage you to read through the handbook carefully now, and then refer to it as needed throughout the year.

Please don't hesitate to call or come in if you have any questions, concerns or suggestions. Our office doors are always open and we look forward to meeting you. I wish you a successful school year! Go Rangers!

Sincerely,

A handwritten signature in black ink, appearing to read "John Ritzler". The signature is fluid and cursive, with the first name "John" and last name "Ritzler" clearly distinguishable.

John Ritzler, Ph.D.
Superintendent

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Board of Education

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Daily Schedule

Adult/Alternative Education:

Daytime hours: Monday through Friday, 8:00 a.m. to 2:30 p.m

Evening Hours: Monday and Wednesday 3:00-7:00 p.m

High School:

7:35 AM - 2:20 PM

Academic Integrity

Cassopolis Public Schools are committed to providing an atmosphere which values truth, integrity, personal accountability, and respect for the rights of others. To this end, academic dishonesty is strictly prohibited. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

To help students achieve their maximum academic potential, the Cassopolis Public Schools community will promote an environment, which fosters integrity and honorable conduct. Administrators, faculty, students and parents share the responsibility for maintaining an atmosphere in which personal accountability is valued. The constant theme must be honest evaluation of student progress demands honest work by each learner and students must be fully responsible and accountable.

Procedures:

- During the first week of classes, teachers will clearly define honest and dishonest academic work in all of their classes by discussing expectations and the importance of honest effort. Teachers will inform students of procedures and practices relating to examinations, homework and class work.
- Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce the opportunities for dishonest behavior.
- Definition of Academic Dishonesty: Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

Student Expectations for Academic Honesty:

- Students must conduct themselves according to the highest standards of personal integrity.
- Students will not use dishonest methods to fulfill academic expectations and responsibilities.
- Whenever students have a question about this code, they should ask their teachers.
- Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher.

Examples of academic dishonesty include, but are not be limited to, the following:

- Communicating with another student during an examination or quiz;
- Copying material during an examination or quiz;

- Allowing a student to copy from one's examination or quiz;
- Using unauthorized notes or devices;
- Submitting falsified information for grading purposes;
- Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
- Submitting a paper or project which is not the student's work;
- Copying another person's assignments;
- Allowing another student to copy one's assignment;
- Removing examinations or parts of examinations without the knowledge and consent of the teacher;
- Impersonating a student to assist the student academically;
- Having another student impersonate the student to assist academically;
- Stealing or accepting stolen copies of tests or answer sheets keys;
- Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
- Altering a teacher's grade book;
- Falsifying information on applications (e.g., college scholarships);
- Using computers, programmable calculators, or other electronic devices in violation of guidelines established by the teacher;
- Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
- Unlawfully copying computer software or data created by others;
- Misusing school computer systems which are used for student, staff or administrative purposes; and
- Any other violation intended to obtain credit for work which is not one's own.
- Plagiarism Definition
- Plagiarism can be intentional or unintentional, but is academically dishonest regardless.
- Some obvious forms of intentional plagiarism include submitting a current or former student's paper as your own, purchasing or finding a paper on-line and submitting it as our own, or cutting and pasting chunks of "research" from another source and inserting it into your paper without proper citation and quotation.
- Perhaps the offense most students seem to think is NOT plagiarism, but in fact constitutes plagiarism, is rephrasing an encyclopedia article without proper citations. Even if rephrased, the student is still passing off the ideas of another person as their own—this IS plagiarism.
- Students also commit plagiarism when they submit assignments that were not assigned as group or collaborative assignments, but were worked on with other students. Again, this can be intentional or unintentional, but still constitutes plagiarism. Unless specified by the teacher, assignments, including homework, papers, projects, and other assessments, are supposed to reflect the student's own ideas. If two students submit a similar assignment, such as a paper with similar structure, order of evidence, and/or the same choices of quotations, that are highly unlikely to have occurred by accident, they have committed plagiarism. If one student wrote the paper and the other copied it, both students are equally guilty of plagiarism. This is equally true of homework—if one student copies another student's homework, both are guilty of plagiarism.
- It is every student's responsibility to safeguard their work. It is every student's responsibility to make sure their own ideas, not ideas arrived at collaboratively on non-collaborative assignments, are submitted as their work. Students can have peers proofread and edit their work, but must submit their own ideas and only their own ideas.

