

*CARNEY-NADEAU
PUBLIC SCHOOL*

ADMINISTRATIVE HANDBOOK

2013 - 2014



MISSION STATEMENT

The Carney-Nadeau Public School is committed to excellence for all students. We believe that the school must provide a safe and orderly environment in which learning can occur. Through partnership of the school and community, we will form a positive attitude toward education. We will strive to educate all students and to instill the basic skills that lead to intellectual, social, emotional, physical, and cultural development.

TABLE OF CONTENTS

Page

- 1 - Mission Statement
- 2 - Table of Contents
- 3 - Stewardship of School Property
- 4 - Maintenance, Duty Hours, School Cleanliness, Supplies
- 5 - General Information
- 6 - Teaching Methods
- 7-8 - Discipline
- 9 - Grading System
- 10 - Homework
- 11 - High School Credit Guidelines, Diplomas
- 12 - High School Credit Policy
- 13 - Student Activities
- 14 - Bus Passenger Policy, Assembly Programs
- 15-16- Attendance Policy
- 17 - Exams
- 18-20- Suspension, Expulsion and Detention
- 21 - Student Suicide

STEWARDSHIP OF SCHOOL PROPERTY

A. Care of School Equipment: These general points apply, in part or all to the following:

- a) Books
- b) Paper supplies
- c) Lab Equipment
- d) Musical Instruments
- e) Commercial Equipment
- f) Athletic Equipment
- g) Computers hardware and software

1. Store equipment in an orderly manner when not in use.
2. Establish a system of accounting for all equipment placed in the possession of students. Textbooks shall be numbered, and the teacher will track which student receives which text and will take care to ensure that a student turns in the same text at the end of the school year as he/she received at the start of the year. Similarly the applicable teacher shall maintain a check in/check out system for students using headphones/headsets in the high school tech lab
3. Be able, at any time, to account for that equipment. It is your responsibility.
4. Insist on thrifty and careful use of all school property.

B. Care of Assigned Rooms: Either through direct assignment or through use, each of our staff members is responsible for the care of a room, or two, in the building. Some items for you to check at the close of the day are the following:

1. Windows should be closed and latched.
2. Shades should be drawn to the center.
3. Furniture should be in order.
4. Dispose of all garbage.

5. Classroom door should be closed and locked.
6. Lights should be off.

C. Maintenance and Repairs:

1. When reporting maintenance needs, "Repair Needed Slips" are to be filled out in duplicate and submitted to the office.
2. A copy of the slip will be returned after the job is completed.

D. Duty Hours:

1. Teachers are asked to report to work 15 minutes before classes begin in the morning and leave no earlier than 15 minutes after buses have departed with students.
2. All staff members are expected to be present in their classroom or homeroom 15 minutes before classes begin in the morning and at first bell after lunch in the afternoon.
3. All first- hour teachers are to take attendance, lunch count, and monitor the students present.
4. Teachers of grades 7th through 12th are to take attendance at the beginning of each hour.
5. Teachers of grades K-6th must take attendance at the beginning of the school day and after noon recess. The importance of taking regular attendance both in the am and the pm portions of the school day simply cannot be overstated, and teachers must take pains to do so on a consistent basis.

E. School Cleanliness:

1. Be responsible in asking students to pick up paper on the floor and the care of the school equipment. This is especially important in attempting to improve attitudes of students in use of school property and cleanliness.

Carney-Nadeau Public School Administrative Handbook

2. Teachers will be given a specific time to release students at the end of the semester to clean out their lockers. (Grades 7-12) Teachers should check students' lockers to verify that they are clear of all books, papers, personal belongings & debris before they are returned to the classroom.

GENERAL INFORMATION

1. The Superintendent is the administrative head of the high school and is responsible for its entire program.
2. All problems dealing with instructional activities should be cleared directly with the Principal.
3. Certain problems, which are generally not classified as instructional, such as questions involving public relations or the purchase of supplies and equipment, the teacher should deal directly with the Superintendent.
4. Whenever a teacher considers deviating from accepted policy or practice, he/she should consult with the Principal or Superintendent. It will protect the teacher and might prevent embarrassing situations.
5. The teacher is the administrator of his/her classroom. Certain practices, which, if followed by all teachers, will ease the job of teaching and help create a desirable norm in the student body as well as in the faculty.

