

# **Carney-Nadeau High School Handbook**

## **Home of the Wolves**



**2016-2017**

**Carney-Nadeau  
High School Student Handbook  
2016-17**

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Student/Parent Handbook

For the

Carney-Nadeau Public School

Welcome to the Carney-Nadeau Public School. All of 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/Transportation Supervisor 906-639-2000  
ex126

John Eichhorn, Principal/Director of Special Education, 906-639-2000,  
ext127

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

Melinda Brabant, School Secretary 906-639-2171 ex101

Lisa Kalhoeffer, Student Services 906-639-2171

**School Year 2016-17**

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# **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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Science . . . . .	Mr. Keith Cross
Social Studies . . . . .	.Mrs. Dana Dziedzic
Agricultural Science. . . . .	Mrs. Patricia Wehner
English... . . . .	Ms. Deanna Knight
English and Health. . . . .	Mr. Dale Harris
Mathematics . . . . .	Mrs. Sarah Gilreath
Mathematics. . . . .	Mr. Travis Depuydt
Music/Band. . . . .	TBA
Special Education . . . . .	.Mrs. Christine Jenkins
Business Management . . . . .	.Mrs. Kathi Moreau
Student Services . . . . .	Mrs. Lisa Kalhoeffer

OFFICE PERSONNEL

Superintendent. . . . .	Mr. Adam Cocco
Principal . . . . .	.Mr. John Eichhorn
Administrative Assistant to the Superintendent. . . . .	Mrs. Kelly Janofski
School Secretary . . . . .	Mrs. Melinda Brabant

BOARD OF EDUCATION

President . . . . .	.Mr. Gerald Hoduski
Vice President . . . . .	.Mrs. Linda Corrigan
Secretary . . . . .	.Mr. Jason DuPont
Treasurer . . . . .	.Mr. Dan Koffman
Trustees . . . . .	.Mrs. Joanne Polfus Mr. Mike Charlier Mr. Mark Jasper

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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:** no longer permitted

**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.

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

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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.
- c. Proof of immunization

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

Students enrolling from another school must have an official transcript from their previous school to have credits transferred. The 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 change within 2 weeks of the start of the semester. Schedule changes will not be permitted throughout the school year.

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**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.

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**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.

**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](http://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](mailto:FERPA@ED.Gov)  
[PPRA@ED.Gov](mailto: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.



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**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. ,  
students \_\_\_\_\_ 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 or other electronic communication devices must be turned off during school hours. 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	Business Mngmnt, Careers
Algebra I,II	Geometry
Senior Band	Math Lab
Personal Finance	Probability & Stats.
Human Anatomy	Voc-ed classes (Art,Building, Welding)
Calculus & Trig.	Bay Dual Enrollment Courses
Computer Coding	Natural Resources
Business Law	Creative Writing
Foreign Language I&II	Choir

**COURSES AVAILABLE TO JUNIORS ARE:**

Calculus	Algebra II
English 11	Probability & Stats
Foreign Language I&II	Natural Resources
Band	Physics
Earth Science	World History
Human Anatomy	Bay Dual Enrollment Courses
Business Law	Computer Coding
Voc-Ed Classes (Art, Building, Welding)	Creative Writing
Choir	Math Lab

**COURSES AVAILABLE TO SOPHOMORES ARE:**

Choir	English 10
English 10	Geometry
Foreign Language I	Government and Econ
Chemistry I	Natural Resources
Band	Computer Coding
Zoology	Bay Dual Enrollment Courses

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**SCHEDULE OF COURSES**

**COURSES AVAILABLE TO FRESHMEN ARE:**

English 9	Band
Algebra 1	Botany and Landscaping
U.S. History 9	Biology
Health	Physical Education
Math Lab	

**COURSES AVAILABLE TO 8th GRADERS ARE:**

Science	Band
Physical Education	Intro to Agriculture
Health	English 8
US History 8	Test Taking/Study Skills
Algebra I a	Math Lab

**COURSES AVAILABLE TO 7th GRADERS ARE:**

World History 7	Math 7
Life Science 7	Physical Education
Health	Technology 7
Language Arts Test Taking Skills	Language Arts 7
Band	Intro to Agriculture
Math Lab	

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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-three (23) units of credits are required for students expected to graduate in the 2013-14 school year, 21 of which must be academic.
5. No credit will be given for athletic participation.
6. The following units of credit will be required all classes;

❖ 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
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 \_\_\_\_\_ and \_\_\_\_\_ 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



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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 6<sup>th</sup> and 7<sup>th</sup> hours. Students in grades 7-12 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 6<sup>th</sup> and 7<sup>th</sup> 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 high school dances will be held on Friday or Saturday Evening
2. Time: 6:00 - 9:00
7. 7<sup>th</sup> and 8<sup>th</sup> grade students of Carney-Nadeau only.
8. All student handbook rules apply to after school activities.

