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**Carney-Nadeau
High School Student Handbook
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Student/Parent Handbook

For the

Carney-Nadeau Public School

Welcome to the Carney-Nadeau Public School. All the members of the staff are pleased to have you as a student and will do our best to help your experience be as productive and successful as you wish to make it.

Adam Cocco, Superintendent, 906-639-2000 ex126

Travis Depuydt, Principal/Director of Special Education, 906-639-2000,
ext127

Kelly Janofski, Superintendent's Secretary 906-639-2000 ex140

Jennifer Wagner, School Secretary 906-639-2171 ex101

Lisa Kalhoeffer, Student Services 906-639-2171

Ken Linder, Maintenance/Transportation Supervisor 906-639-2171

School Year 2019-2020

MISSION STATEMENT

Carney-Nadeau Public School is deeply committed to ensuring the continued success of every child and young adult who steps foot in our building. Our primary goal is to equip students with the intellectual and social skills necessary to thrive not only as participants in college classrooms or as members of the professional workforce, but as responsible and contributing citizens in their own communities as well. And just as we are firmly dedicated to helping students attain the brightest possible futures, so, too, are we equally devoted to ensuring that they are safe, happy, comfortable and secure here in the present. Our staff holds itself to the highest of standards and students here at Carney consistently reap the rewards of all that we strive to offer them.

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2012. If any of the policies or administrative guidelines referenced herein are revised after July 29, 2013, the language in the most current policy or administrative guideline prevails.

Equal Education Opportunity

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

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Superintendent: Adam Cocco 906-639-2171

Student Services Coordinator: Lisa Kalhoefer 906-639-2171

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

PARENT INVOLVEMENT

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Carney-Nadeau Public Schools encourages and values the involvement of parents whose children attend its schools. The Board, through its Superintendent, encourages opportunities for parents to participate in providing input to and in developing recommendations for each district-level building and the Board of Education's consideration and decision-making. Through parent-teacher organizations, booster organizations, parent- advisory councils, and a host of other opportunities, community members and parents are valued voices in decisions made in the interest of making our district successful, effective, and responsive to school and community needs. The Superintendent (and his/her designee) shall ensure compliance with the state and federal parent-participation standards by providing ample opportunities for parents to provide assistance, expertise, feedback, perspective, educational opportunity, and energy.

VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff and professional staff for the conduct of those programs and activities. Volunteers are expected to follow Board policy and school rules, regard confidentiality of staff and students and exercise reason, respect and responsibility in the conduct of the volunteer duties.

SOME GENERAL SCHOOL POLICIES

1. **Building Hours:** Students will not be allowed into the building before 7:45 a.m. All doors will remain locked until that time. Also, barring participation in an active after-school program or prior approval from a school administrator, no student shall remain in the building after 3:30 p.m. Any student who takes measures to prevent a door from locking—by, say, placing a small rock or any other obstruction in the doorframe or lockset mechanism—or any student who takes pains to enter our building at an unauthorized time or for unauthorized reasons shall be suspended.
2. **Students in the office:** The school office is for official business only. Students should not be in the office unless it is for official school-related business.

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3. The telephone in the office is primarily for school business. With the number of students in school, calls must be limited to **emergency messages only**. Incoming calls may be relayed to students if necessary, but **students will not be called from class to answer the telephone**, except in extreme cases.

4. **Displays of affection** on school property are not considered to be tasteful and will not be tolerated.

5. **Noon Period:** Students in grades 7-12 are not allowed in the elementary hallways at noon. During this time, high school students are to stay in the prescribed hallway, the gymnasium, or the library when it is open for study. Students are not allowed in the tech lab, which will remain locked during noon recess. Throwing objects back and forth in the hallways is not permitted. Students must not sit on the floors of the hallway.

6. **Student Guests:** See 'Visitors' pg. 18.

7. **Keep Our School Clean:** Be conscious of school cleanliness. Pick up any paper or other item that might be on the floors as you walk by. It certainly will give visitors a much better impression of our school. Students will be given a specific time to clean out lockers at the end of each semester. Students must have their locker checked by the appropriate teacher before they may return to class.

8. Student Bills: All school obligations such as band bills, lunch and milk bills, library books and supply bills, etc., must be met before students receive a report card. All unpaid bills will follow a student to his/her senior year. Diplomas will not be issued to any student with an outstanding debt to the school.

9. **The copy machine** is for official school business only. Personal copies can be made for a student during lunch break with adult consent at a cost of \$.10 per sheet. Students may make copies in the library only.

10. **The consumption of soft drinks and candy** is not allowed in classrooms during school hours except during teacher-approved special events. Open containers of soda, juice, etc. are not allowed in student lockers. Students are not allowed to eat, drink or transport food or beverages in the hallways in-between class periods.

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11. Policies for Attendance at All Sporting Events:

- a. No one should leave the school building once they have arrived. Students who leave may **not** re-enter.
- b. Students are encouraged to cheer at games; however, poor sportsmanship will not be tolerated.
- c. Students attending games are not to block hallways or exits because of Fire Marshall's restrictions. Students will be expected to sit in the bleachers in the Carney-Nadeau fan section.
- d. All students who ride the bus to games must return on the bus unless parents personally contact the Principal to make other arrangements and only in situations where alternative transportation is absolutely necessary.
- e. Any student suspended for one-half day or more on the day of a sporting event shall not be allowed to participate in, suit up for, or ride the players' bus to said event.
- f. These rules cover both grade school and high school students.

12. Hall Pass Policy:

- a. Students using the halls during class hours must be in possession of an Agenda book, which is their valid pass indicating the area they have permission to be in. The teacher in charge grants permission.
- b. Students found in the halls without a pass or in an area not indicated on their pass will be returned to the assigned room immediately. Their assigned teacher will then mark them tardy and administer appropriate consequences.
- c. Students responsible for losing or damaging school handbooks will be required to purchase a new agenda book for \$5.00.

13. Library Use:

- a. Students desiring to go to the library should obtain permission from the seminar teacher to sign out.
- b. The librarian must stamp all library books before they leave the library.

14. Skateboards, In-Line skates & wheelies: none of these are allowed on school property.

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15. Lockers are assigned to students by the office & they must keep that locker unless the office approves a change

16. Students who intentionally and/or habitually leave textbooks, backpacks, athletic equipment, or other such obstructions unattended in the hallways shall be subject to detentions.

Expected Behaviors: Each student shall be expected to:

- c. Abide by national, State, and local laws as well as the rules of the school.
- d. Respect the civil rights of others.
- e. Act courteously to adults and fellow students.
- f. Be prompt to school and attentive in class.
- g. Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.
- h. Complete assigned tasks on time and as directed.
- i. Help maintain a school environment that is safe, friendly, and productive.
- j. Act at all times in a manner that reflects pride in self, family, and in the school.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

ENROLLING IN SCHOOL

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

The parent or legal guardian must enroll new students under the age of eighteen (18). When enrolling, parents/guardians must provide copies of the following:

- a. A legal copy of birth certificate
- b. Court papers allocating parental rights and responsibilities, or custody if appropriate.

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c. Proof of immunization

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

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

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if the student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Elementary: The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

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

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change within 2 weeks of the start of the semester. Schedule changes will not be permitted throughout the school year.

TRANSFER OUT OF DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Carney-Nadeau, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with the State Law. Any questions about immunizations or waivers should be directed to the Principal's office.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE AND PESTS

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

Specific diseases include; diphtheria, scarlet fever, strep infection, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, HAV, HBV, HCV, and other diseases that may be specified by the State Board of Health.

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

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against in the basis of a disability.

This protection applies not just to the student, but to all individuals who have access to the District's programs & facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the school Principal at 906-639-2171 to inquire about evaluation procedures and programs.

