



Cass City High School

4868 N. Seeger St.

Cass City, Mi. 48726

Website: www.casscity.k12.mi.us

Superintendent's Office.....	872-2200	
High School.....	872-2148	
Middle School.....	872-4397	
Campbell Elementary.....	872-2158	
Transportation.....	872-5618	
Community Education.....	872-4151	
School Closing Info.....	WKYO 1360 AM	
TV-5/12/25	WHNN 96 FM	WLEW 1340AM
	WIOG 102.5 FM	WMIC 660 AM

Student Handbook 2009 – 10

SCHOOL CALENDAR

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First Day for Students	September 8, 2009
Homecoming	October 9, 2009
Picture Day	October 9, 2009
No School	October 19, 2009
End of 1st Marking Period	November 6, 2009
Parent/Teacher Conferences After School	November 23 & 24, 2009
Picture Retake Day	November 24, 2009
½ Day Students, P/T Conferences PM	November 25, 2009
Thanksgiving Break (No School)	November 26 - 27, 2009
Christmas Break Begins (No School)	December 23, 2009
School Resumes	January 4, 2010
½ Day Students, End of 1st Semester	January 22, 2010

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Snowcoming	January 29, 2010
President's Day (No School)	February 15, 2010
Michigan Merit Exam	March 9-11, 2010
Make up Merit Exam	March 23-25, 2010
End of 3rd Marking Period	March 26, 2010
Spring Break Begins (No School)	April 2, 2010
School Resumes	April 12, 2010
Prom	May 1, 2010
½ Day Students	May 28, 2010
Graduation	May 28, 2010
Memorial Day (No School)	May 31, 2010
End of 2nd Semester Last Day of School	June 4, 2010

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Welcome

TO THE STUDENTS OF CASS CITY HIGH SCHOOL

It is my pleasure to welcome you to Cass City High School on behalf of the faculty and administration. It is a reflection of the people inside, and together, we have the opportunity to make CCHS an outstanding high school. It takes a team effort of cooperation and individual responsibility to achieve this goal. Please enjoy your years at Cass City High; I hope they will be rewarding and memorable. Always remember that the rewards you take from here will depend a great deal on your individual responsibility and the effort you are willing to put forth.

Chad Daniels
 Principal

CASS CITY HIGH SCHOOL MISSION STATEMENT

"All high school personnel will accept the responsibility to ensure that Cass City High School is the leader in innovative techniques, programs and ideas to allow all students to be productive in a global society".

ITEMS NOT COVERED IN THE STUDENT HANDBOOK

During the course of the year there may be situations that arise that are not specifically covered in this handbook. In these cases, the administration will use its best judgment in carrying out the Board of Education policies, resolving conflicts and answering questions. These guidelines apply anytime a student is on school property or attending a school function. The administration and staff of the high school are committed to the principle of fair and equal treatment of all students within the school as well as uniform and equal enforcement of all school policies. In the event an individual feels we are not fulfilling our commitment, he/she is encouraged to communicate this allegation to the principal.

APPEAL PROCESS

If a student or parent is dissatisfied with the principal's action, they may appeal to the superintendent to review the decision. A copy of the complete policy is available upon request from the main office.

SCHOOL SONGS

CASS CITY HIGH SCHOOL SONG ALMA MATER

Alma Mater, hear us now,
While we pledge our sacred vow,
Evermore to praise thy name,
And thy greatness to proclaim.

Mighty mother, bountiful in knowledge
Source of truth and honor e'er pursued,
Hear us raise our reverent praise
To thee in gratitude.

Alma Mater, hear us now,
While we pledge our sacred vow,
Evermore to praise thy name,
And thy greatness to proclaim.

CASS CITY FIGHT SONG

Go Cass City High School
Break right through that line.
With your colors flying,
We will cheer you all the time
You Rah! Rah!
Go Cass City High School
Fight for victory.

Spread far the fame of
Our fair name-----
Go Cass City- - Win that game!

Go Cass City-----
Go Cass City-----
Go Cass City-----
Go Cass City-----
Hit 'em high
Hit 'em low
Go Cass City Go!

BOARD OF EDUCATION

Mr. Craig Bellew
Mr. Doug Lautner
Mr. Dave Osentoski
Mr. Randy Severance
Mrs. Sloanne Stimpfel
Mr. Jim Turner
Mr. James Veneziano

ADMINISTRATION

Superintendent.....Mr. Ronald C. Wilson
High School Principal.....Mr. Chad Daniels
Assistant Principal/Athletic Director.....Mr. Don Markel

OFFICE STAFF

Principal's Office:Mrs. Stephanie Champagne
Guidance Counselor.....Mrs. Jill Rowland
Guidance Office:Mrs. Ruth Fluegge

STAFF

Mrs. Burns-	Paraprofessional
TBD-	Paraprofessional
Mr. Moyer-	Paraprofessional
Mrs. Taylor-	Library Specialist

Teachers

Mr. Collins-	Spanish
Mr. Cuthrell-	Health & Physical Education
Ms. Folk-	English 10, English 12
Mr. Gordon-	Physical Science, Biology

Mr. Green-	Chemistry, AP Chemistry & Advanced Physical Science
Mr. Guza-	Calculus & Pre-Calculus
Mr. Hartzell-	Government, U.S. History & Civics/Economics
Mr. Hobbs-	Publications & Peer Mediation
Mrs. Hoelzle-	Art, English 12, Photography
Mrs. Iwankovitsch-	Algebra 2 & Geometry
Ms. Kilbourn-	Computer Accounting, Advanced Computers, ACT Prep, Life Skills, MME
Mrs. Markel-	Special Education
Ms. Maurer-	Algebra
Mr. Meck-	English 12 & English 9
Mrs. Reif-	English 11, AP English & Psychology
Ms. Tichnell-	Band
Mr. Tuckey-	Basic Home Repair & Industrial Education
Mrs. Volz-	Civics/Economics, AP History & AP Psychology
Mrs. Walsh-	Geometry
Mr. Weaver-	Biology
Ms. Wright-	Special Education
Mrs. Zawilinski-	U.S. History

GENERAL INFORMATION

CLASS PERIODS

Early Bird.....	7:09 - 8:00
1 st Hour.....	8:10 -9:02
2 nd Hour.....	9:06 -9:58
3 rd Hour.....	10:02 – 10:53
4 th Hour.....	10:57 – 12:18
“A” lunch:	10:53 – 11:23; Class: 11:27 – 12:18
“B” lunch:	11:48 – 12:18; Class: 10:57 – 11:48
5 th Hour.....	12:22 – 1:13
6 th Hour.....	1:17 – 2:08
7 th Hour.....	2:12 - 3:03

CELL PHONES/ELECTRONIC DEVICES

Students may bring cell phones to school, but they must be kept out of sight and turned off during school hours. Violation of this policy will result in the following:

- The first violation of this policy will result in the confiscation of the cell phone and a warning given. Upon student request, the phone will be returned to the student at the end of the day.
- The second violation of this policy will result in the confiscation of the cell phone and disciplinary action. Upon student request, the phone will be returned to the student at the end of the day.
- The third and subsequent violations of this policy will result in the confiscation of the cell phone and disciplinary action. At this stage, confiscated cell phones must be picked up by the parent.**

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

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

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

VISITORS

Students will be permitted to invite one student guest per school year to attend classes with them, or to visit them on school grounds during the school day. A student guest may visit CCHS only one time per school year. A visitor's form (found in the main office) must be completed and approved by the Principal prior to the visitation.