F. Procedure for Handling Complaints:

1. **Any person having a complaint** against an employee of the Carney-Nadeau Public School should contact that employee and attempt to resolve the problem.
2. **Contact the Principal** if no resolution comes from employee contact.
3. **If the immediate supervisor is not successful**, the complaint should be brought to the Superintendent of the school.
4. **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.

- 5. The Board of Education** will not consider cases that have not followed this appropriate procedure.

G. Confidentiality:

- 1. In accordance to the law and Board policy,** all school employees will use extreme discretion concerning confidential student information. At no time should any school employee release any information regarding grades, behavior, or any other personal information to any third-party individuals. Any teachers requesting this information must have a legitimate educational purpose.

H. Athletic Eligibility:

1. Eligibility is based on week-to-week performance on a per-class basis. If the athlete is failing a class for that week they will be placed on the eligibility sheet for the following week. If it is the first time, it will act as a warning. If it is the second time, they will be ineligible for the following week. Some discretion is allowed the individual teacher based on the student's overall grade and effort.
2. Eligibility will start the week of the athlete's first scheduled game.
3. Eligibility sheets should be turned in to Paul Polfus's Athletic Director mailbox in the school office by noon on Wednesday for eligibility to take effect the following week. Students will then be ineligible from games and/or meets for seven full days beginning on the Thursday that immediately follows the Wednesday on which eligibility forms are turned in.

4. At the high school level, Individual eligibility starts over every 9 weeks with the first eligibility notice being a warning with each subsequent offense then warranting a week of non-play. At the junior high level, a student is only allowed one warning per class per season regardless of whether that season occurs within more than one marking period
5. As athletic director, Paul Polfus, shall notify the student, his/her coach(es), and the parents of said student's ineligible status. These notifications shall be made and documented in a timely manner.

TEACHING METHODS

A. Classroom Management:

1. Good classroom management is the secret of good discipline.
2. Be prepared for each class. Get materials for projects ahead of time, and be responsible for distributing them. Do not have students come individually to the office for supplies.
3. Be fair and consistent. Make all rules clear to your students; they have a right to know what to expect. Carry out your rules at all times.
4. Start your class at once. Do not enter into free talk or allow horseplay before or after class period starts.
5. Dismiss students at the scheduled hot lunch dismissal. Don't dismiss early.
6. Dismissal bells are for the students. Do not allow the students to jump at the sound of the bell. Require them to remain in their seats until you dismiss the class.
7. Encourage democratic action within the classroom. Students appreciate a teacher who respects their opinions and is willing to admit error on his/her part.
9. Teachers will monitor the hallways between classes.
10. Teacher assistants must remain in their assigned

Carney-Nadeau Public School Administrative Handbook

- classroom unless they are performing duties specific to the duties of a teacher assistant. The teacher is responsible for their teacher assistant at all times.
- 11.** Elementary teachers return to their classrooms before students return from recess.
- 12.** High School & Junior High teachers should use a student planner or designated pass when a student leaves their classroom.
- 13.** Elementary teachers should not allow students to use the rest rooms after recess. Have students return to class and then release students from classroom.
- 14.** Food and Beverages (other than water) are not allowed in classrooms except on special occasions (Christmas parties, etc)

B. Weekly courses outlines:

- 1.** Advanced planning can increase teacher productivity
 - a)** Learn more constructive teaching by periodically appraising your progress as you plan. Compare the work planned with the work accomplished each week. This should give you a good view of the progress in each class.
 - b)** Your plans will give the Administration a good view of what is being accomplished from week to week.
 - c)** Good planning can be of value to substitutes when the teacher has an unplanned absence.

C. Discipline: Discipline is everyone's job. Each of us should insist that proper behavior and attitudes be observed both in and out of the classroom. We are teachers for the entire day, not only during class periods. We must not only expect that students follow proper work and behavior patterns, we must insist that they do. Ineffectiveness by one or two teachers in developing good discipline and work habits can make the job very difficult for everyone else.

D. Basis for Disciplinary Decisions

Carney-Nadeau Public School Administrative Handbook

- 1.** The following guidelines are to be used as a basis for disciplinary decisions:
 - a)** Does the student's behavior cause a substantial disruption to the ordered learning environment?
 - b)** Does the student present a health hazard to other students?
 - c)** Does the student present a safety hazard to others?

- E.** The teacher is responsible for the students in his/her class until classes are dismissed. Never dismiss students early and never leave the class unsupervised except in cases of emergency. Use the intercom to communicate with the office.

