



**Decatur High School
Parent/Student Handbook
2016-2017**

Principal: Mr. Matt McLouth

Revised June 2016



DECATUR HIGH SCHOOL STUDENT HANDBOOK

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SCHOOL CALENDAR

Decatur Public Schools CALENDAR 2016-2017

August 29 & 30, 2016	<i>Professional Development</i> All Teachers
<u>September 6, 2016</u>	<u>First Day of School for students</u>
October 12, 2016	1/2 Day All Students , students dismissed at 11:45 <i>Professional Development</i> for teachers in the afternoon *
November 4, 2016	1/2 Day All Students (Records Day), students dismissed at 11:45 End of First Marking Period (<i>44 days</i>)
November 10, 2016	1/2 Day All Students , students dismissed at 11:45 K-12 Conferences Noon-4:00 p.m., 5:00-8:00 p.m.
November 23-25, 2016	No School - Thanksgiving Break
December 7, 2016	1/2 Day All Students , students dismissed at 11:45 <i>Professional Development</i> for teachers in the afternoon *
Dec 19, 2016 – Jan 2, 2017	No School - Holiday Break
January 3, 2017	School Resumes after Holiday Break
January 27, 2017	1/2 Day for Students (Records Day), students dismissed at 11:45 End of Second Marking Period (<i>46 days</i>)
February 23, 2017	1/2 Day All Students (students dismissed at 11:45) K-12 Conferences Noon-4:00 p.m., 5:00-8:00 p.m.
February 24, 2017	No School
March 15, 2017	1/2 Day All Students , students dismissed at 11:45 <i>Professional Development</i> for teachers in the afternoon *
March 31, 2017	1/2 Day All Students (Records Day), students dismissed at 11:45 End of Third Marking Period (<i>44days</i>)
April 3-7, 2017	Spring Break (No School for students and staff)
April 10, 2017	School Resumes from Spring Break
April 14, 2017	No School - (Good Friday)
May 12, 2017	1/2 Day All Students , students dismissed at 11:45 <i>Professional Development</i> for teachers in the afternoon *
May 29, 2017	No School - Memorial Day
June 13, 2017	1/2 Day All Students , students dismissed 11:45 (Teacher Records Day in afternoon)
<u>June 14, 2017</u>	<u>Last Day of School for students, 1/2 Day All Students</u> , students dismissed 11:45 (Teacher Work Day in afternoon) End of Fourth Marking Period (<i>46 days</i>)

Three additional Teacher *Professional Development* days will occur during the summer of 2016. These three days will vary by teacher and will be approved and verified by the administration.

(* Optional for MS Teachers.)

Open House is August 30, 2016, 4:00-6:00.

180 School Days for Students

185 Work Days for Teachers

WELCOME

Dear Parent/Guardian,

This handbook was designed to aid you and your child. It is not all-inclusive, but does cover most of the items that commonly concern parents and students.

The staff of Decatur High School continues to encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

As always, we are here to assist you and your child. Please contact us if we can be of service to you.

Sincerely,

Matt McLouth, Decatur Middle/High School Principal

MISSION STATEMENT

Decatur High School will promote responsible citizenship, pride in community and respect for individual differences through quality academic and social experiences.

FEDERAL LAW COMPLIANCE

Decatur High School hereby agrees that it will comply with federal laws prohibiting discrimination and with all requirements imposed by the United States Department of Education. Decatur Public Schools does not discriminate on the basis of race, color, creed, religion, national origin or ancestry, sex, marital status, age, cultural or economic background or handicap/disability in admission or access to, or treatment, or employment in any of its programs, activities, or policies. Furthermore, discriminatory harassment of students by district elected officials, employees, vendors, contractors, other students, parents, invitees, volunteers or guests will not be tolerated. Inquiries or complaints should be directed to the building principal or superintendent and processes followed as per Board of Education policies, 8015, 8018 & 8018R.

BELL SCHEDULE

8:15 a.m. - 9:10 a.m.	1st Period
9:10 a.m. - 9:17 a.m.	Breakfast
9:17 a.m. - 10:12 a.m.	2nd Period
10:16 a.m. - 11:11 a.m.	3rd Period
11:15 a.m. - 12:10 p.m.	4th Period A
11:11 a.m. - 11:41 a.m.	Lunch A
12:10 p.m. - 12:40 p.m.	Lunch B
11:45 a.m. - 12:40 p.m.	4th Period B
12:44 p.m. - 1:17 p.m.	Intervention/Enrichment
1:21 p.m. - 2:16 p.m.	5th Period
2:20 p.m. - 3:15 p.m.	6th Period

DECATUR FIGHT SONG

We're the Raiders from Decatur
And we're always on the ball.
We'll fight right on to victory
We're the greatest of them all.
Though we sometimes have low spirits
And we think that we're going to fall,
We always think of victory, and we call

Go you Raiders, do your best,
We know you'll pass the test.
We are proud of Brown & Gold
We know you'll beat the rest!
Fight-Fight-Fight

On You Raiders to the top
We know you'll never stop
Go-Fight-Win this game
Let's uphold the Raider fame!
Go-Fight-Win

GENERAL INFORMATION

Age of Majority

When a student reaches the age of eighteen he/she may inform the Decatur Public Schools that he/she is taking full responsibility for his/her records, correspondence, attendance and other school related matters. Students must complete the "Assumption of Responsibility" form and submit it to the office. There is an understanding that eighteen-year-olds will have no special privileges. Students who are 18 and older may not sign out and return to school without a valid reason (i.e. medical, dental, court appointment, etc.). Documentation of such appointments is required to obtain an excused absence.