STUDENT RECORDS

The School District maintains student records including both directory information and confidential information. (Refer to Policy 830 of By-Laws and Policies of the Carney-Nadeau School Board)

Directory information can be provided upon request to any individual, other than a non-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual **Family Education Rights and Privacy Act** (FERPA) notice which can be found in the school office.

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Other than directory information, FERPA and Michigan law protect access to all other student records. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

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

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

- a. political affiliations or beliefs of the student or his/her parents;
- b. mental or psychological problems of the student or his/her family;
- c. Sex behavior or attitudes;
- d. Critical appraisals of other individuals with whom respondents have close family relationships;
- e. Illegal, anti-social, self-incriminating or demeaning behavior
- f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or belief of the student or his/her parents.
- h. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

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

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the School to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the Principal receives the request.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

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

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

FERPA@ED.Gov
PPRA@ED.Gov

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed Forces" means the armed forces of the United States, reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the School shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure to any or all directory information including in the Armed Forces of the United States and the service academies of the armed forces of the United States.

The School will annually notify male students age eighteen (18) or older that they are required to register for the selective service.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for the tornadoes is different from the alarm system for fires and consists of an emergency signal heard over the intercom system.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the local T.V. and radio stations. Parents and students are responsible for knowing about emergency closings and delays. Phone calls will not be made to parents.

PREPAREDNESS FOR TOX AND ASBESTOS HAZARDS

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

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VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, all visitors must report to the office upon entering the building to sign in. Any visitor found in the building without having signed in shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior permission from the Principal secured a minimum of three school days in advance. A visitor's school must not be in session during the time of the visit.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. ***Except in an emergency,*** students ***will not*** be called to the office to receive a telephone call.

Students are not allowed to use the telephone to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Cell phones, pagers, and other electronic communication devices must be turned off during school hours. The only times students are allowed to possess or use their cell phones are before the first class bell rings in the morning, during their lunch break, and after the final bell at 3:19. Any student caught using or even carrying a cell phone at any other time during the school day will have their phone confiscated. It will then be held in the office until a parent or guardian has come to pick it up. Students who violate this rule in excess of three times during the school year will lose their cell phone privileges entirely for the remainder of the year. Subsequent offenses will result in suspensions.

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SCHEDULE OF COURSES

COURSES AVAILABLE TO SENIORS ARE:

English 12	Advanced PE
Algebra I,II	Geometry
Senior Band	
Personal Finance	Current Events
Voc-ed classes (Art,Building, Welding)	Dual Enrollment
Life Skills	Wilderness Survival
Choir	
Foreign Language I&II	Zoology

COURSES AVAILABLE TO JUNIORS ARE:

English 11	Algebra II
Foreign Language I&II	Current Events
Band	Wilderness Survival
Life Skills	Advanced PE
Voc-Ed Classes (Art, Building, Welding)	World History
Choir	Dual Enrollment
	Zoology

COURSES AVAILABLE TO SOPHOMORES ARE:

Choir	English 10
English 10	Geometry
Foreign Language I	Government and Econ
Chemistry I	Wilderness Survival
Band	Study Skills
Zoology	Bay Dual Enrollment Courses

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SCHEDULE OF COURSES

COURSES AVAILABLE TO FRESHMEN ARE:

English 9
Algebra 1
U.S. History 9
Health
Study Skills

Band
Botany and Landscaping
Biology
Physical Education

COURSES AVAILABLE TO 8th GRADERS ARE:

Science
Physical Education
Health
US History 8
Algebra I a

Band
Intro to Agriculture
English 8
Test Taking/Study Skills
Life Skills

COURSES AVAILABLE TO 7th GRADERS ARE:

World History 7
Life Science 7
Health
Language Arts Test Taking Skills
Band
Math Lab

Math 7
Physical Education
Study Skills
Language Arts 7
Intro to Agriculture

VIRTUAL COURSE OFFERINGS

Agribusiness Systems
Animal Systems
Career Development Events
Environmental Systems

Food Products & Processing Systems
Natural Resources Systems
Plant Systems
Power, Structural, & Technical Systems

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Personalized Learning
High School Course Catalog

	Original Credit	Credit Recovery Honors	Adaptive CR		Original Credit	Credit Recovery Honors	Adaptive CR	
Mathematics					Science			
Pre-Algebra A&B	○		○		Anatomy & Physiology A&B	○		
Consumer Math A&B	○			○	Biology A&B	○	○	○
Algebra 1 A&B	○	○	○	○	Chemistry A&B	○		○
Algebra 2 A&B	○	○	○	○	Earth Science A&B	○		○
Geometry A&B	○	○	○	○	Marine Science	○		
Pre-Calculus A&B	○				Paleontology	○		
Integrated Math 1 A&B	○		○	○	Physical Science A&B	○		○
Integrated Math 2 A&B	○		○	○	Physics A&B	○	○	○
Integrated Math 3 A&B	○		○	○	Renewable Energy	○		
Language Arts					Space Exploration	○		○
Language Arts 9 A&B	○	○	○	○	Virtual Science Lab (Bio, Chem, Physics)	○		
Language Arts 10 A&B	○	○	○	○	Social Studies			
Language Arts 11 A&B	○	○	○	○	American Government	○	○	○
Language Arts 12 A&B	○	○	○	○	American History A&B	○	○	○
Creative Writing A&B	○				Civics	○		○
Contemporary Novels	○				Economics	○	○	○
World Languages					World Geography & Cultures A&B	○		○
Spanish 1 A&B	○		○		World History A&B	○	○	○
Spanish 2 A&B	○		○		Electives			
Spanish 3 A&B	○		○		Art Appreciation	○		○
French 1 A&B	○		○		Art History	○		○
French 2 A&B	○		○		Drawing	○		
German 1 A&B	○		○		Beginning Painting	○		
German 2 A&B	○		○		Character Education	○		
Health & P.E.					Child Development	○		○
Health A&B	○				Financial Literacy	○		○
Health			○		Music Appreciation	○		
Individual & Team Sports	○				Psychology A&B	○		
Personal Fitness	○				Psychology	○		○
Physical Education A&B	○				Sociology	○		
Physical Education			○		Study Skills & Strategies	○		○
					Theater Studies	○		
Career Electives					Advanced Placement			
Accounting	○				AP Biology A&B	○		
Basic Web Design	○				AP Calculus AB A&B	○		
Business Law	○				AP Chemistry A&B	○		
Career Planning	○				AP English Literature A&B	○		
Computer Basics	○				AP English Language & Composition A&B	○		
Digital Media	○				AP European History A&B	○		
Graphic Design	○				AP Government and Politics A&B	○		
Intro to Business	○				AP US History A&B	○		
JavaScript	○				AP World History A&B	○		
Journalism	○							
Media and Communication	○		○					
Medicine	○		○					

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Middle School Course Catalog

<p>Language Arts</p> <p>Language Arts 6 A&B Language Arts 7 A&B Language Arts 8 A&B</p> <p>Mathematics</p> <p>Math 6 A&B Math 7 A&B Pre-Algebra (Math 8) A&B Algebra 1 A&B</p> <p>Science</p> <p>Science 6 A&B Science 7 A&B Science 8 A&B Life Science A&B Earth & Space Science A&B Physical Science A&B</p> <p>Social Studies</p> <p>Social Studies 6 A&B Social Studies 7 A&B Social Studies 8 A&B</p>	<p>World Languages</p> <p>Spanish 1 A&B Spanish 2 A&B French 1 A&B French 2 A&B German 1 A&B German 2 A&B</p> <p>Electives</p> <p>Art Appreciation Beginning Painting Character Education Computer Basics Drawing Music Appreciation Study Skills</p> <p>Health & PE</p> <p>Physical Education Health</p>
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GRANTING CREDIT FOR HIGH SCHOOL WORK