Reporting Plagiarism:

Teachers must report and document plagiarism. The standard punishment for plagiarism is a zero on the plagiarized assignment, regardless of whether intentional or unintentional plagiarism was committed. Teachers may require students who have plagiarized to redo the assignment for no credit. If the teacher deems it appropriate in a specific situation, a student may be allowed to redo a plagiarized assignment for full or partial credit.

Consequences for Academic Dishonesty and/or Plagiarism:

The following consequences for academic dishonesty, and/or plagiarism, will be applied and implemented by all teachers.

1. The teacher shall investigate and report any incident of academic dishonesty to the Assistant Principal.
2. If it is determined that the student engaged in academic dishonesty, the teacher shall assign the student no credit for the academic work or examination involved.
3. The teacher is not required to provide the student with an opportunity to re-submit the assignment or allow for a make-up of any kind.

Upon notification by teachers, school administrators may impose, but not be limited to imposing, the following consequences for a first offense:

1. Notifying parents of the code infraction.
2. In-school suspension not to exceed three days.

Additional or more serious violations of the Academic Integrity Code shall be dealt with more severely. Consequences for any offense beyond the first offense, or a more serious first offense will include, but not be limited to, the following:

1. Meeting with the parent(s)
2. Out-of-school suspension not to exceed three days.
3. No public recognition of the student in any awards function;
4. Removal from the Student Council (if applicable);
5. Will not be eligible for Academic Recognition.

Programs Available

The following programs are offered.

1. **Cassopolis Public Schools High School Diploma**

A student earns this upon completion of 18 credit hours of the Michigan Merit Curriculum (MMC) and 2 credits of Career/Technical Education, totaling 20 credits.

2. **High School Equivalency (HSE) Preparation and Testing Center**

A General Education Development (GED) is a High School Equivalency Certificate that proves a student has mastered a level of knowledge equivalent to a high school graduate. The GED is an internationally recognized test. Free preparation classes are available at Cassopolis Adult/Alt Ed Center. The cost of the GED test is \$150.00 for all four tests (fee is waived if a student enrolls with us). HSE recipients are invited to take part in our commencement ceremony.

3. **Remediation Program**

This provides a tailored instructional program under the direction of the certified teaching staff to increase skills in speaking, reading, writing, spelling, and mathematics. This program is developed to serve students who are functioning below grade level, making it difficult to pass the grade level requirements of the MMC.

4. **Accelerated Program**

Members of the Junior or Senior class may apply for early graduation. There are strict eligibility requirements for this program including, but not limited to grades, attendance, and discipline referrals. Candidates will need to go through an interview process before acceptance.

Enrollment/Eligibility Information

Any individual, 16 years of age by September 1 of the current school year, is eligible to apply for admission to Cassopolis Adult/Alt Ed. Admission is a privilege, not a guaranteed right. Appropriateness will be determined by the student, the Director of Adult/Alt Ed., the teaching staff, and, if relevant, parents, and the High School Principal. We want enrollment here to be a viable option for you to achieve a diploma or HSE. If accepted to the program, we expect that required progress and attendance will be met. Otherwise the appropriateness will be questioned. We will help to develop individual plans or consider other options.

If a student has a documented disability, the appropriate educational team must meet to determine appropriateness and development of the plan before enrollment can take place.

Graduation Requirements

Need 18 credits to graduate

Credits	Class
4.0	English/Language Arts (includes job exploration portfolio)
4.0	Math
3.0	Social Studies
3.0	Science
2.0	World Language (1.0 can be replaced with Visual Arts)
1.0	Arts
1.0	Physical Education/Health
Requirement	Job Exploration Portfolio
Total: 18	Total: 36 classes

*The following credits may be included in your transcript upon successful completion of the above requirements.

- Child Care Credit
- Work Credit

Adult Education Assessment Policy

Comprehensive Adult Student Assessment System (CASAS)

All students will be given state required assessments. The Workforce Development Agency (WDA) and the National Reporting System (NRS) require that assessments be valid and reliable to measure achievement accurately. CASAS is an approved assessment. Each Adult student will participate in pre- and post-testing, as required by the State of Michigan. The results will be used to counsel students individually and develop their plans. Please review the State of Michigan Assessment policy provided to you, and do ask staff if there are any questions. Following is our local protocol.