**Spirit Week**

1. All Spirit Week games are to be arranged with the Principal a minimum of 14 days in advance.

**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 excused from classes until dress is corrected.
4. 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) leggings nor pajama bottoms are permissible.

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- 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 midriffs.
  - 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?
5. 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.
6. 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.
- 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.

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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.

**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.
- 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.

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- 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 and check back in at 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.

Closed Campus—Except for during the noon hour as it applies to students in grades 7-12, 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.

**6. Five (5) MAXIMUM ABSENCES PER Marking Period**

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- a. After five (5) 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 not have that number charged against the total of ten (10) days permitted in this policy.
- d. **It is extremely important that students realize** and understand that the five (5) days of absence built into the attendance policy are not to be considered as five (5) 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 ten (5) allowable absences.
- e. Seniors will be allowed two "college visits" their senior year that will not count against their 5 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
  - ❖ 3rd Offense: Four days In School Suspension
  - ❖ 4th Offense: Referral to the Administration for further disciplinary action.

## **8. TARDINESS**

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- 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. 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.

## **10. 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 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.

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**BOARD OF EDUCATION  
Legal Basis for School Discipline**

"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.



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**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 cumulative 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 cumulative 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 cumulative 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.

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## **Criminal Acts**

### **I. Possession of a weapon**

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

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dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**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

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for reinstatement in accordance with guidelines which are available in the principal's office.

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



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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 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 office 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:

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- A. Verbal harassment or abuse
- B. Pressure for sexual activity
  
- 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-Harrassment Compliance Officers, Adam Cocco or Lisa Kalhoefer, both of whom may be reached in the main office or by calling 906-639-2171. Mr.

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Cocco may also be reached via email at [acocco@cnps.k12.mi.us](mailto:acocco@cnps.k12.mi.us). Mrs. Kalhoefer's email address is [ikalhoefer@cnps.k12.mi.us](mailto:ikalhoefer@cnps.k12.mi.us).

### **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

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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.

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**VI. Profanity**

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.

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**Gambling**

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

**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.

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

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. After the 4<sup>th</sup> offence the school retains the right to NOT return the device until the end of the school year. 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. 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 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.

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## 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 of unauthorized prescriptions, illegal drugs, behavior altering substances, look-alike drugs, drug paraphernalia, alcohol, nonalcoholic beer, and the like.) First offense Level 4. Second offense Reviewed by the discipline board.
- V. Insubordination: First offense Level 1, continual offenders will be reviewed by the discipline board.
- VI. Profanity/obscenity: First offense Level 1 and parent notification, Second offense Level 2 and parent notification. Levels continue with each offense.
- VII. Vandalism/ Theft: First offense Level 1/2 possible police notification. Second offense Level 2/3 possible police notification.
- VIII. Skipping: First offense Level 1. Second offense Level 2. Levels continue with each offense.
- IX. Dress Code Violation: First offense students will be given appropriate clothing for the remainder of the day with parent notification. Second offense Level 1/2. Levels continue with each offense.
- X. Disruption of the Educational Process: First offense Level 1/2, Second offense Level 2/3. Levels continue with each offense.
- XI. Cheating: First offense Level 1/2 loss of credit. Second offense Level 2/3 loss of credit.
- XII. Displays of Affection: First offense warning, Second offense Level 1, Third offense Level 2. Level continues with each offense.
- XIII. Numeration: The numeration of this code is in no way, shape or form to limit the administration from creating additional rules and enforcing acceptable standards. (Poor sportsmanship, throwing objects, possession of laser pointers, gambling, and other violations listed in the student handbook.)
- XIV. Electronic Devices see page 52