1. The student's work and behavior must be of such quality as to merit the awarding of passing grades.
2. All pupils must take final exams in each course as required by the teacher.
3. An Incomplete must be removed through proper work within six weeks of the date the incomplete was granted, or the incomplete will become a failure.
4. Twenty-six (26) units of credits are required for students expected to graduate in the 2019-2020 school year.
5. No credit will be given for athletic participation.
6. The following units of credit will be required;

❖ English	4 credits
❖ Math	4 credits
❖ Biology or other Science	3 credits
❖ Geography/U.S. History, Civics, Econ	4 credits
World History/Geography	
Visual/Performing or Applied Arts	1 credit
❖ Physical and Health education	1 credit
❖ Foreign Language	2 credits
7. Graduation Ceremonies: All seniors who are participating in the graduation ceremonies may be reviewed by the building administrator and denied permission to participate in the ceremonies. Factors that will influence the decision of the administrator can include, but is not limited to, student behavior, academic standing and the safety of the other students and school community.
8. In order to participate in graduation ceremonies graduates are required to dress appropriately. Graduates must wear long pants or a dress/skirt with a collared or appropriate dress shirt/blouse. Sneakers & Athletic shoes are not considered appropriate footwear for participating graduates. The administration reserves the right to deny any graduate the ability to participate in graduation ceremonies if they are not dressed or behaving appropriately.
9. Eight (8) semesters of attendance in grades 9 - 12 are required for graduation. Consideration may be given to students with seven semesters of attendance in extenuating circumstances upon recommendation of the high school Principal and approval of the local school board. Students who are granted the eighth semester requirement waiver by the local school board give up their right to

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participate in any class activities for the remainder of the school year including commencement ceremonies. Their diploma, if all credit requirements have been met, shall be withheld for a period of not less than 18 weeks or 1 semester, from the date of their class graduation. This may be waived in extreme cases, and only with the approval of the school board. In order for a student to be awarded the status of class valedictorian or class salutatorian, said student must have attended Carney School for a minimum of the three consecutive semesters that precede the graduation ceremony.

10. Students will be limited to one (1) class hour per day as a Media Aide.
11. Drops and Adds of classes must be done within two (2) weeks of the beginning of a semester. A student must have the class change slip signed by both applicable teachers and an administrator. No exceptions.
12. Testing out: Public Act 335 requires all high schools in Michigan provide an opportunity for students to test out of any course, except those in which the student is enrolled, Government & Physical Education.

GRADING SYSTEM

1. The standard system of (BELOW) is used:

A=100-94	A- =93-90	B+ =89-87	B = 86-84
B- =83-80	C+ =79-77	C =76-74	C- =73-70
D+ =69-67	D =66-64	D- =63-60	F = 59-0

2. Plus (+) and minus (-) signs are used to allow for greater discrimination.
3. Semester grades will be final and will be recorded on the permanent records.
4. Grade points for high school work will be assigned for the purpose of determining rank in class as follows:

A = 4.0	A- =3.7	B+ =3.3	B = 3.0
B- = 2.7	C+ =2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7	F = 0.0

5. In general, the grade "C" will be maintained as indicating average work.
6. The element of conduct may, and should be, taken into account by the teacher in determining a grade.
7. The rank in class for all graduating pupils will be computed on the basis of seven semesters of high school work.

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8. Teachers will provide a detailed account of how Quarter & Exam Grades will be used to calculate semester grades. These will be provided to students in the class syllabus on the first day of class.

HONOR ROLL

1. The honor roll will be determined after each grading period.
2. There will be *high honors* and *honors* honor roll.
 - a. The high honors requirement is that a student must have achieved a 3.5 or higher G.P.A
 - b. The honors requirement is that a student must have achieved a G.P.A. of 3.0 to 3.49.
3. Grades in nonacademic subjects, such as teacher assistant, will not be used in averaging grades for the honor roll.
4. Students must be enrolled in at least five (5) academic subjects in order to be considered for an honor roll.

REPORT CARDS

1. A new report card will be given to each of the students at the end of each grading period, as such report cards do not have to be returned.
2. An "incomplete" granted to a student by a teacher must be removed within six weeks of the date the incomplete was granted, or the incomplete becomes a failure.

ACADEMIC LETTER CRITERIA

1. To receive an academic letter, a student must meet one of the following:
2. Be listed on the nine-week honor roll in each of the first three grading periods.
3. Achieve at least a 3.5 grade point average in a composite of his/her academic classes during the first three grading periods.

CLASS RANKING

1. To be considered for class ranking, honors, etc., students must receive a minimum of two (2) semesters of credit while in attendance at Carney-Nadeau Public School, excluding the final semester of their senior year.

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2. Correspondence courses will not be considered for class ranking but will be accepted for school credit. They will be entered on a pass/fail basis.

ATHLETICS

The Carney-Nadeau Public School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director at 906-639-2171.

❖ Football	Fall
❖ High School Basketball-Boys/Girls	Winter
❖ Junior High Basketball- Girls Boys	Fall
❖ Volleyball	Fall
❖ Track- Boys/Girls	Spring
❖ Cross Country- Boys/Girls	Fall
❖ Golf- Boys/Girls-	Spring
❖ Cheerleading	Winter

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CLASS ACTIVITIES

1. A class activity sheet must be filled out one week prior to a scheduled activity, signed by the class advisor(s), and given to the Principal. At least one teacher, preferably the advisor(s) has to chaperone or supervise each activity or the activity will be canceled.
2. The treasurer of each class, club, or organization is responsible to keep up-to-date records of all monetary transactions that occur within that group's proceedings with the approval of the president of the class or organization. The class advisors are required to check, bi-yearly (January & May) the financial book of the organization and make sure that all procedures are updated and in order.
3. Each club must sign up in the office before any fundraising activity.
4. Class Christmas parties shall be held on the last school day preceding Christmas break during 6th and 7th hours. Students in grades 6-12 shall not participate in an organized, class-wide gift exchange.
5. Each club or group is restricted to sponsoring/holding one (1) bake sale per school year.
6. Spirit Week games may be held twice a year. They must be held on Friday during the 6th and 7th hours of class. All dates for Spirit Week games must be approved by the Principal a minimum of 10 school days in advance.

RULES FOR HIGH SCHOOL DANCES

1. All high school dances will be held on Friday or Saturday Evening
2. Time: 7:00 - 11:00
3. All guests who are not students of Carney-Nadeau must be approved by the Principal a minimum of 5 days prior to the day of the dance. No guest over the age of 19 will be approved.
4. All Student Handbook rules apply to after-school activities.
5. If you leave, you may not re-enter.

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RULES FOR JUNIOR HIGH DANCES

1. All junior high school dances will be held on Friday or Saturday Evening
2. Time: 6:00 - 9:00
7. 6th thru 8th grade students of Carney-Nadeau only.
8. All student handbook rules apply to after school activities.

DRESS CODE

We believe that it is the student and parent's responsibility to promote the highest level of student behavior in all areas, including dress. To this end, CNPS requests that:

1. Students should avoid inappropriate extremes and dress in good taste while attending school and school sponsored activities.
2. All clothing alluding – either explicitly or implicitly - drinking, drugs, or sex are not acceptable. Clothing that promotes a place of business wherein the primary trade is the sale of alcohol, tobacco, or other such illicit substances will also not be tolerated.
3. If dress is unhealthy, unsafe, or curtails the educational process, the student will be removed from classes and considered absent until dress is corrected
4. First hour teachers are required to check for students that may be in violation of the dress code.
5. Dress Policy:
 - a. Shorts or skirts must extend to at least 4 inches above the top of a student's kneecap.
 - b. No excessive or inappropriate rips or tears in clothing will be allowed. Additionally, jeans with any holes in them above the knee are not permitted.
 - c. Shorts may be worn at any time, however, no Spandex shorts are allowed.
 - d. Neither spandex (or those of a material of similar elasticity) nor pajama bottoms are permissible. Leggings or yoga pants that are in no way

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opaque (see through) and are worn with appropriate covering (shirt/sweater/top) that extends to the top of the inseam of the pant leg will be allowed.