General Guidelines

1. Participants are assessed at intake to determine the individual educational functioning level (EFL). There are four EFLs for adult basic education (ABE), two for adult secondary education (ASE), and six levels for English as a second language (ESL).
2. An assessment can be used for re-enrollment purposes in the next program year, as long as it is within 120 days from the date administered.
3. Instructional hours must be tracked between pre- and post-tests.
4. Participants will be pre-tested in all instructional areas and post-tested in areas in which they received instruction.
5. We will use scaled scores when reporting results. Scaled scores link to basic skill competencies and provide more meaningful information than grade equivalents, which often carry negative connotations for adult learners.
6. The EFL gain is defined as the completion of one or more EFLs in any subject area on the posttest compared to the pre-test for that program year
7. We will use a state-approved Adult Learning Plan (ALP) to document test forms and scores.

Administering Pre-Tests

1. All participants enrolled in federally and state funded programs must be pre-tested.
2. Pre-test (appraisal/locator) must occur before any instruction is given.
3. We will administer an appraisal/locator to be used for guidance on the appropriate pre-test to administer

Participant Placement

1. Assessment tests are used to determine the EFL, as required by the NRS.
2. The initial test or pretest is the basis for participant placement and determination for entering EFL.
3. Participants must be placed in programs which match their EFLs in each subject area.
4. A participant whose scale scores fall into two different EFLs must be placed based on the lower EFL. However, if a participant requests instruction for only the higher EFL content area based on need, a program may place the participant in that instructional area.
5. Participants cannot be placed in different EFLs or programs from what is determined by the assessment test.

Administering Post-Tests

1. Enrolled participants must be post-tested. A 65% or above as a post-test rate is a goal.
2. A post-test must be administered by June 30 of the program year.
3. Any participant who is placed in ABE level 6, based on the pre-test, is not required to post-test.
4. Pre- and post-testing with two different assessment tests is not allowed.
5. To ensure validity, we will follow the publisher's recommended time frames for administering tests. Testing staff is trained.
6. We will administer a post-test in the same subject area where instruction is provided.
7. We will post-test with the equivalent or higher of the two forms suggested.

Continued Eligibility

1. Adult Basic Education (ABE)

A participant in an adult basic education program is eligible for reimbursement under Section 107 until one of the following occurs:

- Participant's reading and mathematics proficiency are assessed at or above the ninth-grade level; or
- Participants fail to show progress/improvement on two successive State-approved assessments after having completed at least 450 hours of instruction.

2. Adult Secondary Education (ASE)

A participant in adult secondary education is eligible for reimbursement until one of the following occurs:

- Participant's reading and mathematics proficiency are assessed above the twelfth-grade level; or
- Participants fail to show progress on two successive assessments after having completed at least 450 hours of instruction.

3. High School Equivalency (HSE)

A participant in a high school equivalency program is eligible for reimbursement under Section 107 until one of the following occurs:

- Participant passes the HSE test; or
- Participants fail to show progress on two successive tests used to determine readiness to take the HSE test after completing at least 450 hours of instruction.

4. High School Completion (HSC)

A participant in High School Completion is eligible for reimbursement under Section 107 until one of the following occurs:

- Participant passes the course and earns a high school diploma; or
- Participants fail to earn credit in two successive semesters or terms in which participant is enrolled after having completed at least 900 hours of instruction.

5. English as a Second Language (ESL)

A participant in the English as a Second Language is eligible for funding until the participant meets one of the following:

- Participant is assessed as having attained basic English proficiency, as identified by CASAS scores, as follows:

- o Attainment of CASAS scale score of 236 and above for reading and 228 and above for listening; or

- Participants fail to show progress/improvement on two successive State-approved assessments after having completed at least 450 hours of instruction.

There is also a policy regarding accommodations for students with disabilities and distance learning that will be reviewed on a case by case basis.

Alternative Education Assessment Policy

Students enrolled in Alternative Education will be assessed using the following system:

The Northwest Evaluation Association (NWEA) is given 3 times a year (Fall, Winter, and Spring). This assessment gives the team a student's Measures of Academic Progress (MAP). This assessment is aligned to the Common Core Standards and is used to measure each student's progress/growth in school. The student is given a Rausch Unit (RIT) score. A student's RIT score indicates the level at which the student was answering questions 50% of the time. RIT scores range from about 100 to 300. Students typically start at 180 to 200 level in the third grade and progress to the 220 to 260 level by high school.