## Corrective Actions:

<p>Level 5: Expulsion</p> <p>Level 4: OSS 5-10 Days</p> <p>Level 3: OSS 1-4 Days, ISS 1-5 Days</p> <p>Level 2: ISS 1-4 Days</p> <p>Level 1: Lunch Detention Detention 1 Hour to ½ Day ISS</p>	<p>Other Forms of Discipline: Parent Contact Parent Conference Warning Saturday School Social Probation Loss of Credit (Grade/ Class) Police Notification</p> <p>With all corrective actions, parents will be notified through mail, phone or in some other manner. Each of these corrective actions may include additional actions when appropriate. All repeat offenders will be reviewed by the Discipline Review Board</p>
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**SEARCH AND SEIZURE OF STUDENT LOCKERS**

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.

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**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. Students must pass 20 credit hours in the previous semester 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 is illegal and may be hazardous to a students health and his/her athletic performance. Therefore, any athlete 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

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an adult(s) over the 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.

\* 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. 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 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.

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**IV. Minor Violations**

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

Insubordination and unsportsmanlike conduct: Any athlete who is guilty of unsportsmanlike 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-country 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**

- 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.

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- 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 extracurricular 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 shall be reported in writing (signed and dated) to the principal or athletic director. An acceptable source in reporting is defined as a person who testifies by the act of reporting that he/she was a first hand witness to the alleged violation. Such witness must be willing to meet with the athletic council and the accused and his parents and/or guardian. Hearsay information not reported in the above manner will not constitute grounds for application of penalties, unless after reasonable efforts to investigate have been made by school officials, the accused athlete convinced as to guilt in the matter and insist on application of penalty. Information obtained from police agencies or other governmental sources proving the allegations will also be acceptable as proof of rules violations.

**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 D+ or above in all subjects during the time they are participating.
2. A participant who has not maintained a passing grade in all subjects will receive one written warning per class per athletic season. A warning does not suspend the participant from the activity.
3. All warnings will be submitted to the Administration. The coach is responsible for obtaining the weekly eligibility reports.
5. If after a warning has been given in a class, the student does not achieve a passing grade in any one-week period in that class, he/she will be suspended from participating in that athletic activity for one week. Pending written notice from the teacher to the Administration and coach.

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6. A participant will be suspended from participation in an athletic activity for the remainder of the season for one of the following:
  - a. One warning plus 3 successive suspensions
  - b. One warning plus 4 non-successive suspensions

**X. Attendance**

- 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 extracurricular 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.

**STUDENT DRUG-FREE SCHOOL POLICY**

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**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.

**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 safekeeping.

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- 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.
- f. Students must use the locker assigned to them by the school office. Any changing of lockers must be okayed by the principal.
  - : **weapons and drugs**
  - : **obscene materials and stolen property.**
  -
  
- 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:**

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.

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.



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- 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.
  - 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).

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:**

- report sent home
- one day suspension from bus
- three-day suspension from bus
- ten-day suspension from bus
- loss of bus privilege

**Major Infraction:                    **Suspension from bus****

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**Student Use of Personal Transportation to and from school:**

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.
- 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 4<sup>th</sup> 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:

- lunch detention/ one-day suspension
- one-day suspension
- three-day suspension
- permanent loss of privilege to drive a vehicle on school property referred to Board of Education for further action.

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## **ACCEPTABLE USE OF ELECTRONIC INFORMATION, SERVICES, AND NETWORKS (Computer Use Form)**

### **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**

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**

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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.

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

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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.

1. 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 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.