The visiting student must check in at the front office on the day of the visit and must wear (display) the visitors pass while in school.

The inviting student will be held accountable for the behavior of his/her guest while in attendance at CCHS.

LOCKERS

Each student is responsible for his or her locker. The school will assume no responsibility for student property lost or stolen from lockers due to student negligence. **DO NOT SHARE LOCKERS.** No other students know your combination unless you tell them. As student lockers are property of the school, they may be searched any time there is reason to believe that a law or school rule is being violated. This same policy applies to the lockers found in the boy's and girl's locker rooms as well.

FIRE DRILL REGULATIONS

Fire drills are conducted at unannounced times during the school year. When the fire alarm sounds students are to proceed according to information on signs posted in the classroom. Teachers will explain these regulations at the beginning of each course. All students and personnel must leave the building and move into the designated areas during a fire drill.

TORNADO AND EMERGENCY DRILLS

The area in which we live makes it advisable to have some procedures for the protection of lives during certain emergencies other than fire. In the case of an emergency, an announcement will be made over the intercom. It is very important during tornado or emergency drills that students listen carefully to directions.

HALL PASSES

All students must have a pass to be in the hallway during class periods.

ANNOUNCEMENTS

Announcements which relate to the student body will be made on a daily basis on the public address system. Students who wish to have announcements made are to pick up the proper form from the office. All announcements that are posted in hallways or distributed in any way to students must be approved by the principal.

CREDIT INFORMATION

CREDIT REQUIREMENTS

Class of 2010-	25 Credits
Class of 2011 and beyond-	26 Credits

All students are required to schedule a minimum of seven (7) classes per day.

Successful completion of these courses will fulfill graduation requirements for **Class of 2009 & 2010.**

- 4 credits English
- 2 credits Math
- 2 credits Science (Science 9, Science 10)
- 3 credits Social Studies (Civics/ Economics, U.S. History, Government)
- ½ credit Global Studies
- 1 credit Physical Education (2 seasons of sports OR marching band will substitute. One sem. of Health will satisfy ½ of PE Credit)
- ½ credit Computer Literacy
- 12 credits Electives

25 TOTAL CREDITS Required for Graduation for class of 2010

Successful completion of these courses will fulfill graduation requirements for **Class of 2011** and beyond.

Michigan Merit Curriculum High School Graduation Requirements	
MATHEMATICS - 4 Credits	
Algebra I Algebra II	Geometry One math course in final year of high school
ENGLISH LANGUAGE ARTS - 4 Credits	
English Language Arts 9 English Language Arts 10	English Language Arts 11 English Language Arts 12
SCIENCE - 3 Credits	
Biology Physics or Chemistry	One additional science credit
SOCIAL STUDIES - 3 Credits	
.5 credit in Civics U.S. History and Geography	.5 credit in Economics World History and Geography
PHYSICAL EDUCATION & HEALTH - 1 Credit	
VISUAL, PERFORMING AND APPLIED ARTS - 1 Credit	
ONLINE LEARNING EXPERIENCE Course, Learning or Integrated Learning Experience	
LANGUAGE OTHER THAN ENGLISH - 2 Credits In grades 9-12; OR an equivalent learning experience in grades K-12 effective for students entering third grade in 2006 (Class 2016)	

10 credits Electives

26 TOTAL CREDITS Required for Graduation for class of 2011 and beyond.

CREDIT REQUIREMENTS FOR ADVANCEMENT BY GRADE

In order for CCHS students to develop a definite understanding of their high school grade placement based upon earned credits, the following criteria is established

Class of 2010 (25 credits) At Mid Year

9th-	0 - 5.5	
10th-	6 - 11	9.5
11th-	11.5 - 16.5	15
12th-	17 or more	20.5

Class of 2011 & Beyond (26 credits) At Mid Year

9th-	0 - 6	
10th-	6.5 - 11.5	10
11th-	12 - 17.5	15.5
12th-	18 or more	21.5

TESTING OUT OF CLASSES

Students may test out of high school classes in order to take a higher level class. Students must take an exam in the course they wish to be exempted from and receive a score of 78% (C+) or better. These exams are given twice during the

school year. The complete policy is outlined in the application form which may be obtained in the main office.

PLEASE NOTE: Credit earned for testing out of a high school class will appear on the student's transcripts as credit earned in the academic area tested and will fulfill a graduation requirement. There will be no grade present and will not calculate into a student's grade point average.

*Students can only take a test one time and can NOT test out of PE or Government. Students may NOT test out of a class that they are currently enrolled in or that they have previously failed.

GRADE POINT AVERAGE (GPA)

Final grades will be computed on the following formula for determining grade point averages and rank in class:

- A. Semester Grades will be determined by a 40/40/20 split.
- B. All Classes MUST give an examination.
- C. All teachers shall utilize the following grade scale:

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

CASS CITY HIGH SCHOOL ADVANCED PLACEMENT

- a. Advanced Placement classes that are taught by Cass City High School teachers will receive a weighted grade for calculation of a student's grade point average.
- b. Weighted grades will be on a 5 point scale.

Example:

Grade	Current GPA	Weighted GPA
A	4	5
A-	3.66	4.66
B+	3.33	4.33
B	3	4
B-	2.66	3.66
C+	2.33	3.33
C	2	3
C-	1.66	2.66
D+	1.33	2.33
D	1	2
D-	0.66	1.66
E	0	0

- c. Students are encouraged, yet not mandated to take the AP test.

CHANGING (of Letter) GRADES

A student seeking a grade change shall submit to the building principal within 20 school days after the end of a semester a written request for a grade change stating the reason(s) for the proposed grade change:

- a. Within ten school days of receipt of the request, the building principal shall submit the request to the teacher of record and meet with the teacher to review the request.
- b. Within ten school days of the meeting, the teacher shall submit to the building principal a written response to the request, unless the teacher concurs in writing with the grade change.
- c. The building principal shall, within five school days of receipt of the teacher's response, notify the student that the teacher has concurred and that the grade has been changed or provide the student with a copy of the teacher's response and inform the student that in order to seek further review, the student must submit to the superintendent a written request for review by the review panel within ten school days. This review will be limited to members of the panel, affected teacher and student (including parent or legal guardian).
Within ten school days of receipt of a request for review by the review panel, the superintendent shall notify the teacher, the student and the review panel members of the time, date and place for the review panel meeting. This meeting shall occur not less than seven or more than 15 school days after receipt of the request for review.

HONOR ROLL

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

CITIZENSHIP/CHARACTER PILLARS

Citizenship at Cass City High School

- 5 – Consistently displays the five character builders in the classroom
- 4 – Usually displays the five character builders in the classroom
- 3 – Occasionally displays the five character builders in the classroom
- 2 – Rarely displays the five character builders in the classroom discipline action has occurred once.
- 1 – Frequently displays inappropriate behavior and disciplinary action has resulted more than once

Five Character Builders and some possible classroom examples of each (Please note that each teacher will have their own classroom rules and will evaluate citizenship based on those guidelines.)