Academic Reports

Progress/grades will be reported by teachers on a routine basis--2 times per month at minimum. Students' grades will be calculated using the following scale:

Grading Scale	Letter Grade		
93-100	A	70-72	C-
90-92	A-	68-69	D+
88-89	B+	63-67	D
83-87	B	60-62	D-
80-82	B-	59 and below	F
78-79	C+		
73-77	C		

Attendance

Student attendance is a vital factor in academic achievement. Every class period is important. Regular and punctual attendance of students is expected, encouraged, and enforced. Students should anticipate an adverse affect on their grades and enrollment status for excessive absences.

Students are expected to attend regularly in order to assure successful learning and timely completion of classes. Students will sign in and out each day they are present. Students are expected to attend according to their agreed upon schedules, which includes a minimum of 20 hours of seat-time in the classroom(Alt. Ed.). This schedule provides flexibility based on individual circumstances. If circumstances change, a meeting with the Adult/Alt Ed staff will be required to update schedules. Students are required to call if an absence cannot be avoided to count for an excused absence. If absences are excessive (80% required), students will be reminded through phone calls and a letter before being dropped. A \$25 re-enrollment fee is required for participants to re-enroll, unless there is a documented medical condition.

Students with extended illnesses or work schedule changes should discuss options with the staff. Contact the office at (269) 445-0536 as soon as you know you will be gone for an extended period of time, or if there is a change in your work schedule. Attendance records are computerized and available upon request.

Attendance is required on Count Day. There are two count dates (October and February). These days determine the funding level for this program. Regular attendance is important toward reaching your goals, but it is crucial to the continuation of our program to attend on each count date (even if it is a day not normally scheduled). At least one assignment per class must be completed on these days.

There are two types of absences: excused and unexcused. Excused absences include:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Director

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. Parents must provide an explanation for their child's absence the day of the absence or by the following day.

All other absences are considered unexcused. Unexcused absence from school (truancy) is not acceptable. After 5 days of truancy in any grading period, a student will be considered a "habitual truant" which will result in student/parent contact. If 5 more days are accumulated, the student will be deactivated from classes. A meeting will be scheduled and required with the student and parent toward resolution.

A student shall be considered truant each day or part of the day he/she is inexcusably absent from his/her assigned location. A student is considered tardy when not in their assigned location at the starting time. Excessive absences and tardiness will not be tolerated and will be considered a truancy issue. Truancy is a serious issue and will be dealt with by the school, district and law enforcement

Student Conduct

Participation in our program is an opportunity. All students attend voluntarily and, therefore, are here only to reach established goals.

To make learning a more enjoyable and effective experience for all, school expectations must be observed.

1. Students are expected to follow their agreed upon attendance schedules.
2. Anyone creating a disturbance will be asked to leave class for the day.
3. Alcohol, illegal drugs, and weapons are not allowed in or on school property. Possession, sale and/or use of such items will lead to expulsion from school, and contact will be made with local law enforcement.
4. The school facility and grounds constitute a tobacco-free environment.
5. This program is a closed campus--lunch can be brought, or we will provide it.
6. All doors will be locked at all times to ensure building security. Students must enter and exit from the main door and use the security system to be granted entrance.

7. Cell phone use is not permitted.
8. Except for lunchtime, food and beverages are not permitted at work-stations.

Bullying/Threatening Behavior/Harassment

Bullying behavior is prohibited without regard to its subject matter or motivating animus. As per state law, bullying includes cyberbullying. Bullying is defined as repeated, persistent, harmful behavior, where an imbalance of power exists, intended to cause fear, distress, or harm to another person's body, emotions, self-esteem or reputation, that substantially interferes with a student's ability to benefit from the educational environment. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another with less power.. For more information, see CPS board policy 5571.01 (<http://neola.com/cassopolis-mi/>) For more information, see CPS board policy 5571.01.

Dress Code

To create a more positive educational environment that is free of distractions, the following guidelines will be used by building principals to determine what action will be taken relative to student dress.