- F.** Students must not leave the building during class hours without a permit from the office. **Never send a student on an errand without an office permit.**

- G.** Students are not allowed to smoke.

- H.** Report any violations of the student handbook to the Principal's Office.

GRADING SYSTEM

A. Use the standard system of:

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

B. Semester grades will be final.

C. Grade points for high school work will be assigned 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

D. In general, maintain the grade of C as indicating average work.

E. A teacher may deviate from a regular standard for grading in order that some element of encouragement may be allowed particular pupils. In the opposite sense, you may deviate to have a pupil experience a bearing down or stern reprimand. In either case, final grades should be based on the usual standard measure being used.

F. The element of conduct, as a factor in determining a grade level, may and should be taken into account by the teacher.

G. Encourage pupils in striving for the very best that they are capable of, and in deriving satisfaction from their work.

H. Each teacher should provide a detailed account of how Quarter & Exam grades will be used to calculate the final semester grades in their class syllabus. This should be provided to all students on the first day of the class.

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:

- 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, 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.

HIGH SCHOOL CREDIT GUIDELINES

A. The Granting of Credit for High School Work:

1. The student's attendance in school shall be such as will sustain his/her membership in the class register.
2. The student's work and behavior will be of such quality as to merit the awarding of passing grades.

2. Incomplete Grades granted must be removed through proper work within six weeks of the date the incomplete was granted or the incomplete becomes a failure.

B. High School Diploma Policy:

1. Regular Students:

- a) Eight (8) semesters of attendance in grades nine through twelve (9-12) are required for graduation.

C. High School Credit Policy

1. 23 units of credit are required for graduating, 21 of which must be academic.

*see HS Handbook for new requirements

D. Permanent Records: 7-12

1. **C.A.60** permanent record folders will be permanently filed in the main office. They are accessible to staff members by signing the file out with the secretary or Principal.
2. Responsibility for the complete maintenance of the folders rests with the high school Principal.
3. Grades will be entered on a semester basis with the corresponding units of credit given at the close of the year.
4. Separate office files will be maintained for the purpose of keeping the C.A.-60 folders of all graduates on a permanent basis, C.A.-60 folders for pupils in current membership, and the C.A.-60 folders of pupils who drop out or transfer.

5. In the case of transfer pupils, the general practice will be that of having the cumulative records follow the pupil.

E. Rank in Class: The rank in class for graduating pupils will be computed on the basis of seven semesters of high school work.

STUDENT ACTIVITIES

A. Student Building Hours:

1. A. Student Building Hours: Students are not allowed in the building before 7:45 am. Any student or group of students remaining in the building after 3:19 pm or on a weekend must be participating in a school activity and must be under the supervision of a coach or approved adult chaperone. Maintenance and Janitorial personnel are not to assume this responsibility.

B. Money-Raising Activities:

- 1.** A class sponsored, moneymaking activity will be regulated by the high school Principal.
- 2.** Class sponsored activities, which do not interfere with the basic school program and provide wholesome social activity is to be encouraged by staff members.
- 3.** Senior class trips are not sponsored by the school in any way, therefore CNPS will not sponsor any fund raising activities for a senior class trip.
- 4.** Bake Sales—Each group or club will be allowed one (1) bake sale during the school year.

C. Supervision and Chaperoning

- 1.** All school-sponsored activities must have school staff supervision. This includes club meetings, class parties, athletic games, and school dances.
- 2.** Most activities are class planned and sponsored. The responsibility for supervision rests with the class advisors.

Carney-Nadeau Public School Administrative Handbook

- 3.** The Principal must be kept informed of special class activity plans.
- 4.** Proper forms may be obtained in the Principal's office. When class meetings are needed, homeroom teachers should advise the Principal who will then make necessary arrangements.

D. Bus Students

- 1.** Students riding the buses must return home on the same bus unless the student has a written permission slip from the parent or a call to the office from same.
- 2.** The student must take the permission slip to the office to be signed by the Principal, or their representative.
- 3.** The Principal, or their representative will write out a note and give it to the Bus Driver.
- 4.** This policy is for the high school students as well as the elementary.
- 5. WARNING-** any violations will restrict the student to his own bus for the remainder of the year.

E. Assembly Programs

- 1.** All teachers will be in the gym for all assembly programs distributed throughout the group.
- 2.** All students should remain in the gym throughout each assembly program. All students should be allowed to leave the assembly only in a case of emergency.
- 3.** When passing to the gym for assembly programs or for classes, make an effort to keep the students as quiet as possible.