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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, 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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 <b>#WolfPRIDE</b>		<b>Carney-Nadeau Public School Behavior Matrix</b> <b>P. R. I. D. E.</b>				
	<b>Positive</b> <i>My attitude</i>	<b>Respect</b> <i>Teaching all with empathy and consideration</i>	<b>Integrity</b> <i>Who you are when no one is looking</i>	<b>Determination</b> <i>Never give up</i>	<b>Encouragement</b> <i>How we treat others</i>	
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>▶ Positive class participation</li> <li>▶ Use kind words.</li> <li>▶ Be helpful to others.</li> <li>▶ Value others' feelings.</li> <li>▶ Allow others to express their feelings and opinions.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Be prepared and on time.</li> <li>▶ Listen to others.</li> <li>▶ Be engaged.</li> <li>▶ Follow staff directions.</li> <li>▶ Use positive tone and language.</li> <li>▶ Follow the dress code.</li> <li>▶ Respect others, property, and materials.</li> <li>▶ Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Be honest.</li> <li>▶ Take ownership of your actions.</li> <li>▶ Academic honesty</li> <li>▶ Report concerns, suspicious, or dangerous behaviors.</li> <li>▶ Do your own work.</li> <li>▶ Be humble.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Do your best.</li> <li>▶ Never give up.</li> <li>▶ Set goals for yourself.</li> <li>▶ Finish what you start.</li> <li>▶ Be on time.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Positive class participation</li> <li>▶ Use kind words.</li> <li>▶ Use positive tone and language.</li> <li>▶ Never give up.</li> <li>▶ Value others' feelings.</li> <li>▶ Allow others to express their feelings and opinions.</li> </ul>	
<b>Public Areas</b> (Hallways, Cafeteria, Restrooms, School Grounds)	<ul style="list-style-type: none"> <li>▶ Be friendly and courteous.</li> <li>▶ Use appropriate language.</li> <li>▶ Be patient in line.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Keep hallways/lockers neat and organized.</li> <li>▶ Respect property of others.</li> <li>▶ Be polite and courteous.</li> <li>▶ Keep hands to self.</li> <li>▶ Respond appropriately to directions.</li> <li>▶ Respect personal space.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Be honest.</li> <li>▶ Lead by example.</li> <li>▶ Own your behavior.</li> <li>▶ Report concerns, suspicious, or dangerous behaviors.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Keep hallways/lockers neat and organized.</li> <li>▶ Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Be friendly and courteous.</li> <li>▶ Use appropriate language.</li> <li>▶ Value others' feelings.</li> </ul>	
<b>Buses and Parking Lots</b>	<ul style="list-style-type: none"> <li>▶ Be friendly and courteous.</li> <li>▶ Use appropriate language.</li> <li>▶ Be patient in line.</li> <li>▶ Follow bus drivers' rules.</li> <li>▶ Obey traffic laws.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Respect others, property, and materials.</li> <li>▶ Follow bus drivers' rules.</li> <li>▶ Respond appropriately to directions.</li> <li>▶ Be courteous.</li> <li>▶ Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Be honest.</li> <li>▶ Lead by example.</li> <li>▶ Own your behavior.</li> <li>▶ Report concerns, suspicious, or dangerous behaviors.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Obey traffic laws.</li> <li>▶ Follow bus drivers' rules.</li> <li>▶ Own your behavior.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Watch for others.</li> <li>▶ Observe your surroundings.</li> <li>▶ Obey traffic laws.</li> <li>▶ Follow bus drivers' rules.</li> <li>▶ Help others be safe.</li> </ul>	
<b>School Related Activities</b> (any event involving CNPS)	<ul style="list-style-type: none"> <li>▶ Exhibit good sportsmanship.</li> <li>▶ Be friendly and courteous.</li> <li>▶ Use appropriate language.</li> <li>▶ Make a positive impact on your life.</li> <li>▶ Be a role model.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Respect property of others.</li> <li>▶ Exhibit good sportsmanship.</li> <li>▶ Follow the dress code.</li> <li>▶ Respect others, property, and materials.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Lead by example.</li> <li>▶ Be honest.</li> <li>▶ Report concerns, suspicious, or dangerous behaviors.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Be on time.</li> <li>▶ Keep trying.</li> <li>▶ Be a role model.</li> <li>▶ Do your best.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Represent CNPS in a positive manner.</li> <li>▶ Be friendly and courteous.</li> <li>▶ Use appropriate language.</li> <li>▶ Make a positive impact on others.</li> <li>▶ Be a role model.</li> </ul>	

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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:

- My student(s) and I have read and agree to adhere to the computer use policy
- I give permission for my son/daughter to drive his/her car to school.  
**(Michigan licensed H.S. Students)** Please fill out form (following page).
- I understand the Bus Passenger Policy rules and consequences.
- I understand the Attendance Policy rules and consequences. (Grades 6-12)
- I would like a paper copy of the Student Handbook for my records (otherwise available on School's website).

Please list all of your children and their grades:

**Name**

**Grade**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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

Student Name:

\_\_\_\_\_

Student School ID # \_\_\_\_\_

Year \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Color \_\_\_\_\_

License Plate# \_\_\_\_\_

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