1. Clothing, patches, buttons, jewelry, bags, and any other personal items should be appropriate, neat, and clean. Any item containing or depicting obscenity, profanity, weapons, offensive messages of race and religion, ads for illegal substances, alcoholic beverages, or symbols found to be disruptive to the educational environment are not acceptable.
2. Jewelry or body adornments considered to be disruptive or dangerous are not acceptable. Any accessories such as chains, spikes, or jewelry that could be detrimental to the safety and/or welfare of other persons will not be permitted.
3. Revealing, sheer, and/or low-cut clothing will not be allowed. All shirts, tank tops, and/or blouses must cover a minimum of half of each shoulder and the entire torso. Shirts such as tank tops, camis, undershirts, and mesh shirts cannot expose the bare midriff.
4. Hats, sunglasses, hoods, winter scarves, bandanas, sweatbands, and other headgear cannot be worn inside the building during the school day except for religious purposes.
5. Shorts and skirts must extend past the student's fingertips when the student's arms are extended beside his/her legs.
6. Significantly torn or altered clothes, with primary focus on holes or tears above the knees, are not allowed if skin is exposed, or above a similar level as stated in #5 or described in #3 above.
7. Yoga pants or leggings may be worn only when covered by a shirt, blouse, sweater, skirt, etc., but must extend to a similar level as shorts and skirts as stated in #5 above. Sagging pants riding below the waist that may expose skin or any garment worn under the pants are not allowed. Pants made of flannel or fleece that could be considered "pajama bottoms" are not permitted.
8. Book bags, backpacks, purses, and duffels are to be left at home or in a secure location on school premises
9. Excessive make-up, costumes, or accessories that are distracting to instruction are not allowed.
10. Any other item or appearance deemed inappropriate by the administration is not allowed.

Prohibited Student Conduct

Students will be disciplined for misconduct, including but not limited to the following:

1. Any purposeful action toward another student that results in serious and observable injury requiring medical attention.

2. Intentionally causing, or attempting to cause, physical harm to any school staff or school representative through force or violence.
3. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
4. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
5. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

6. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.
7. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

10. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
12. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
13. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
14. A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school related events, unless the student is given express consent by that person(s).

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures For Alternative Ed.

Parent-student-teacher communications and/or conference(s) are **expected** to correct all misbehavior. Administration involvement in student behavior issues should only occur after parent-student-teacher communication and interventions. Potential disciplinary measures include, without limitation, any of the following measures.

1. Temporary removal from the classroom.
2. Return of property or restitution for lost, stolen or damaged property.
3. Suspension of bus riding privileges.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
6. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other

circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Expulsions/Suspensions - Required By Statute

For expulsions for dangerous weapons, arson, criminal sexual conduct, or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a *firearm, weapon* in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of *firearms weapons* that were brought into the weapon-free school zone. For more information, see CPS board policy 5600.

Due Process Rights and Appeal Process

For information on the student's Due Process Rights and Appeal Process, please see CPS board policy 5611.

Student Services

Staff will review your standing as an Adult/Alt Ed. student and register you for classes. They will also provide you with college information, job postings, and financial aid information, and explore career choices with you, and assist you to overcome attendance problems. Our tutor and teachers will work with you to remediate deficient skills based on assessment data.

Learning Plans

A learning plan will be developed for each student. Students will meet with staff to help with the development of each student's unique plan and outline steps to accomplish. These plans will establish goals (both educational and career) for each student.

Education of Students with Disabilities

It is required that, before acceptance of students with disabilities, an Individualized Education Plan (IEP) or Section 504 of the Rehabilitation Act of 1973 (504) team convenes to determine which district special education programs will best serve (age 16-26). It is the intent of the school district to ensure that students with disabilities are served within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") and are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term “student with a disability” means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Emergency School Closings/School Messenger

In case of bad weather and other local emergencies, school may be canceled or delayed. This information will also be posted on the website, Facebook, Twitter, and our School Messenger communication system. Please listen to any local radio or television station (WNDU, WSBT, or WSJV) to be advised of school closings or early dismissals. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

School Messenger is an essential tool for communication and notification. This system can be used to notify you of a school closing due to inclement weather. It’s an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes. When a need arises, school officials can use School Messenger to deliver a single, clear message to the students’ parents or guardians by telephone, cell phone, email, pager, or PDA in any combination. Please ensure that your phone number and email is kept current with the school building.