- i. Honesty-returns classroom materials as necessary does own work at all times tells the whole truth, all of the time.
- ii. Integrity-does homework independently as appropriate owns up to personal mistakes holds up to that which is right, shuns wrong
- iii. Respect-treats classmates and teacher with respect refrains from making negative comments keeps hands, feet, and other objects to themselves takes care of school property.
- iv. Responsibility-is in class on time brings all materials with them to class completes assignments in a timely fashion participates in class attendance.
- v. Courtesy-follows directions the first time they are given raises hand and is recognized before speaking out loud refrains from talking when teacher is talking asks for help politely.

TRUSTWORTHINESS

* Be honest.

RESPECT

* Treat classmates and teachers with respect

- * Don't deceive, cheat, or steal.
- * Be reliable - do what you say you'll do.
- * Have the courage to do the right thing.
- * Build a good reputation.

- * Follow the Golden Rule
- * Be tolerant of differences.
- * Use good manners, not bad language.
- * Deal peacefully with anger, insults, and disagreements.

RESPONSIBILITY

- * Do what you are supposed to do.
- * Persevere; keep on trying!
- * Always do your best
- * Be accountable for your choices.
- * Think before you act - consider the consequences.
- * Don't blame others carelessly.

FAIRNESS

- * Play by the rules.
- * Be open-minded; listen to others
- * Don't take advantage of others.

CARING

- * Be kind.
- * Forgive others
- * Express gratitude.
- * Help people in need.
- * Be compassionate and show you care.

CITIZENSHIP

- * Do your share to make our school and community better.
- * Cooperate
- * Respect authority.
- * Obey laws and rules.
- * Protect the environment

ACADEMIC AWARDS

The All School Academic Award Program is intended to give recognition to students with high academic standing prior to their graduation. Our system presently acknowledges those students at graduation with Honor Student status, Honor Cords, and Valedictorian and Salutatorian honors. We feel that a program giving those students with high academic standing recognition at an earlier time in their high school years will not only show the importance we place on high academic achievement, but also provide incentive for students to achieve at a higher level.

The academic letter is to be awarded to a student based on his/her cumulative grade point average according to the following criteria: the student will be awarded a letter:

- at the end of the first semester (9th grade) if he/she has achieved a grade point average of 4.00.
- at the end of the third semester (10th grade) if he/she has achieved a grade point average of 3.75 or above.
- at the end of the fifth semester (11th grade) if he/she has achieved a grade point average of 3.50 or above.
- at the end of the seventh semester (12th grade) if he/she has achieved a grade point average of 3.25 or above.

The sliding scale is designed to reward students who have high academic averages and to also provide an incentive for students to work toward.

The following citizenship criteria will be used in the awarding of student academic letters: Any student who is assessed 6 or more discipline points, by the date of the annual Spring Awards Assembly, will be ineligible to receive an Academic Letter, for that school year.

CORRESPONDENCE COURSES

Correspondence classes are available for credit recovery.

A. A student is allowed a maximum of 2 credits to be earned through correspondence coursework. If a student needs additional credit to graduate after earning these 2 credits, the student can return to CCHS as a 5th year senior.

Class of 2010- 3 credit maximum earned through correspondence

Class of 2011 and beyond- 2 credit maximum earned through correspondence.

B. Any course that is being taken to fulfill a Merit Curriculum Requirement MUST be approved by the principal as containing material that meets Michigan Merit Curriculum standards.

See the guidance office for further information.

SCHEDULE CHANGES

In the event it is necessary to change a schedule, students must do so within the first 10 school days of the first semester. All second semester changes must occur before the second semester begins. The only exceptions to this rule are academic misplacements.

GRADUATION

In order for a student to be eligible to participate in all graduation exercises, the student must have all graduation requirements met prior to noon, the day before graduation. In addition all fees must be paid in the high school office.

A student who is not eligible to participate in the graduation ceremony will not receive a diploma until all graduation requirements are met and officially recorded in the permanent school record.

VALEDICTORIAN AND SALUTATORIAN

1. To be considered for valedictorian and/or salutatorian honors in the Cass City Public School, a student must attend the Cass City High School for at least four semesters.
2. Students with a 3.000 or better grade point average who do not meet the four semester requirement will be eligible for all other academic honors.

DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment".

Effective April 1, 1996, Public Act 160 created the Post-secondary Enrollment Options Act which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 11 or 12.
2. Students must have taken the Michigan Merit Exam (MME) test during the previous year's testing window or received an earlier endorsement.
3. Students must be endorsed in the area of the dual enrollment class. If the student enrolls in a class for which there is no endorsement available, they must have an endorsement in at least one area of the MME Test prior to enrolling in a dual enrollment class.
4. Students must be enrolled in both the school district and post-secondary institution during the local school district's regular academic year.
5. The college courses must not be offered by the district. An exception to this could occur if the board of education determines that a scheduling conflict exists, which is beyond the student's control.
6. The college courses cannot be a hobby, craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees and registration fees; or (b) the students' state school aid foundation allowance, adjusted to the proportion of the school year they attend the district. Students are no longer eligible when all high school graduation requirements have been met.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cass City Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your

child's education records. However, Cass City Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cass City Public Schools to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Cass City Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within the first 10 days of school. Cass City Public Schools has designated the following information as directory information [Note: an LEA may, but does not have to, include all the information listed below.]: Student's name, Participation in officially recognized activities and sports, Address, Telephone listing, Weight and height of members of athletic teams, Electronic mail address, Photograph, Degrees, honors, and awards received, Date and place of birth, Major field of study, Dates of attendance, Grade level, The most recent educational agency or institution attended.

STUDENT SERVICES AND ACTIVITIES

Several student clubs and activities are provided for your many talents and interests. Cass City High School activities hope to provide you with the opportunities to give service and to represent your school and community, to make new friends, and to develop special interests and abilities.

CLUBS

- National Honor Society – Mrs. Folk, Mrs. Walsh
Membership in the National Honor Society is based on scholarship, service, leadership and character. The object of the organization is to promote these ideals in the student body of the Cass City High School. The following process of selection will be followed for the selection of new members. Student must be a member of the junior or senior class, have a minimum of 3.25 G.P.A. at the end of their fourth semester in high school. Eligible students must submit a Student Activity Information form and a 125-word response paper. Evaluations on all prospective members are submitted by faculty and staff. A 5-member Faculty Committee considers each student's SCHOLARSHIP, LEADERSHIP, CHARACTER, AND SERVICE. Invitation to join the National Honor Society will be by a majority vote of the Faculty Committee.
- Academic Games– Mr. Meck
Team members will compete in the Tuscola County Academic Games held at Saginaw Valley State University. This is the opportunity for those who like to compete and are willing to put their knowledge on the line against the best from other schools.
- Student Council - Mrs. Maurer
The student council members are the leaders of the student body. The president and vice-president are elected by the student body in the spring and take office in the fall. The rest of the council is made up of students elected at large. Student council meetings are open to all students who have permission from their teachers to attend. Non-members may participate in all council activities, but may not vote. The objectives of the student council are to coordinate student activities, to assist in forming school policies regarding student activities, and to sponsor student activities and projects.
- All School Play – Mrs. Iwankovitsch
The all school play allows students to have hands on experience with all aspects of theater: tech work (set, make-up, costumes, props) and acting. The yearly production is performed early spring.
- Snow Club – Mr. Meck
The snow club provides an opportunity for high school students to learn and increase their skiing and boarding skills.