- e. Types of unacceptable shirts are: tank tops, cutoff shirts, mesh shirts without appropriate under-shirt, crop-tops, shirts with low-cut fronts, and shirts so short that they reveal midribs.
- f. Hats, Hoods, Bandannas & sweatbands may not be worn during regular school hours.
- g. No items of clothing that allow undergarments to be exposed will be allowed.
- h. Any student inappropriately dressed will be sent to the office and must secure appropriate clothing to return to their classes.

5. Dress and Grooming:

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines...Students should consider the following questions when dressing for school:

- a. Does my clothing expose too much?
 - b. Does my clothing advertise something that is prohibited to minors?
 - c. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
 - d. Would I interview for a job in this outfit?
 - e. Am I dressed appropriately for the weather?
 - f. Do I feel comfortable with my appearance?
6. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.
7. Students who are representing Carney-Nadeau School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups. See school dress code for details.

LUNCH POLICIES*

- 1. Return your application for free or reduced price meals in promptly or you will be charged full price for all meals consumed. State guidelines must be followed.

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2. No more than one charge per person will be allowed. You may not participate in the school lunch program until charge has been paid.
3. All food must be eaten in the lunchroom. No one will be allowed to take sandwiches or milk out of the lunchroom. No high school seconds until everyone has been served.
4. Anyone causing trouble or throwing food will be sent to the office.
5. Breakfast will be served from 7:50-8:15. Lunch will be served from 11:55-12:20. No student will be served before or after the designated times.
6. Except during class Christmas parties and other pre-approved special events, students are not allowed to bring food or drink (other than water) into classrooms. Food or drink (other than water) may not be transported in the hallways between class periods. Students in violation of this rule may face detentions. Any student caught with food or drink in the high school technology lab may face a suspension, even for a first offense.

** No person because of race, color, national origin, sex, age, or handicap shall be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination in our United States Department of Agriculture donated food and child nutrition programs. Any person who believes they have been discriminated against should write immediately to the Secretary of Agriculture, Washington, DC.*

ATTENDANCE POLICY

A record of all students' absences, tardiness and skipping school is maintained. The record then becomes a permanent part of the student's CA-60 file and will be used in the future as a basis for recommendation for employment. When you apply for a job, your prospective employer is as interested in your attendance and attitude as he is in your grades.

1. DEFINITION OF ABSENCES

A student is absent when he or she is not in attendance in a class or is more than 10 minutes late for the start of class. They must be present for the majority of the class period or they will be considered absent.

- a. Excused: Any absence MUST BE documented by a note or phone call from a parent or guardian on or before he/she returns to school.

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- b. **Unexcused:** An absence is unexcused if the student does not provide documentation with a note or phone call from the parent or guardian the morning that he or she returns to school.
- c. **Suspended:** Any absence resulting from an out- of- school suspension for disciplinary reasons, will prevent a student from participating in any extra-curricular activities on the date of the suspension.

2. REQUIREMENTS OF A STUDENT RETURNING TO SCHOOL AFTER BEING ABSENT

Document to the office the reason for being absent with a note or a phone call from a parent or guardian **PRIOR TO** the beginning of the school day on the day of return. Failure to do so will result in detentions. Notes that are forged will result in the consequences being doubled for that absence.

3. AGE OF MAJORITY - EIGHTEEN YEAR-OLDS

Students who are at least eighteen (18) years old can excuse their own absences or release themselves from school. In the event of the latter, students must check out of the office at the time of self-release. Students to whom this rule applies are reminded that school policy forbids them from entering or operating any vehicle during the school day without prior consent from school administration.

Closed Campus—Except for during the noon hour as it applies to students in grades 6-12, Carney-Nadeau Public School operates as a closed campus, meaning, barring extreme circumstances and express permission from the administration, students may not return for the remainder of the school day once they have exited our campus. This rule holds true even for those students who of the age of majority as indicated in item 3 above.

4. PENALTY FOR UNEXCUSED ABSENCES

Penalty for unexcused absences—At each teacher’s discretion, a student may not have the opportunity to make up quizzes or tests for all unexcused days. A student will have to serve a lunch detention for each unexcused absence.

5. EXCUSED ABSENCE MAKE-UP PROCEDURE

- a. Normal make-up time is equal to the time absent.
- b. Students are responsible for seeing teachers to determine what make-up work needs to be completed and handed in.
- c. Extenuating circumstances will be considered relating to make-up work and time allowed.

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6. Three (3) MAXIMUM ABSENCES PER Marking Period

- a. After three (3) absences in any one class the student will be referred to the attendance committee
- b. Parents will be notified by letter on the occurrence of excessive absences of a student during a semester.
- c. A student who is suspended from school for a disciplinary problem for any number of days will have that number charged against the total of six (6) days permitted in this policy.
- d. **It is extremely important that students realize** and understand that the 3 (3) days of absence built into the attendance policy are not to be considered as three (3) approved days to skip classes, but rather, they should be used only as sanctioned by the policy. Moreover, it is crucial for students to realize that even though an absence has been excused, it still counts toward the total of 6 (3) allowable absences.
- e. Seniors will be allowed two "college visits" their senior year that will not count against their 3 absences. College visitations should be completed by the month of April, and the student must make the arrangements through the office at least one week prior to the visitation. The student must also provide proof of the college visitation. (Program, letter from registrar's office, etc...)

7. SKIPPING SCHOOL

- a. **If you are in school and must leave for any reason, you must first check out in the office.** Failure to do so will result in being marked unexcused for your absence. Also, you must have permission in the form of a note or a phone call from a parent or guardian before leaving the school. You will not be allowed to leave without such permission.
- b. Failure to report to class is considered skipping.
- c. **Consequences for skipping school (besides the Unexcused absences):**
 - ❖ 1st Offense: One day In School Suspension
 - ❖ 2nd Offense: Three days In School Suspension/Meeting with Principal
 - ❖ 3rd Offense: Five days In School Suspension
 - ❖ 4th Offense: Student must attend a meeting with school disciplinary committee.

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8. TARDINESS

- a. Students must be in their assigned rooms when the bell sounds to class. Records will be kept indicating the number of times a student is recorded as tardy in each of his/her classes.
- b. Students arriving less than ten (10) minutes late for class or leaving with less than ten (10) minutes remaining will be considered tardy. Excesses of these times will be considered as absences.
- c. Consequences for excessive tardiness:
 - ❖ Four tardies = One Saturday school or In-School suspension
 - ❖ Three (3) tardies = one (1) unexcused absence.

9. Saturday School

Any student that misses more than 3 days per marking period will be required to attend Saturday School to make up hours. Any student who does not make up hours as a result of chronic absenteeism will not receive report cards or a diploma. Hours that have not been made up will accumulate throughout a student's high school career. Saturday Schools will be held once a month during the school year.

*Doctor appointments will not count against a student's absences if proper paperwork is provided to the office.

10. JUNIOR HIGH

Make up stipulations will be administered when appropriate. Although credits are not an issue for 7th and 8th grade students, it must be understood that promotion **IS** a consideration. Failure to serve the required stipulations will jeopardize promotion to the next grade, current course grades, and athletic eligibility.