ATTENDANCE POLICY

A record of absences, tardies 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 much interested in your attendance and attitude as well as your grades.

A. 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.

1. **Excused:** Any absence MUST BE documented by a note or phone call from a parent or guardian **on or before the day he/she returns to school & within 24 hours of absence.**
2. **Unexcused:** An absence is unexcused if the student does not provide documentation with a note or phone call from the parent or guardian the day he/she returns to school.
3. Any absence resulting from an out of school suspension for disciplinary reasons, the suspended student may not participate in any extra-curricular activities on the date of the suspension.

B. REQUIREMENTS OF A STUDENT RETURNING TO SCHOOL AFTER BEING ABSENT;

1. Document to the office the reason for being absent with a note or a phone call from a parent or guardian **PRIOR TO 8:25 a.m.** on the day of return.
2. Notes that are forged will result in the consequences being doubled for that absence.

C. AGE OF MAJORITY - EIGHTEEN YEAR-OLDS

1. Students who are at least eighteen (18) years old can excuse their own absences or release themselves from school. In event of the latter, students must check out the office at the time of self-release and check back in the their time of re-entry. 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.

D. PENALTY FOR UNEXCUSED ABSENCES

1. At the teacher's discretion, the student will not have the opportunity to make up quizzes or tests for unexcused days.
2. Students must serve a lunch detention for each unexcused absence they accrue.

E. EXCUSED ABSENCE MAKE-UP PROCEDURE

1. Normal make-up time is equal to the time absent.
2. Students are responsible for seeing teachers to determine what make-up work needs to be completed and handed in.
3. Extenuating circumstances will be considered relating to make-up work and time allowed.
4. **It is extremely important that students realize** and understand that the ten (10) days of absence built into the attendance policy are not to be considered as ten (10) approved days to skip classes, but rather, they should be used only as sanctioned by the policy.

ATTENDANCE POLICY IS THE SAME AS HIGH SCHOOL HANDBOOK

F. Truancy:

1. **If you are in school and must leave for any reason, the student must first check out in the office.** Failure to do so

Carney-Nadeau Public School Administrative Handbook

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.

2. If students ride the bus to school, they will be considered as "in school" for that entire day.
3. If you miss a class period it is considered skipping and will be dealt with accordingly. You are considered truant.

Consequences for skipping school (besides the unexcused absences):

- a** 1st Offense: (1) In-school suspension
- b** 2nd Offense: (3-4) In- school suspensions
- c** 3rd Offense: (4-5) In-school suspensions or 1-4 out-of-school suspensions
- d** 4th Offense: If a student is under the age of 16 and continues to establish a pattern of poor attendance, the student and parent will be petitioned into Menominee Juvenile Court under Michigan Truancy Law.

G. TARDINESS:

1. 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.
2. 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.
3. Consequences for excessive tardiness:
 - a.** Three (3) Tardies in any one class will count as an unexcused absence in that class.
 - b.** In school suspension will be required for each tardy in any one class after 4 tardies have been recorded.

H. SEMESTER AND FINAL EXAMS:

1. All students, grades 7-12 are required to take exams in all classes on the appropriately scheduled school day and hour.

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.

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. **Detention:** Detentions must be served in the school library unless authorized by the administration.

C. **DOCUMENTATION:** The Principal 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, Section 340.613 authorizes suspension for the following reasons: gross misdemeanor, persistent disobedience, or habits or bodily conditions detrimental to the school. (See Appendix of NEOLA)

Suspensions of more than ten days are discouraged. In such actions, the following precepts shall be adhered to:

Carney-Nadeau Public School Administrative Handbook

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. Phone or personal contact shall immediately notify the parents 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:
 - a.** 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.
 - b.** 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.
 - c.** The superintendent's decision may be appealed to the Board of Education within five (5) school days of such a decision.
 - d.** 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.** An attorney or other advisor of their choosing may represent the student or parent.

Carney-Nadeau Public School Administrative Handbook

- 3.** Witnesses may be presented at the hearing and the student or his/her representative may question witnesses testifying against him/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 (2) school days from the hearing. Such written opinion shall be forwarded to all parties concerned.
- 7.** The superintendent shall make recommendations for the expulsion of a student from school to the Board of Education. 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.
- 8.** The Board of Education shall set the date, time, and place of the hearing and shall transmit written notices of it 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 Principals 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. The superintendent shall approve any exception to these guidelines.