EXTRA-CURRICULAR ELIGIBILITY

The eligibility rules stated herein shall apply to all non-athletic extra-curricular activities. The Student: must have passed at least 4 classes during the previous semester, must pass all classes on a semester to date basis, may not be below average (3) in citizenship for 2 classes (semester to date; there will be a 15-day grace period at the beginning of each semester). Any student who is ineligible may not be excused early from classes to attend an extra-curricular event.

* NOTE: If performance is directly related to a course grade, i.e., band or choir concerts, eligibility is not a consideration.

CCHS Students shall conduct themselves in such a manner as to bring credit to their school and themselves. Some examples of conduct considered violations are: Cheating, Stealing, Immoral Conduct, Attaining 6 points in the High School Discipline system, being suspended from school. A student must be in school the full day in order to participate in extra-curricular activities. The Principal must approve any exception to this rule.

Students are expected to refrain from the use of any substance (stimulant or depressant) which is harmful to his/her physical, emotional, or mental well being, such as: alcohol, drugs, tobacco, and any other item which in the judgment of the council is in this category.

CONSEQUENCES OF VIOLATIONS

There is an extra-curricular eligibility council to enforce this policy, which will meet and determine the validity of the accusation or complaint. The student shall appear before the Council to hear and answer the accusation. The student may be accompanied by his/her parents at this meeting. If the accusation is found to be true, the student will be dealt with at the discretion of the council.

FUNDRAISING

Organizations wishing to conduct fund raising activities shall file an application for fund raising with the fund raiser coordinator. This application shall furnish the following information: name of organization and sponsor, purpose of the fund raising activity, description of the fund raising activity, and the beginning and ending date.

DANCES

- Any group wishing to hold a dance must submit an activity forms through student council and have prior approval of the administration.
- All dances must end by 11:45.
- All school rules regarding behavior, substance abuse, smoking, drinking and possession of controlled substances apply to school dances.
- All events shall have an administrator and at least three adult chaperones to supervise.
- Each currently enrolled CCHS student may bring one guest. Guests must be current high school students or CCHS alumni under the age of 21.
- If you leave the dance, you will not be re-admitted, In cases of emergency, contact the person in charge of the building before leaving. Doors are closed 45 minutes from the start of the dance and at that time, no one will be admitted.

STUDENT SERVICES

GUIDANCE SERVICES

The guidance counselor is available, preferably by appointment, to assist you with schedule problems, course selection, class work, personal problems, careers, individual records, and any concerns you may have. In making a request for guidance services, please sign up in the guidance office.

LIBRARY

Reference books are to be used in the library and may not be checked out. All other books may be checked out of the library for a period of two weeks.

The student borrowing the book from the library is responsible for its return and is accountable for any damage. It is expected that student conduct in the library will make the atmosphere pleasant for all and conducive to study and reading.

WORK EXPERIENCE

A student must be at least 16 years old and in their 3rd year of high school. Exceptions may be granted by the administration. Students on a work experience program may earn a half a credit per semester. The complete guidelines may be found in the course description book available in the guidance office.

WORK PERMITS

Students between the ages of 14 through 17 may not be employed in either full or part-time work without first obtaining a working permit. If you are offered a job, pick up a working permit form in the counselor's office. After this form is completed by you and your employer, return it to the work experience coordinator and a working permit may be issued. There is no charge for this service. Working permits will not be issued to anyone under the age of 14. The school may refuse to grant a working permit, or revoke a permit already issued if it is in the best interest of the student (i.e. if such employment is hindering the student from properly performing his/her school work).

ATHLETICS

Athletics are an important part of our school program. The purpose of athletics is to aid in the development of leadership, cooperation, sportsmanship, physical fitness, and competitive spirit of young men and women.

FALL

Football
Volleyball
Cross Country
Boys Soccer
Tennis

WINTER

Boys Basketball
Girls Basketball
Wrestling
Gymnastics

SPRING

Baseball
Softball
Track and Field
Girls Soccer
Golf

ATHLETIC POLICY

An athlete shall conduct himself/herself in such a manner as to bring credit to his/her team, school, and himself/herself. Some examples of conduct considered violations are: Cheating, Stealing, Immoral Conduct, Attaining 6 points in the High School Discipline system, being suspended from school. A student must be in school the full day in order to participate in a practice or game on that day. The Athletic Director must approve any exception to this rule.

An athlete is expected to refrain from the use of any substance (stimulant or depressant) which is harmful to his/her physical, emotional, or mental well being, such as: alcohol, drugs, tobacco, and any other item which in the judgment of the Athletic Council is in this category.

These training rules are to apply on a year round basis. An athlete is expected to follow procedures concerning practice and competition laid down by the coach.

CONSEQUENCES OF VIOLATIONS

There is an Athletic Council to enforce this policy, which will meet and determine the validity of the accusation or complaint. The athlete shall appear before the Athletic Council to hear and answer the accusation. The athlete may be accompanied by his/her parents at this meeting. If the accusation is found to be true, the athlete will be dealt with at the discretion of the council.

ELIGIBILITY RULES

M.H.S.A.A./ CASS CITY

1. Enrollment - must be enrolled not later than Monday of the fourth week of the semester.
2. Age - must be under nineteen (19) years of age.
3. Physical Examination - must have passed a physical exam for the current school year and file record with school.
4. Seasons of Competition - must have not competed for more than four (4) first and four (4) second semesters in a sport.
5. Semester of Enrollment - must not have been enrolled in grades nine to twelve (9-12), inclusive, for more than eight (8) semesters.
6. Undergraduate Standing - must not be a high school graduate.
7. Previous semester record - must have received at least twenty (20) credit hours for work taken during the last regular semester.
8. Eligibility to Participate in Athletics - Athletes must carry a normal school load for their particular grade and pass all classes on a semester to date basis. In addition, the athlete may not be below average in citizenship for two classes. Citizenship ratings will also be on a semester to date basis (semester to date basis will begin 15 school days after the start of the semester). For information purposes, eligibility forms will be circulated as early as possible in the semester.
9. Transfers - your only parent, parents, guardian, or other persons with whom you have been living during the period of your last high school enrollment, generally, must have moved out of the district or service area of the school you previously attended and into the new district or service area of the high school you are now attending, if you are a transfer student this semester.
10. Awards - you must not accept any award or merchandise exceeding \$20.00 in value for athletic performance.

SPORTSMANSHIP OF STUDENTS

Cass City is a member of the Michigan High School Athletic Association. In cooperation with the M.H.S.A.A. students are asked to follow the following fundamentals of good sportsmanship:

- Show respect for the opponent at all times. Good sportsmanship is the Golden Rule in action.
- Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- Know, understand and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- Maintain self-control at all times. Good sportsmanship is concerned with the behavior of all involved in the game.
- Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will that should not be looked upon as treason.

POLICIES

PARENT INVOLVEMENT POLICY

The staff at the Cass City High School believes that schools clearly work best when parents take an active interest in their children's education and encourage them to do well. Research has demonstrated that parent involvement is a critical component of the learning process. The evidence has shown that programs with strong parent involvement and schools that relate well to their communities have students who outperform other schools.