11. SEMESTER AND FINAL EXAMS/Exam Exemption

All students in grades 6-12 are required to take exams in all classes on the scheduled day and time unless an exemption is given from the classroom teacher as follows: Students in grades 6-12 who earn a **cumulative semester grade of 80%** (B-) or higher in any individual class **and** accumulate **no more than 3 absences** in the same

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class for the semester will be exempt from taking an exam in that class. Note that 3 tardies equals one absence and even one tardy over 3 absences will prohibit an exemption.

Any student that has 2 or fewer absences, and no tardies, in all classes will be exempt from one exam of their choosing.

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BOARD OF EDUCATION

Legal Basis for School Discipline

(General School Laws of Michigan 1960-340.614)

"The Board may authorize or order the suspension or expulsion from school at any pupil guilty of gross misdemeanor or persistent disobedience, or one having habits or bodily conditions detrimental to the school, whenever in its judgment the interests of the school may demand it." This is provided except in a case in which the parents or legal guardian of a child refuses to have the child medically or clinically examined."

"No child may be expelled or suspended from school upon the basis of physical handicap unless the Board has obtained a certified statement from a physician that the child is so physically handicapped that he/she should not attend school, or on the basis of mental handicap unless the Board has obtained a statement from a psychiatrist or a child center or clinic or other appropriate agency approved by the Superintendent of Public Instruction that the child is incapable of benefiting from public school attendance."

"Every Board shall have authority to make reasonable rules and regulations relative to any thing whatever necessary for the proper establishment, maintenance, management, and carrying on the public schools of concerning their safety while in attendance at school or in route to and from school."

PROCEDURE FOR HANDLING COMPLAINTS

- A. Any person having a complaint against an employee of the Carney-Nadeau Public School should contact that employee and attempt to resolve the problem.
- B. If this fails, they should contact the immediate supervisor of the employee involved and he/she shall attempt to find a solution. The immediate supervisor will not hold a conference without the employee present.
- C. If the immediate supervisor is not successful, the complaint should be brought to the superintendent of the school.
- D. If the superintendent is unable to find a satisfactory solution, the person with the complaint may request to be placed on the agenda and make a presentation to the Board of Education.
- E. The Board of Education will not consider any case that has not followed this appropriate procedure.

POLICIES ON SUSPENSION, EXPULSION, AND DETENTION

A. **SUSPENSION** is defined as exclusion of a student from school or class for a specific period of time terminating at the end of the specified period or upon the fulfillment of a specific set of conditions. Suspension for periods of time beyond ten days is discouraged. In-school suspension will be primarily used. Section 340.613 authorizes suspension for the following reasons:

1. Gross misdemeanor
2. Persistent disobedience
3. Habits or bodily conditions detrimental to the school. (See Appendix I)

B. **EXPULSION** is defined as a permanent exclusion of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the Principal's office.

C. **DOCUMENTATION:** The principal and/or superintendent shall be responsible for documenting evidence to support any action of suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing. The authority of the board of education to authorize suspension and/or expulsion as well and to make reasonable rules and regulations regarding discipline is granted in Section 340.613 and 340.614 of the School Code. In such actions, the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him, including the rationale for the action and the conditions of time and termination.
2. The parents shall be immediately notified by phone or personal contact if their student is to be temporarily separated or suspended from school. Written notation of such contact shall be made in the student's accumulative file.
3. Verbal notification shall be followed by written communication to the parent or guardian stating the charges, reasons and conditions of the suspension. A copy of the letter shall be placed in the student's accumulative file.
4. Parents shall be notified in writing of appeal procedures, which include:
 - i. Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The Principal shall affirm or modify the terms of his action within two (2) school days from the date of the conference.
 - ii. Within five (5) school days from the principal's decision, the parent may appeal such decision, to the superintendent of school or his designee. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.

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- iii. The superintendent's decision may be appealed to the Board of Education within five (5) school days of such a decision.
- iv. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures.
 1. Written notice shall be given of the time, date, and place of the hearing.
 2. The student or parent may be represented by an attorney or other advisor of their choosing.
 3. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against his/her.
 4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
 5. 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.
 6. The Board of Education shall render a written opinion of its determination within two school days from the hearing. Such written opinion shall be forwarded to all parties concerned.
 7. Recommendations for the expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon recommendation of the Principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal, and accompanied by the student's accumulative file; except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The following procedures shall be followed:
 - a. The student shall be under suspension pending the recommendation of the superintendent to the board and pending the board's decision.
 - b. The superintendent's recommendation to the board shall be in writing. It shall include the essential elements, which form the basis of the charge.
 - c. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.

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8. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notices of same to the parent or guardian at least five (5) school days before the date of the hearing.
9. Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

STUDENT SUICIDE

Whenever a student has reportedly threatened or attempted suicide, the staff should respond in the following manner:

- A. A staff member is to remain with the student until a counselor or the principal is notified and arrives.
- B. The principal will meet with the student and involved school personnel to determine the extent of the problem. Parents should be notified immediately.
- C. If in the judgment of the principal there appears to be imminent danger, North Pointe Medical Center or a suitable agency should be contacted to determine the appropriate course of action.
- D. Any exception to these guidelines must be approved by the superintendent.
- E. It shall be the responsibility of the principal to keep the superintendent informed of each step taken under these guidelines.

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as extensions of the instructional program of the schools.

- A. **Homework** shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.
- B. **Administrative Guidelines:** The superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

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1. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
2. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remedy learning problems.
3. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities, which make a legitimate claim on the student's time.
5. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
6. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

A. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and/or remedies.

B. "Treatment" refers both to the manner in which a medication is administered and to health care procedures, which require special training, such as inserting a catheter.

C. Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the administrative offices.

D. Only medication in this original container, labeled with the date, if a prescription, the student's name; and exact dosage will be administered.

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E. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

F. Students who may require administration of an emergency medication may have such medication in accord with the superintendent's administrative guidelines. The superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

G. All medications, whether prescription or over the counter, must be kept in the office and accompany a signed permission form from the parent. If a student is caught with any medications in their locker or on their person, they be considered in violation of Group B and will be given the consequences for that group. Explanation of Terms Applying to the Student Discipline Code

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

Code of Conduct

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

Confidentiality

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

Notification

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

Criminal Acts

I. Possession of a weapon

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A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this action. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student brought a weapon on District property other than the one who possessed the weapon, the student shall also be subject to the same disciplinary action.

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

- a. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
- b. any cutting instrument consisting of a sharp blade over three inches long fastened to a handle.
- c. any similar object that is intended to involve bodily harm or fear of bodily harm or fear of bodily harm (e.g. air gun, blow gun, toy gun, etc.)

Use of an object as a weapon

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

Knowledge of Dangerous Weapons or Threats of Violence

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

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Purposely Setting a Fire

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

Physically assaulting a staff member/student/person associated with the District

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

Verbally assaulting a staff member/student/person associated with the District

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

Possession of a Weapon, Firearm, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “ a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

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

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

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

Explosives

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

False alarms, false reports, and bomb threats

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

II. Harassment

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

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

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has been/or is the victim of harassment should immediately report the situation to the teacher or the principal. Complaints will be investigated in accordance with AG 5517.

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

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

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

Harassment

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

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

- A. Verbal harassment or abuse
- B. Pressure for sexual activity

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- C. Repeated remarks with sexual or demeaning implications
- D. Unwelcome touching
- E. Sexual jokes, posters, cartoons, etc.
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

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

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

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

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

Any student who feels he/she is the victim of harassment in any way, shape, or form, is urged to contact Anti-Harassment Compliance Officers, Adam Cocco or Lisa Kalhoefer, both of whom may be reached in the main office or by calling 906-639-2171. Mr. Cocco may also be reached via email at acocco@cnps.k12.mi.us. Mrs. Kalhoefer's email address is lkalhoefer@cnps.k12.mi.us.