Equal Opportunity/Nondiscrimination Policy

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

- Any questions concerning Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, should be directed to the Superintendent's Office.
- Inquiries related to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to the Superintendent's Office.

- Questions concerning Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to the Superintendent's Office.

Food Services

Cassopolis Public Schools' Food Service Department is dedicated to providing nutritious meals to all high school students in a safe, friendly environment that promotes education, healthy lifestyles and character development. We will ensure financial self-sufficiency by managing resources effectively and with innovation. Breakfast and Lunch are served every school day and are free to all high school students.

Closed Campus Lunch - Alt. Students may not leave campus during lunch or at any other time during individual school schedules.

Injury & Illness

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. In order to protect the health and safety of all students and staff, it is recommended that anyone who has a fever, vomits, or other contagious illness stays home until they are symptom free for 24 hours without medication.

Concussions and Head Injuries - A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

Internet Acceptable Use Policy

Adult/Alt Ed. uses an online platform (Edmentum) to deliver instruction to our students. This comes with supplemental instruction by teachers as needed. It is imperative that all students understand our policies for the appropriate use of devices and allowable uses of the school network. Students do not need to bring in an electronic device; one will be provided while at school.

Following is Cassopolis Public Schools policy for internet use. All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use. Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges. The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use. The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked; and
- n. Cyberbullying.

Network Etiquette. The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following.

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification. The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security. Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules. Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email. The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users

will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Personal Communication Devices

Students may **NOT** use personal communication devices (PCDs) during instructional time and as noted below. During instructional time, use of PCDs is prohibited in all locations and devices must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. All students will receive school assigned devices, which they will use throughout the school day.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., smartphones (e.g., iPhone, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. PCDs may be used before and after school and during the designated 30 minute lunch period in the cafeteria. Headphones, Earbuds, any Listening device should not be visible or in use during class time, in the hallways, or lunch serving lines.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day, 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 involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. We ask that Alt. Ed. place cell phones in a locked, secure location and retrieved upon dismissal. We ask that our Adult Ed. students power down their phones so as not to disturb the learning of others.

Medication and Other Chronic Health Issues

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

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

New authorization is needed at the beginning of each school year. Any change in medication, dosage or time(s) will require a new authorization from the parent/guardian and new instructions from the physician/licensed prescriber. All medications will be counted together by the parent and staff, and recorded in the student medication record when received. No more than a 26 school day supply will be kept at the school.

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

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

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

Students with Severe Food Allergy or Other Chronic Health Issues. If a student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Care of Students with Diabetes. If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school

principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child;
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers;
- c. Sign the Diabetes Care Plan; and
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Pesticide Application Notice

The school district maintains a registry of parents/guardians of students and Adult students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Mr. Brian Smith, Director of Operations, (269) 445-0550. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Summer School & Independent Study

A student will receive high school credit for successfully completing the required classes. You will be expected to follow your agreed upon schedule. It is also expected that students will advance from grade to grade upon completion of the school year. When it becomes likely that such advancement is not likely during the school year, we will offer two weeks of summer school. It is also expected when such situations exist that the student will work independently off-site to complete the required classes to further ensure promotion to the next grade-level.

Transportation

The district provides bus transportation to and from school for eligible students living 1.5 miles or more from the school. A transportation form needs to be filled out online at the beginning of each school year to ensure that students are put on a bus route. That form can be found at the school website, under district and transportation or by clicking [here](#). **Students are not permitted to ride a bus other than the bus to which they are assigned.**

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal and/or designee. Parents will be informed of any and all inappropriate student behavior on the bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules.

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct or unsafe behavior.

Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: (269) 445-0507.

Cassopolis Public Schools Board of Education Policies

This handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. All items are subject to change throughout the year as mandated by legislation and board policies.

All of the Cassopolis Public Schools Board Policies, and the expanded version of the board policies listed in this handbook, can be found on our website at <http://cassopolis.k12.mi.us/> under the Board of Education tab.



2023-2024 Student Handbook Signature Page

Parents/Guardians, please take time to review and discuss the information in the Cassopolis Public Schools student handbook with your student(s).

Included in the handbook is important information regarding school district policies and procedures.

I acknowledge that I have received a copy of the 2023-2024 Adult/Alternative Education Student Handbook. I also acknowledge that I have reviewed and understand its content.

Student Signature_____

Parent/Guardian Signature_____

Date_____