Cass City High School believes in assisting parents in understanding the State's content standards and assessments and how to monitor their child's progress. This is accomplished with the following:

- These individual student academic assessment results will be communicated to the parents in a language the parents can understand, including an interpretation of those results, to the parent of a child who participates in the academic assessments required by Section 1111(b)(3).
- Prior to the school year beginning, a required freshmen student and parent orientation meeting is held at which teachers and administrators distribute and explain curriculum guides, State's content standards and their implications on the parents and students.
- Teachers provide students and parents with course syllabuses that detail and outline State content standards and assessments which will be utilized.
- Parents are encouraged to register for Skyward computer access which enables the parent to monitor their child's progress.
- Quarterly report cards and regular progress reports are mailed home which enables the parent to monitor their child's progress.
- The Cass City High School parents are involved in the design, implementation, and evaluation of the school wide plan.

Cass City High School believes in providing materials and training to help parents work with their children. This is accomplished with the following:

- Prior to the beginning of the school year, a required freshmen student and parent orientation meeting is held. At this meeting teachers and administrators explain and provide materials and services that are available to them which include additional textbooks for home use, reinforcement materials for their classes, explanation of the workings of the Skyward parent program, homework support basics and school improvement meeting dates which they are invited to attend. The orientation is evaluated by a survey which is evaluated by the school improvement team.
- In November, Parent/Teacher conferences are held at which parents are updated on the status of their student's educational progress. The conference is evaluated by a sign in sheet which is evaluated by the school improvement team.
- In the English classes, parents are trained to proofread and evaluate selected student-generated material following a course content rubric. The training is evaluated by a survey which is evaluated by the English department.
- Parents are provided with the MEAP/MME/ACT Parent Reports. Sessions are held by the teachers and administration for assistance in interpreting the data.

Cass City High School believes in training the staff to build effective parent involvement. This is accomplished with the following:

- Professional development sessions on parental involvement are attended by all staff in the high school. The attendance and content is evaluated by a sign in sheet and survey which is evaluated by the school improvement team.
- Monthly staff meetings are held which have components highlighting parental involvement strategies and techniques. This is evaluated by sign in sheets as well as parental contact logs which are submitted to the principal.

Cass City High School believes in collaborating with other programs to coordinate parent involvement. This is accomplished with the following:

- Cass City High School has an active Parent Teacher Organization that includes parents and staff to provide additional support to the students.
- Cass City High School has an active Athletic Boosters Group which is comprised of parents, community members and staff which work hand in hand with the high school.

- Cass City High School has an active Band Boosters Group which is comprised of parents, community members and staff which work hand in hand with the high school.

Cass City High School believes in providing information in a format and language that parents can understand. This is accomplished with the following:

- A yearly Title 1 meeting is held which explains Title 1 as well as answering questions about Title 1.
- Para-professionals make personal contacts with parents highlighting Title 1 services that are available and why their child qualifies. The call results in a formal plan with strategies and interventions for the child.
- Reports are made to the Board of Education by the High School Principal highlighting test scores and trends in assessment data.

Cass City High School believes in providing other reasonable support for parent involvement as parents may request. This is accomplished with the following:

- Cass City High School will develop an annual evaluation of the parental involvement plan. This will be conducted with parents, identifying any barriers to greater parental involvement (such as economic disadvantage, disability, etc.) and devising strategies to improve parental involvement.
- Cass City School District has a parent involvement policy that meets the NCLB requirements of Section 1118.
- The plan includes a school-parent compact that addresses all parents, students and teachers and describes a true partnership for learning between the home and school.

Cass City High School believes in providing full opportunities for participation of parents with Limited English Proficiency or with disabilities and for parents of migratory children. This is accomplished with the following:

- Cass City High School does not have any Limited English Proficiency students.
- Cass City High School does not have any migratory students.

ATTENDANCE POLICY

We at CCHS believe that regular attendance and participation are necessary for academic growth and success. It is expected that all students will be in their classes according to their assigned schedules and remain at school all day, including the lunch period. Students, parents and the school all share the responsibility to see that a good effort is made to attend school on a regular basis. We believe that in order to earn course credit, a student should be in attendance at least 81 days per semester – 162 days per year. We also believe that good attendance should be rewarded.

A student may not leave the school without a special pass issued from the principal's office. All approved school related activities which take students out of class or school will not be considered an absence or tardy.

It will be the responsibility of the student to bring excuses or have parents call in for days they miss. The student will have the day they miss and the next 2 school days to do this. Students who miss class must make up work in accordance with procedures outlined by the teacher. Students who have excused absences may make up their work for credit. Work done in class, including tests and quizzes, on the day of an unexcused absence may be completed, however no credit will be given for the work. An exception will be made in the case of a multiple day assignment (2 or more days) which is due on the day of an unexcused absence. The assignment will be due the day the student returns to school with a penalty of a full grade (A to B, B- to C-, etc.) reduction for each day late from the original due date. Teachers may require students to make up work before or after school hours. In all cases it is the responsibility of the student to make up the work they missed (Students who have an excused absence will have a like number of days in which to complete the make-up assignments).

For half or full day absences, an attempt will be made to notify students that an excuse is needed. If an excuse is not received, the day will be unexcused and subject to the grade reduction policy. Attendance is included in the grade system.

For every unexcused absence, the grade will be reduced by one third (1/3) letter grade for each marking period (i.e. A to A-, or A- to B+). Parents will be notified of all unexcused absences that result in a grade reduction.

On the first instance of a grade reduction per school year, it will be possible for the student to redeem the grade reduction by performing an alternate assignment, as determined by the teacher of the class where the grade redemption would occur. The grade redemption must occur within the effected marking period. If the absence occurs in the last five days of the marking period, the student will have six school days of the next marking period to complete the grade redemption requirements. The student will receive an incomplete for the effected marking period until the grade redemption is complete. This grade redemption opportunity will not carry past the end of the school year.

Up to nine (9) days of absence per semester will be excused for the following types of absences: illness, attendance at the funeral of someone outside the immediate family, if the parent deems appropriate, religious holidays, prearranged absence -- the proper paperwork must be filled out and on file in the office IN ADVANCE of the absence, military examinations with arrangements made IN ADVANCE or other unforeseen or unplanned reasons verified by the parent or guardian requiring the student to be absent.

After nine (9) absences from the above list, ALL ABSENCES will be unexcused. Exceptions to this include the following: court required appearance, doctor excused, college visits for seniors -- one day per semester, death in the immediate family (father, mother, brother, sister, grandparent) or parents may present extenuating circumstances to be reviewed in advance of the absence to the administration. The administration reserves the right to determine when this requested absence falls over the 9 days excused per semester. If granted, the absences over the 9 days allowed per semester will not count toward a grade reduction. The reasons for prior absences will be considered in making this determination. If denied, the absence will count toward the 9 days allowed per semester.

LUNCH RELEASE

Seniors who have a parent permission form on file and less than six (6) points on the discipline scale, may leave during the lunch period. All other students must have their parent or guardian come to school and sign them out in order to be dismissed during the lunch period. Once a student has left during the lunch period that student may not return to school until the lunch period has concluded.

TARDY POLICY

Punctuality is one of the most important habits that can be developed. The following policy is intended to aid the student in the development of the habit of punctuality and to reduce the number of classroom disruptions which occur at the beginning of each class period.