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Bullying

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

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

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

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

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

Any student who believes she/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal, or the superintendent.

III. Use of Tobacco

Smoking and other tobacco uses—including the use of electronic cigarettes or other "vaping devices"—are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. This prohibition also applies to students during noon hour, on or off campus regardless of age.

IV. Use of Drugs/ Alcohol

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

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, Epsom salts, look-a-like drugs (including synthetic marijuana) that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offences are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

Use of Breath test Instruments

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

The student will be taken to a private administrative or instructional area on school property with at least one other individual staff member as a witness to the test.

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

V. Disobedience/Insubordination

School staff is acting “in loco parentis” which means the law allows them to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

VI. Profanity

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

VII. Trespassing

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

Theft

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

Damaging Property

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

Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension and/or restrictive use of school technology.

Extortion

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

Gambling

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

VIII. Skipping/Tardiness: See Attendance Policy pages 26-27

IX. Dress Code Violation- See Dress Code on pages 27-28

X. Disruption of the Education Process

Educating all students is our highest priority. Any student behavior that prevents the educational process are subject to corrective action.

XI. Cheating

All forms of cheating (plagerism, copying, etc...) will result in corrective action.

XII. Display of affection

Students demonstrating affection between each other is personal and not meant for public display. Displays of affection are inappropriate and will not be tolerated on school property before, during, after or at a school function and will result in corrective action.

XIII. NUMERATION (ex XIII) the numeration of this code is in no way, shape, or form to limit the administrator from creating additional rules and enforcing acceptable student behavior and standards.

XIV. Personal Electronic Devices

With the exception of noon lunch period, which extends from 11:55-12:30, students are not allowed to use or even carry cell phones during the school day-- this includes in-between classes.

Cell phones are to be turned off during school hours. It is not acceptable to leave the phone on silent or have it on to perform any other functions available on the phone.

Any other personal electronic devices...MPS,PSP,IPOD, etc... are not allowed to be on at any time of the school day hours.

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Confiscated cell phones or other electronic devices will be turned into the office and must then be picked up by the student's parent or legal guardian at the end of the day. Failure to relinquish the device will result in an out-of-school suspension for one day.

Failure to comply with any of these rules will result in the confiscation of the device. Please remember the school IS NOT responsible for anything brought to school that is lost or stolen.

XV. COVID-19 Student Requirements

In accordance with Governor Whitmer's *Return to School Roadmap*, students in grades 6-12 are required to wear masks while utilizing school transportation services and while in hallways, common areas, and classrooms. Students in grades PK-5 are required to wear masks while utilizing school transportation services and while in hallways and common areas. However, students in grades PK-5 will not be required to wear masks while in their classrooms. Failure to comply with these safety protocols will result in the following disciplinary measures:

First Offense: Verbal Warning

Second Offense: Meeting with Admins; letter sent to parents

Third Offense: Two noon detentions; parents contacted

Fourth Offense: One-day suspension; Admin meeting with parents prior to students return

Fifth Offense: Three-day suspension; meeting with parents prior to students return

Sixth Offense: Five-day suspension; parents and student must meet with school board prior to students return

Seventh Offense: Student is enrolled in online learning program for remainder of year.

NOTE: The policies listed above are mandatory for all schools in the state of Michigan. Failure to comply, can have negative implications on the school district. Per **Executive Order 2020-142**, schools should require documentation from a medical professional in the event that a student is unable to wear a mask due to medical reasons.

XVI. Safety concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any form of personal transportation device in the school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility

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impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating the exception will be subject to disciplinary action.

Aiding or abetting violation of school rules

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

Before and After School Detention

Starting during the 2019-2020 school year, before and after school detentions will be used for disciplinary infractions and tardies. Failure to attend before or after school detentions will result in Saturday School.

NOTE: Beginning during the 2020-21 school year, all noon detentions will be replaced with before or after school detentions.

Corrective Action

Level 5:
Expulsion

Level 4:
OSS 5-10 Days

Level 3:
OSS 1-4 Days

Discipline Code

- I. Weapons/ Explosives/ False Report of a Bomb/ Striking a School Employee: First offense, Level 5 recommendation to the school board for expulsion and contact police.
- II. Fighting/ Assault/ Sexual Harassment/ Bullying: First offense Level 2/3. Second offense Level 3/4, third offense level 4/5.
- III. Tobacco (possession or use on school property) First offense Level 2 Police notification. Second offense Level 3 Police Notification, Third offense level 4 Police Notification.
- IV. Illegal Substance/ Alcohol (Distribution or use

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ISS: In School Suspension-

Opportunity for student to remain in school, earn course credit and reflect and change their behavior.

OSS: Out of School Suspension-

Students are off of school property, lose course credit (due to time lost) and are expected to change behavior before returning to school.

SEARCH A

SEARCH AND SEIZURE OF STUDENT LOCKERS

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To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

A. Student lockers and desks are school property and remain at all times under the control of the school district. Students are expected, however, to assume full responsibility for the security of their lockers and desks.

B. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason, may conduct periodic general inspections of lockers and desks without notice, without student consent and without a search warrant.

C. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g.: purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

D. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

RULES FOR ATHLETICS

I. Athletes will not begin practice or compete unless:

- A. A completed MHSAA physical examination card is on file with the athletic Director and is effective for the entire year.
- B. A signed copy of the rules for athletics form is on file in the athletic Director's office.
- C. A student must have passed (D- or above) at least four (4) academic classes (excluding physical education) at the end of the previous marking period to be eligible to participate in a sport the following semester.
- D. The rules pertaining to the Athletic Code shall be in effect for all student-athletes from the first day of the season of the sport in which they are participating until the day after the final athletic event of the season, including tournament games. Should an athlete violate the Athletic code or any rules contained therein while participating in more than one sport, any sanctions that student faces shall be applied to every sport in which he/she is currently participating.
- E. Strictly for purposes of eligibility, the boys' and girls' junior-varsity and varsity basketball seasons will both be considered to begin on November 1 on each school year. The girls' season shall then extend until the day after they have played their last tournament game of the season. Similarly, the boys' season shall extend until the day after they have played their last tournament game of the year. All rules of the Athletic Code contained herein will apply to all male and female junior-varsity and varsity basketball participants for the entirety of these aforementioned time frames.

II. The Athletic Code is divided into three categories: Major, Minor, and Other Offenses. The school may act on violations of this code with or without legal action.

III. Major Violations

- A. Using tobacco products, consumption of alcoholic beverages, and the use of controlled substances may be illegal, hazardous to a student's health, and/or detrimental to his/her athletic performance. Therefore, any athlete, regardless of his/her age, caught using or admitting to using tobacco products, alcohol or controlled substance, OR IN POSSESSION OF THE SAME, shall be in violation of the athletic code.
- B. Being present at establishments or gatherings or in vehicles where alcoholic beverages or controlled substances are present and not under the supervision of an adult(s) over the

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age of 21 who is/are preventing those students from gaining access to the beverages or controlled substances is a major violation of the athletic code. Students who do not leave immediately will be subject to discipline. That said, due to the difficulties administrators face while investigating these allegations--it is, for example, virtually impossible to determine who knew what and when for these types of violations--consequences shall only be administered when there is a police report, video/photographic evidence, direct confession or other such evidence of a similar weight.

* The school does not need legal action to enforce penalties.

C. Penalties:

1. **First Violation:** The athlete will be suspended for 1/4 of the entire season, or the remaining regular season events if there is less than 1/4 of the schedule remaining, whichever is greater. The athlete may participate in post-season contests if their 1/4 of the season suspension has been completed. (the suspension will include playoff games if necessary) For example: if the season is 20 games the suspension is for 4 games, if only 3 regular games remain the first 2 play-off games will be used to complete the suspension.

 2. **Second Violation:** The athlete will be suspended for the remainder of season including post-season tournaments or meets.
2. Any major violation will exclude the athlete from being considered for any post-season honors. During periods of temporary suspension from a team, the athlete must attend practices as prescribed by the coach, though he/she may not suit up for games, sit on the bench/sidelines with the team, or ride the players' bus to/from an athletic event. If the violation occurs between the regular season and the post-season contests, the athlete is not eligible for post-season contests. Students simultaneously participating in two sports in one season will have the penalty assigned in BOTH SPORTS.
- d. Any student suspended for one-half day or more on the day of a sporting event shall not be allowed to participate in, suit up for, ride the players' bus to or sit on the bench with the rest of his/her team during any athletic event that occurs on any day he/she is suspended for a 1/2 day or more. A player who has been suspended may not participate in any team practice, team scrimmage, team meeting, team function, may not enter the team's locker room during a game, and may not participate in any athletic event of any sort that involves interaction any form with any of his/her teammates at any time at any location on any day for which he/she has been suspended. Any variation from this rule will require

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written authorization from the Superintendent secured by the coach a minimum of two days prior to the day on which the event in question is set to occur. Additional sanctions may be applied by the students' coach at said coach's discretion as long as these sanctions are uniformly applied to all offenders.

IV. Minor Violations

A. Athletes shall conduct themselves in and out of school in a manner, which makes them qualified to represent the ideals, principals, and standards of conduct of Carney-Nadeau Public School and the MHSAA. Unacceptable conduct is:

Insubordination and unsportsman-like conduct: Any athlete who is guilty of unsportsman-like behavior (i.e.; profanity, temper tantrums, etc.) or insubordination (failure to follow reasonable requests made by his/her coach or assistants) may be cited for disciplinary action.

B. Penalty:

1. The athlete will be suspended for a minimum of one (1) scheduled contest. The maximum penalty may be suspension for the remainder of the season in extreme circumstances as determined by the coach.

V. Other Violations

A. The athlete will be suspended from interscholastic athletics at any time for possession, receiving, or in any way connected with illegally gained acquiring the property of another or others.

B. Penalty:

1. The penalty will be the same as for minor violations. The athlete must, in addition, make restitution for illegally gained property and for the damage caused to the property of others.

C. Players and fans must ride the bus both to and from events unless parents make other arrangements with the principal.

VI. Seventh and Eighth Grade Athletes

A. All of the above rules will be applied on the day of the seventh and eighth grades' first basketball, cross-county or track practice until the end of that sport's regular season. This applies to all seventh and eighth grade players, statisticians and managers.

VII. Dismissal for Athletes on Days of Games

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- A. Home Games: Players will be dismissed at the regular time of 3:19.
- B. Away Games: Players will be dismissed early only when an early dismissal time has been worked out between the administration and the coaches.
- C. It will be the responsibility of players to be properly informed by their respective coaches of early dismissal.
- D. Leaving school early without proper permission will be treated as "skipping school". In cases of skipping, participation in extra-curricular activities are temporarily suspended along with other make-up requirements.
- E. A player may be given permission to leave school early in other circumstances by the office, only when it is absolutely necessary.

VIII. Reporting Procedure

- A. Alleged violations of the athletic code shall be reported to the Superintendent, Principal, or Athletic Director, any one of whom (or any combination thereof) may then proceed with an investigation into the matter. This investigation shall include a direct questioning of any student or students either alleged to have been immediately involved or who may be a firsthand witness to same. Any student questioned shall be immediately informed at the onset of the conversation as to the nature of the allegations being made against him/her. The school shall not enact or enforce a disciplinary measure against a student athlete based on hearsay information. Acceptable forms of evidence include but are not limited to, multiple (meaning more than two) eyewitness accounts (secured independently) that offer similar versions as to what was observed, direct confessions from the accused, pictures/videos, and police reports.

IX. Academic Eligibility Rules for Athletic Activities *

A. High School

1. All participants in athletic activities (players, managers, and cheerleaders) must obtain a grade of a C- or above in all subjects during the time they are participating.
2. If a student has a grade lower than a C- they will remain eligible to play as long as they attend mandatory tutoring session on Monday, Wednesday, and Friday.
3. If a student is failing two or more classes, they must attend tutoring and will not be eligible to play until they are passing 6/7 courses.

X. Attendance

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- A. In order to participate in an athletic contest, students must be in attendance for at least ½ day (am or pm) on the day of the contest. If the event occurs at a time that precludes the possibility of a student attending at least a half day of school, the student will need to be in attendance for the entire portion of the school day that precedes the contest. Requests to stray from this policy must be made three school days in advance by a parent and approved by the Principal.
- B. Students who return to school from an athletic event before the school day has ended must attend all remaining classes for that day.

B. Junior High

- 1. The quarterly report and grades will be used to determine eligibility.
- 2. To participate in any extra curricular activity (including those other than sports) a student must have passed (D- or above) at least four (4) academic classes (excluding physical education) at the end of the previous marking period.
- 3. If a student did not achieve passing grades in at least four (4) academic classes, that student will be ineligible for one (1) week. After one (1) week the student's academic performance in each class will be reviewed to determine if he/she has improved in order to comply with the criteria to pass at least four (4) classes.
- 4. Weekly eligibility sheets will be submitted that will indicate all students failing that week. This will allow the administration to assign support to those students in order to attempt to avoid ineligibility. Weekly reports will be available Monday after school and are effective immediately.

** No child will be discriminated against because of race, color, handicap, national origin, sex, **sexual orientation, ancestry, military status,** or age.*

STUDENT DRUG-FREE SCHOOL POLICY

A. POLICY: The Carney-Nadeau School District promotes a safe school environment free from alcohol and other drugs. The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

B. PROHIBITION: In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event.

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C. DEFINITION: Drugs include any alcoholic beverages or anabolic substances that could be considered a look-a-like controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with due process up to and including expulsion from school and referral for prosecution.

D. HELP: The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students should contact the principal whenever help is needed.

E. DRUG MISUSE PREVENTION

1. The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.
2. As the educational institution of this community, the school should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.
3. For purposes of this policy, "drugs" shall mean:
 - a All dangerous controlled substances as so designated and prohibited by Michigan Statute.
 - b All chemicals which release toxic vapor
 - c All alcoholic beverages
 - d Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy
 - e "Look-a-Likes"
 - f Any other illegal substances so designated prohibited by law.

Lockers:

- a. Locks are available in the office for student use upon request.
- b. Money should not be left in lockers. If it is absolutely necessary to carry a sum of money to school, bring it to the office for safe keeping.
- c. No decorative stickers may be applied to lockers. If stickers are found on your locker, you will be required to clean it immediately.
- e. During the school year, the principal or his designees may from time to time find it necessary to conduct unannounced periodic spot locker checks. The purpose of these checks would be to locate items prohibited from possession on school premises and which are viewed to pose dangers to the health and safety to all students or which might tend to be disruptive to the educational process.

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f. Students must use the locker assigned to them by the school office. Any changing of lockers must be okayed by the principal.

- *Items considered dangerous: weapons and drugs*

- *Items considered disruptive: obscene materials and stolen property.*

- *Lockers are the property of the school and are subject to inspection and search at any time.*

g. When not in use, textbooks must be stored in a student's locker. Students who leave their textbooks in the hall or in any location deemed unacceptable by the administration will be subject to noon detentions.