An unexcused tardy occurs when a student is less than 15 minutes late to class and does not have an excuse from a parent, guardian or school personnel (as in the case of a student being detained by them). When a student misses 15 minutes or more, it will be considered an absence. Students must be in the classroom when the tardy bell rings. Students who are late to school must obtain an admission slip from the office. Tardiness due to a late bus will be excused. Tardiness to school due to any other reason will require a phone call from the student's parents requesting that it be excused. Oversleeping is not an excusable tardy or absence.

Every three (3) unexcused tardies to class in a semester will be counted as an unexcused absence for grade reduction purposes. Beginning with the seventh unexcused tardy per class, per semester, the student will be referred by the teacher to the Principal for disciplinary action. One point will be assessed for each unexcused tardy in excess of six per marking period class.

WEB PAGE POLICY (Student and Staff)

Students and staff may compose and submit information for publication on the Cass City Public Schools website. Students can showcase examples of their work, list awards they have received, publish stories or artwork, and collect and point to resources elsewhere on the web. It is the intent of the District to publish exemplary work. Student and staff publications may not contain copyrighted material. The work of students under the age of 18 may not be published on the web without written permission from a parent or guardian. A faculty member must screen information before it can be published.

ADMINISTRATION OF MEDICATION

Medication Request Forms must be on file in the main office before any medication may be administered to a student. Such forms will contain the written request of the parent or guardian and the complete instruction of the physician. Forms are to be renewed annually. All medication shall be kept in a locked and reasonably secure area in the office. Medication is to be in the original pharmaceutical container and labeled with student's name, amount of dosage, time of administration and physician's name. Medication in a properly labeled pharmacy bottle may be given without further written order from the physician as the information contained on the bottle is sufficient. Refills are the responsibility of the parent or guardian, upon notification from the school. Daily carrying of medication is to be avoided. Supplies should be sufficient for weekly or monthly amounts. Physician ordered changes are to be given directly to the main office secretary.

DISCIPLINE

Students are within the jurisdiction of the school. Any overt behavior or rule infraction while on school property, at school activities, or during the course of the school day (on or off campus) places students under the disciplinary action of the school. The school has the authority to enforce all school rules as students are on the way to and from school. These regulations apply 24 hours a day, 7-days per week, on school grounds, buildings, on school buses and also at any school-sponsored event including "away" activities. Compliance with the following rules and regulations is mandatory for all students.

In accordance with the State of Michigan laws, "The Board of Education shall have authority to make reasonable rules and regulations relative to anything necessary for the proper establishment, maintenance, management and carrying on of the public schools of such district, including regulations relative to the conduct of students while in attendance at school or en route to and from school."

For the safety of students and school personnel, students and their possessions may be searched when given reasonable suspicion. This includes but is not limited to, student book bags, lockers, and vehicles.

POINT SYSTEM

The discipline guidelines will be implemented by a point system.

POINTS CATEGORY

GENERAL MISCONDUCT:

1	Fake telephone call/note
1	Excessive display of affection
1	Excessive unexcused tardies
1	Improper dress/language
1	Violation of school/classroom rules
2	Leaving school/class without permission
2	Misuse of permits
3	Refusal to identify self to school personnel
3	Insubordination
3	Lack of cooperation with school personnel
3	Disruptive conduct
3	Persistent misbehavior
3-6	Bullying
6	Gross misbehavior

CRIMINAL ACTS (may also be referred to police)

3	Trespassing (illegal entry)
6	Burglary

- 6 Use, possession or distribution of tobacco
- 6 Extortion, blackmail or coercion
- 6 Larceny (caf  offense will include ban from snack bar: 1st offense: 30 days; 2nd offense: 90 days).
- 6-9 Fighting or provoking a fight
- 6 Possession of firecracker or other types of incendiary devices
- 6 Malicious mischief – property damage under \$100 (including restitution)
- 9 Malicious mischief – property damage over \$100
(including restitution)
- 12 Use, possession or distribution of alcohol
- 12 False alarm
- 12 Illegal use of explosives
- 15 Bomb threat
- 15 Assault (unprovoked violent attack on school personnel, student, etc.)
- 15 Unauthorized sale, possession or use of illegal or dangerous weapons
- 15 Arson

ALL POINTS WILL BE ASSESSED BY THE PRINCIPAL OR ASSISTANT PRINCIPAL.

Any time points are assessed a notice will be sent home to the parent. At each three (3) point level, a parental contact will be attempted by telephone. If at the 9, 12, & 15 point level no parental contact is made, the letter will be sent by registered mail.

Six (6) point level – 1 day suspension (OSS) + parental notification.

Nine (9) point level - 3 days suspension (OSS) + parental notification.

Twelve (12) point level - 5 days suspension (OSS) + parental notification.

During OSS class work may be done for credit. OSS work must be turned in upon the students return.

Fifteen (15) point level - The administrator will exercise 1 of the 3 following options:

1. The one(1) point rule may be used where a student is granted one more point before further disciplinary action.
2. Administrator may refer the student to the Board of Education for expulsion. This is especially true in case of weapons and gross misbehavior violations.

1. After expulsion, a returning student will have a total of nine (9) points regardless of when they return.
2. Students who do not accumulate points during any 30 school days period will have their point total reduced by three (3) until it reaches zero (0).
3. Points assessed during the final month of a school year will carry over to the fall semester. During the final 30 days of school, if no points are accumulated, six(6) points may be removed. Points assessed to seniors in the final month of school may be DOUBLED.

The examples given in the discipline guidelines are not the only acts or conditions which will lead to disciplinary action nor do they limit this policy in any way (adopted 12/81; amended 7/83, amended 7/99).

SUSPENSION PROCEDURE

The principal is delegated the authority to temporarily suspend a student from school. In such actions, the following precepts shall be adhered to:

1. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the right to present to the school principal any relevant information that will support his/her defense.
3. If the student is suspended by the school principal, the principal will: a) Notify the parents as soon as possible of the suspension, the reason for it, and the steps necessary to effectuate the student's return. b) Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
4. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent to review the decision.

TEACHER SUSPENSION POLICY

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education Policy, or the school's Student Code of Conduct.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from until the passage of one (1) full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. The teacher shall immediately report the suspension and the reason for the suspension to the school principal and send the pupil to the school principal or the school principal's designee for appropriate action.

Any student suspended from the same class, subject, or activity for ten (10) accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirement required by Board Policy.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Within one (1) day of a teacher suspending a student, the teacher will arrange a conference with the parents/guardians to effectuate the student's return to class, subject, or activity.

EXPULSION POLICY:

Recommendation for the expulsion of a student from school shall be made to the board of education by the superintendent upon recommendation of the principal. The following procedures shall be followed:

1. The student shall be under suspension pending the recommendation of the superintendent to the board and pending the board's decision.
2. The superintendent's recommendation to the school board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The board of education shall set the date, time and place of the hearing and shall transmit written notice of the same to the parent or guardian.
4. The student or parent may be represented by an attorney or other advisor of their choosing.
5. Witnesses may be presented at the hearing and the student or his/her representative may question witnesses testifying against the student.
6. The hearing is not a court proceeding and court rule of evidence shall not be enforced at such hearing.
7. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
8. The board of education shall render a written opinion of its determination. Such written opinion shall be forwarded to all parties concerned.
9. The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

WEAPONS, FIREARMS, ARSON AND RAPE

Students in possession of a dangerous weapon/firearms, and or students who commit arson or rape on district grounds, in district buildings or at district or school sponsored events shall be permanently expelled from school. Involved students shall be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

The Board reserves to itself the authority to expel students. Each student subject to expulsion shall have their situation reviewed by the Board of Education on a case-by-case basis. This policy statement is the board's assurance that the district is in compliance with both Federal and State laws.

BULLYING / HARASSMENT

The Cass City Public Schools are committed to providing a safe, positive learning and working environment for students and staff. In order to achieve this, our school district has adopted the *Olweus Bullying Prevention Program*.

Definition of Bullying: A student is being bullied when another student or several students:

- say mean and hurtful things to or about them or make fun of them
- completely ignore or exclude them from their group of friends or leave them out of things on purpose
- hit, kick, push, shove or lock them inside a room
- tell lies or spread false rumors about them or send mean notes/email and try to make other students dislike them
- horseplay, pranks or other hurtful things which are said to be 'just joking around'

These things may happen repeatedly, making it difficult for the student being bullied to defend himself/herself.

School Rules Against Bullying:

- *Bullying will not be permitted.*
- *Students should try to help others who are bullied.*
- *Students should make it a point to include others who are easily left out.*
- *When somebody is being bullied, it should be reported to an adult.*
- *Staff and other adults will respond to bullying behaviors.*

Consequences of Bullying:

All bullying complaints will be investigated after they have been reported to the principal. In all instances of bullying, points may be assessed and the police may be notified. Students will complete a "Think About It" letter for parent to sign and return.

SEXUAL HARASSMENT

Sexual harassment includes, making unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. All students are expected to conduct themselves with respect for the dignity of others.

SOME EXAMPLES OF SEXUAL HARASSMENT:

- Sexual remarks or suggestions;
- Unsolicited and unwelcome flirtations, advances or propositions;
- Graphic or degrading comments about a student's appearance, dress or anatomy;
- Verbal abuse with sexual connotations;
- Display of sexually suggestive objects or pictures;
- Dirty jokes and offensive gestures;
- Conversation regarding sexual matters which are too personal;

Note: One of the most important aspects of a sexual harassment claim is determining that the behavior was unwelcome. Therefore, it is important that you communicate to the harasser that the attention is unwanted.

Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school.

Any student who believes he or she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s) to the guidance counselors or to the building principal.

TOBACCO, ALCOHOL, & DRUGS

Cass City High School believes that a more healthful educational environment and a more healthy body and mind can be achieved without the use of tobacco, alcohol and other drugs. Therefore, the possession or use of any of these products on school grounds or in any school-related area, activity or function is prohibited. Students who violate these policies will be subject to disciplinary action and/or a fine.

A student shall not knowingly possess, prepare, use, transmit, give away, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or dangerous drug of any kind as defined by the laws of the State of Michigan. This Drug and Alcohol Abuse Policy and accompanying administrative regulation shall be made available to all students and parents upon request.

Our Tobacco Free Schools Policy, revised in April 2004, states that no student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the Cass City Public Schools.
- On school grounds, athletic grounds, or parking lots; or
- At any school-sponsored event off campus.

Tobacco Promotion. Tobacco promotional items, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

COVERAGE

All rules and regulations stated in the present Student Code of Conduct will apply to all students enrolled in the Cass City Public Schools, whether above or below the age of 18 (Adopted 12/13/71).

DRESS CODE

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

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

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

- ❖ Hats, bandanas, and/or headgear of any kind.
- ❖ Students will not wear coats during the school day.
- ❖ Sunglasses, jewelry, or clothing with studs or spikes, and wallet chains.
- ❖ Tops: Spaghetti straps, tube tops, halters, or other tops exposing the back or shoulders are unacceptable, as are any tops exposing the midriff. While standing straight up with your arms outstretched to the side and parallel to the floor, if bare skin shows in the midriff area front or back, your top is too short and should be changed.
- ❖ If wearing a see-through top, the underlying garment must meet dress code.
- ❖ No short-shorts. Shorts, skirts, and dresses must be approximately knee length. While standing straight up with hands fully extended downward at the sides, the shorts should reach the tips of the fingers.
- ❖ Clothing must be free of slogans or symbols making reference to or promoting illegal substances (including alcohol, drugs, and tobacco), and must not display words, symbols, or pictures that are derogatory, racist, violent, obscene, or vulgar.
- ❖ All slacks, jeans, etc. must be worn at or near the waist (NO “sagging”)
- ❖ Nightwear (such as pajama bottoms, robes, or slippers) is for night, NOT school.
- ❖ **No low cut clothing that is revealing.**

BUS SAFETY

STUDENT RESPONSIBILITIES:

- ❖ Be at the designated places both morning and afternoon, ready to board the bus at the scheduled time. The bus driver is responsible for the maintenance of this schedule and cannot wait for tardy students.
- ❖ Occupy the seat assigned by the driver and refrain at all times from moving around while the bus is in motion.
- ❖ Observe appropriate conduct while getting on or off and while riding the bus. This includes keeping hands and

head inside the bus at all times.

- ❖ Obey the driver and to report promptly to the school official when instructed to do so by the driver.
- ❖ Wait until the bus comes to a stop before attempting to get on or off.
- ❖ Enter or leave the bus only at the front door after the bus has come to a complete stop, and only at the consent of the driver, except in case of emergency.
- ❖ Cross the road after leaving the bus in the following manner:
 - Make certain the bus is stationary.
 - Walk in front of the bus when crossing the road.
 - Upon signal from the driver, look both to the right and left and proceed across the road in front of the bus.
- ❖ Help keep the bus clean, sanitary, and orderly.
- ❖ Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
- ❖ Report to the driver at once any damage to the bus that is observed.
- ❖ Inform the driver when absence is expected from school.

PARENT RESPONSIBILITIES:

- ❖ Ensure that their children arrive at the bus stop on time in the morning.
- ❖ Provide necessary protection of their children when going to and from the bus stop.
- ❖ Accept joint responsibility with school authorities for proper conduct of their children.
- ❖ Make reasonable efforts to understand and cooperate with those responsible for pupil transportation.

BUS DISCIPLINE PROCEDURE:

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

1ST OFFENSE – Warning.

2ND OFFENSE– Three day minimum bus suspension.

3RD OFFENSE - Five day minimum bus suspension.

4TH OFFENSE- Bus privileges revoked for remainder of school year.

The principal may by-pass steps 1-3 and indefinitely suspend a student from riding the bus if, in the principal's opinion, it is in the best interest of the bus driver and his/her students to do so. (Revised 1/86)

PUBLIC DISPLAY OF AFFECTION (PDA)

There is a proper time and place for expressing affection. The school day and work stations are not considered proper places for this expression. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection during the school day and at school events.

CASS CITY HIGH SCHOOL ACADEMIC INTEGRITY POLICY

The faculty and administration of Cass City High School support an academic integrity policy that will ensure the honesty of all student work.

Academic integrity is a general term that incorporates numerous elements of student activities such as research, written and oral reports, homework, tests and quizzes, as well as technological resources. All currently available forms of media fall under the academic integrity policy. Failure to demonstrate academic honesty will result in an escalating series of consequences as defined by the Academic Integrity Committee.