Student Bus Passenger Policy:

a. Regulations For Riding School Bus

- Observe classroom conduct.
- Be courteous, no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not damage bus or equipment.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Do not fight, push, or shove.
- Do not tamper with bus equipment.
- Do not bring pets on the bus
- Do not bring flammable material on the bus
- The bus driver is authorized to assign seats.
- Have a safe trip.

b. Personal Safety

- Stay off the traveled roadway at all times while waiting for a bus.
- Wait until the bus has come to a complete stop before attempting to get off.
- Leave only with the consent of the driver.
- Enter and leave the bus only at the front door after the bus has stopped, except in case of an emergency.
- Cross the highway, if necessary, after leaving the bus in the following manner:
 - Make certain the bus is stopped.

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- Go in front of the bus within sight of the driver and wait for the proper signal for crossing.
- Upon signal from the driver, or a personal escort, look both to the right and left and proceed across the highway in front of the bus.
- Walk (not run) in front of the bus when crossing the highway.
- Keep hands, head, and feet inside the bus at all times.
- Inform the driver when absence is expected from school.
- Help keep the bus clean and orderly (report any damages to the bus to the driver).

c. Responsibility of Parents

- Make certain that their children arrive at the bus stop on time each morning.
- Provide necessary protection for their children when going to and from the bus stop.
- Accept joint responsibility with school authorities for proper conduct of their children.
- Lighting matches, lighters, etc.. will cause a 10 day suspension from riding the bus on the 1st offense and a 20 day suspension on the 2nd offense. If a third offence occurs, the student will be suspended from the bus for the remainder of the year.
- Make reasonable effort to understand and cooperate with those responsible for student transportation.

Minor Infraction (subject to change depending on severity of incident):

- 1st warning* - report sent home
2nd warning - one day suspension from bus
3rd warning - three-day suspension from bus
4th warning - ten-day suspension from bus
5th warning - loss of bus privilege

Major Infraction: **Suspension from bus**

Student Use of Personal Transportation to and from school:

- a** Students may use personal cars to get to and from school if the following stipulations are adhered to:
- A parental permission form is signed and returned to the office prior to the sixth day that school is in session.

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- The signature page of the "Student Driving Rules and Regulations" Handout is signed and dated by both the student and his/her parent(s) and returned to the office within one week of the first day of school.
- Student vehicle information sheet must be filled out and returned to the school office within 1 weeks of driving vehicle to school. If a student drives more than one vehicle to school on varying days, student must fill out an information sheet for each vehicle driven.
- Students are not allowed in their cars during school hours (including noon hour) for any reason without approval of the administration. Even upon receiving said approval students who request to enter their cars during the school day will be charged a tardy for the hour during which the request was made. If a student requests to enter his/her car during the noon lunch period, a tardy will be applied to his/her 4th hour class.
- All vehicles are to be parked in the student parking area as assigned by the office. Always park within the designated lines.
- Vehicles are to be driven with extreme caution, which is appropriate to a school zone.
- Students may not enter or exit the school campus via either of the entrances that connect the school to U.S. Highway 41. Students are restricted to entering and exiting campus via the student parking lot only.
- Students may not drive to or from athletic events without permission from the administration secured a minimum of three days in advance. Such requests are to be made only in the event of an extreme emergency.
- Students are not allowed in any motor vehicles at noon unless their parents or legal guardian are also in the vehicle. If a student parks in an unauthorized area and refuses to move their vehicle they will be written up for insubordination and their vehicle will be towed.

Consequences:

1st offence – 1-day suspension/loss of driving privilege for a week

2st offense – 3-day suspension/loss of driving privilege for a month

3nd offense – 5-day suspension/loss of driving privilege for a year.

CARNEY-NADEAU PUBLIC SCHOOLS
(Sign & Return)

ACCEPTABLE USE OF ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

A. Purpose

The purpose of this policy is to set forth policies and guidelines for access to Carney-Nadeau technology resources and acceptable use of the Internet.

B. Philosophy

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In making decisions regarding access to school district technology resources and to the Internet, Carney-Nadeau considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Carney-Nadeau technology resources and to the Internet enables users to explore thousands of libraries, databases, bulletin boards, and other resources from around the world. C-N expects that faculty will blend thoughtful use of the school district technology resources and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

C. Limited Educational Purpose

Carney-Nadeau is providing students and employees with access to the school district's technology resources, which includes Internet access. The school district network has limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of C-N and district/school policies. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited purpose network.

D. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. In order to access the system, a user must certify they have read and will comply with the use guidelines and must not have had his or her user privileges withdrawn or terminated within the twelve (12) preceding months for any policy violations. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of school district technology resources or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate district/school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

E. Unacceptable Uses

1. The following uses of school district technology resources and the Internet or accounts are considered unacceptable (please note that this list is not exhaustive and is at the discretion of school district officials):
 - a. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
 - b. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 - c. Users will not use the school district system to access, review, upload, download, store, print, post, nor distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.

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d. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment or discrimination. This restriction will not apply to access and review of materials within the context approved research conducted under the direct supervision of a teacher for a class assignment.

e. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, nor to bully or harass another person, nor to engage in personal attacks, including prejudicial or discriminatory attacks.

f. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

g. Users will not use the school district system to vandalize, damage or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading viruses or by any other means; will not tamper with, modify or change school district software, hardware or wiring or take any action to violate or circumvent the school district systems security; and will not use the school district system in such a way as to disrupt the use of the system by other users.

h. Users will not use the school district system to gain unauthorized access to information resources or another person's materials, information or files.

i. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.

j. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, nor attempt to log in through another person's account, nor use computer accounts, access codes or network identification other than those assigned to the user.

k. Users will not use the school district system to violate copyright laws, or usage licensing agreements, nor otherwise to use another person's property without the person's prior approval or proper citation, including downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet or elsewhere.

l. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisements. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

m. Users will not use the school district system to access any material or resources that results in Carney-Nadeau receiving any unauthorized billing.

n. Users will not use excessive data storage or network bandwidth for non-school related purposes. This use includes unauthorized file downloads, Internet radio or video, peer-to-peer file sharing, chat rooms, games, instant

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messaging, or the transfer of unusually large or numerous files or e-mail messages.

o. Users will not use personal property to gain access to the school district system without proper authorization from a district official. These principles and guidelines are extended to networks and information technology resources outside of the school district, which are accessed through the district network via the Internet or other means. Networks or information technology resource providers outside of the district may, in turn, impose additional conditions of appropriate use which the user is responsible to observe when using those resources.

2. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A student may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

F. Consistency with Other School Policies

1. Use of the school district systems and use of the Internet shall be consistent with school district policies and the mission of the school district.

G. No Expectation of Privacy

1. By authorizing use of the school district systems, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on the school district system.

2. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

3. An individual investigation or search may be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

4. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system.

H. Internet Use Agreement

1. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

I. Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to,

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loss, damage or unavailability of data stored on school district media or technology equipment, or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

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++++
Tear Here & return

Computer use contract
Parent/ Student Sign & return ASAP

STUDENT SIGNATURE: _____

Grade _____


PARENT SIGNATURE: _____

Parent/Guardian Signature Form

I have received a copy of the Carney-Nadeau Student Handbook and understand that it is my responsibility to be familiar with its contents.

Signature of Parent or Guardian

Date

Please check  all that apply to your children:

- I give permission for my son/daughter to drive his/her car to school.
(Michigan licensed H.S. Students)
- I understand the Bus Passenger Policy rules and consequences.
- I understand the Attendance Policy rules and consequences. (Grades 6-12)

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Please list all of your children and their grades:

Name	Grade

*** Please return form within one week of the start of school.**

Student Driver Automobile Information

Student Name:

Student School ID # _____

Year _____

Make _____

Model _____

Color _____

License Plate# _____

****Any changes in automobiles should be reported to the office immediately. If a student drives different autos to school on occasion, all autos must be registered with the office. Failure to abide by this rule may result in the student losing his or her driving privileges for the remainder of the school year. Registered vehicles must prominently display a registration sticker, which can be procured in the school office at the time of registration***