Cass City High School Definition of Plagiarism

Regardless of intent, the failure to provide proper recognition of the content's origination is plagiarism. Plagiarism is the use of someone else's ideas or work without including appropriate acknowledgment of that work. This definition relates to all forms of media from books, magazines, web sites, interviews, periodicals, radio, television, to other recorded media,

such as compact discs or tapes. **All student work must be the result of the student's own efforts or the original author must be referenced.**

Examples of Plagiarism:

- Using material in its original format with no or little modifications without referencing
- Whole and/or partial copying, translating or paraphrasing without proper citation
- Direct quotation of a reference source without quotation marks or the source cited
- Copying information and/or software without referencing the original author or owner

Examples of Cheating:

- Discussing test or quiz materials with other students
- Copying answers during an exam or quiz
- Copying tests or quizzes
- Allowing a student to copy answers
- Copying of student notes or projects
- External collaboration on a project intended as an individual project
- The use of the same work in more than one course without prior approval of the instructor
- Passing answers to another student on a calculator
- Using translators without teacher approval on homework, quizzes or tests.
- Using whole or partial internet-generated essays
- Using peer or parent feedback verbatim for corrections and/or revisions

Suggestions to Students:

Keep all your research and drafts to demonstrate effort and progress of projects and papers

Seek assistance from a proof-reader for your work if you are not sure how to handle a resource or referencing example. Students must make their own corrections or revisions.

Talk to your teachers. Every class has its own unique requirements and expectations. Ask your teacher **BEFORE** you turn in a project, paper or activity if you have questions.

Seek the resources of the Library and Media Center for acceptable examples of how to reference all sources of research and the correct format for your project. The examples are also on the Media Center's web page for you to use from home.

A student who allows his work to be copied is also guilty of cheating and will also receive a zero.

Consequences for the Failure to Adhere to the Academic Integrity Policy:

The student will receive a grade of zero and notification of the incident will be made to the parents. The student can appeal the zero by requesting to meet with the Academic Integrity Committee within two school days. The student must request the meeting through his teacher, who will not sit on the review committee.

Students and their parents will be requested at all student reviews; however, attendance is not mandatory. Decisions by the Academic Integrity Committee will be made within two school days.

MISCELLANEOUS INFORMATION

COMMUNICABLE DISEASES AND HEAD LICE

If a student is identified as having head lice or a communicable disease, he/she must be removed from school immediately. Parents will be contacted to pick their child up as soon as possible. A student may return to school ONLY after being rechecked by the school nurse. His/her hair MUST be free of all lice and nits before readmission. If nits (eggs) are found, the student will be sent home again. Head lice can be treated successfully in 2-3 days. Absences beyond this time will be considered unexcused and may warrant a referral to an outside agency.

FOREIGN EXCHANGE STUDENTS

The Cass City Board of Education recognizes the educational value of inter-cultural experiences between young people of different countries. Students must comply with the State of Michigan required immunization program and meet all other guidelines set by CCPS board of education.

GAMBLING

The act of gambling for money or other valuables is prohibited.

MICHIGAN MERIT EXAM/ACT

We believe that reading and math skills are an important part of the education offered by the Cass City Public Schools. We accept that the MME/ACT test is a measure of important math, science, social studies, writing and reading skills.

Therefore, each eleventh grader must demonstrate math, science, social studies, writing and reading proficiency by successful completion of the Michigan Merit Exam/ACT test..

DRIVING REGULATIONS

Students are not expected to drive to school. Exceptions will be made, but permission must be obtained from the principal's office. Students with permission will receive a sticker which is to be placed on the rear window of the vehicle. There is no charge for the sticker. Parking privileges may be revoked.

Students who have a permit to drive to school should park their car upon arrival at school and proceed to the school building. Loitering in the parking lot is unacceptable at any time and may result in disciplinary action.

Cars are to be parked only in the area reserved for student parking and are to be left there during the school day. **THE AREA ON THE EAST OF THE ISLAND IN FRONT OF THE SCHOOL, TO THE SOUTH OF THE GYM AND THE LOT BEHIND THE SCHOOL IS RESERVED. DO NOT PARK THERE.**

OFFICE PHONE USAGE

Student usage of the office phone is reserved for emergencies only. The office staff reserves the right to define what is an actual emergency.

FOOD SERVICE PROGRAM

Our food service program operates a computerized meal management program. Every student will be given his/her own debit-style account and Personal Identification Number (PIN) which will follow the student until graduation. Parents will deposit money into their child's account weekly, monthly, or for the entire year. At breakfast or lunch, the student will punch in his/her PIN on a keypad for the food service clerk. This automatically records the meal purchase in the computer and subtracts the cost from the student's balance.

Students are expected to line up in orderly fashion, proceed through the cafeteria line, and eat in the cafeteria. All lunches are to be eaten in the cafeteria and no food is to be taken out of the cafeteria area. Students who bring their lunch are to eat in the cafeteria also. Rowdiness or the throwing of food or other objects will not be tolerated in the cafeteria.

FREE AND REDUCED PROGRAM

The Cass City Public School participates in the U. S. Dept. of Agriculture Food and Nutrition Free/ Reduced Lunch

Program. This program provides one free or reduced breakfast and lunch per day to all students who apply and qualify (extra portions must be paid for). A new application must be submitted each year if you wish to participate.

Applications are accepted any time during the school year. However, at the beginning of each school year all students who qualified for free or reduced breakfast and lunch the last school year have a 10-day grace period in which to submit a new application. We have adopted this grace period to give parents time to fill out and return a new application. If, after ten days we have not received an application, students must pay full price for breakfast and lunch. It is important that parents apply within the 10-day grace period so that their child does not have to charge a lunch. If a parent chooses to apply after the grace period and his/her child has charges, the parents are still liable for payment of the charges. New students coming into this school after the 10 day grace period, who were free lunch at their previous school, have 2 days to turn in an application.

LUNCH AND BREAKFAST PRICES:

<u>Meal</u>	<u>Regular Price</u>	<u>Reduced Price</u>
Breakfast	\$ 1.00	\$.30
Lunch	\$ 2.00	\$.40

ENERGY DRINKS

In an effort to maintain consistency between the middle school and the high school, energy drinks are not allowed in the school. The staff has been instructed to confiscate and dispose of any open energy drinks. Any unopened energy drinks will be confiscated and returned to the student at the end of the day.

MERIT TESTING BEHAVIOR POLICY

Purpose: To help ensure that ALL students make an honest attempt to be successful on the Michigan Merit Exam.

Proposal: Any student found not making an honest attempt to be successful on the Michigan Merit Exam will lose the senior privilege of open campus until the next testing opportunity.

Examples of identified testing behaviors:

- Sleeping during the test.
- Finishing the test at an unheard of rate of speed
- Filling in random answers on the answer sheet.
- Not showing up for the test or make up. (without doctor slip)
- Daydreaming during the test.
- Being a distraction to others.
- Showing up late.

Process:

- All juniors will be made aware of this policy before the testing date.
- During the test, the Room Supervisor will warn the student about the behavior that he/she is engaging in and how it is a violation of the policy.
- If the behavior continues, the Room Supervisor and proctor will document the incident.
- Upon receiving the documentation, the Administration will verify the information.
- Upon verification, the student will lose open campus privileges as a senior until the next testing opportunity (March).
- The process would repeat itself during the next testing opportunity.

Appeal Process:

- The Parents of the student can follow the normal appeal process if they disagree with the findings.