ACADEMIC INFORMATION

Grading System

The system of grading recommended by the State Department of Education is used, and is as follows:

A – Excellent	D –Poor
B – Very Good	F – Failure
C – Average	I - Incomplete

All incompletes must be made up under the direction of the teacher. An incomplete that is not made up becomes an "F."

Grade Point Average (GPA) and Ranking In Class (RIC) calculations at Decatur High School are determined using the following formula: ***Grade Points X Potential Credits ÷ Total Potential Credits***. The Decatur Board of Education has approved the following grade values that are used in computing a grade point average for all classes except AP classes.

Letter Grade	Percent	Academic Courses Grade Points
A	94 - 100%	4
A-	90 - 93%	3.7
B+	87 - 89%	3.3
B	83 - 86%	3
B-	80 - 82%	2.7
C+	77 - 79%	2.3
C	73 - 76%	2
C-	70 - 72%	1.7
D+	67 - 69%	1.3
D	63 - 66%	1
D-	60 - 62%	0.7
F	0 - 59%	0

Weighted Grades

The Decatur Board of Education has approved the following for computing GPA and RIC for all AP/College classes: Grades will be weighted for GPA and RIC using added value for Advanced Placement AP/college level classes. One (1) grade point will be added to the scale above under "Academic Courses Grade Points" for any grade in an AP/college course for computing GPA and RIC.

Grade Change

Any grade appeals to change existing student grades must follow the procedures and time lines indicated by Board of Education Policy 8055.

Class Rank

Only semester grades are used to determine class rank.

Graduation Requirements (Board Policy 7600)

To qualify for a graduation diploma at Decatur Public Schools a student must complete the requirements outlined in Board Policy 7600. These requirements include but are not limited to those shown in the table below. Please consult with the high school principal for specific information. Decatur Public Schools requires a minimum of 22 credits to earn a diploma from Decatur High School. The State of Michigan requires 17 credits + 5 more required by DPS for a total of 22 credits.

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

In addition to the above State of Michigan Requirements Decatur Public Schools requires an additional 5 elective credits.

Semester Exams

At the end of each semester, high school students will take a comprehensive final examination/assessment covering the materials studied. The final examination grade will account for 20% of the final semester grade. In some cases, a teacher may choose to substitute a project for a final exam that demonstrates comprehensive content learned for the course.

TABE - Home School Entrance Test

Students who have been home-schooled or who have not recently been in school are required to take the Test for Adult Basic Education to determine not only high school course credits, but also grade level placement. The high school counselor would give and score the TABE test during the registration process. Any home schooling concerns will be administered through Board Policy.

Alternate Source of Credit (Board Policy 7642)

Students may earn credits through on-line courses.

Dual Enrollment

Students who are classified as tenth, eleventh or twelfth graders and who meet eligibility requirements may enroll in college level classes.

Virtual and On-line Courses (Board Policy 7642)

Decatur Public Schools endorse and support the pursuance of on-line course work. Students may be able to earn credits to be applied toward graduation requirements as long as

1. The course is not offered through the high school;
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict;
3. The course will serve as a supplement to extended homebound instruction;
4. The student has been expelled from the regular high school setting, but educational services are to be continued; or
5. The principal, with agreement from the student's teachers and parents/guardians, determined the student requires a differentiated or accelerated learning environment.
6. Students taking such courses must be enrolled in the district and take the courses during the regular school day or during summer school at the school site.
7. The student must have express approval of the principal before enrolling in a virtual course.

Testing Out

For information on testing out of a class, please see the Guidance Counselor.

Report Cards and Mid-Quarter Reports

Report cards are issued four times a year. Each marking period is approximately nine weeks in length. Mid-quarter progress report forms are mailed home at the half-way point of each marking period.

Honor Roll / Academic Letters / Honor Graduates

Honor Roll

The honor roll provides recognition to students who excel academically. To earn honor roll status for a semester the student must earn a grade point average of 3.0 or better with no letter grade below a "C."

High Honor Roll

Students earning a semester grade point average of 3.5 or better with no letter grade below a "C" will earn High Honor Roll status.

Principal's Honor Roll

To be recognized for the Principal's Honor Roll, a student must earn "A's" in both semesters of a given year.

Academic Letters

Students who earn High Honor Roll status two semesters of an academic year are awarded an academic letter at the year-end awards assembly. If they have been previously awarded the letter they will earn an academic pin.

Honor Graduates

Seniors with a grade point average of 3.0 or higher after seven semesters of work will be graduated with honors. Seniors with a grade point average of 3.5 or higher after seven semesters will be graduated with high honors.

Valedictorian and Salutatorian

The valedictorian and salutatorian will be determined by the three and one-half year cumulative grade point computation at the end of the first semester of the students' senior year.

ANNUAL PARENT NOTICE RIGHT TO REQUEST TEACHER QUALIFICATIONS

Our school district receives federal funds for Title I programs as part of the Elementary and Secondary Education Act, most recently known as No Child Left Behind. As part of this act, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

1. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
 2. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
 3. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
 4. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.
- If you would like to request this information, please contact your child's school.

ANTI-BULLYING POLICY

It is the policy of Decatur Public Schools (Policy #5517.01) to provide a safe and nurturing educational environment for all of its students. This policy protects students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

"Bullying" is defined as any written, verbal, or physical act, including cyber-bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as Internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. substantially interfering with educational opportunities, benefits, or programs of one or more students;
2. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

1. **Physical:** hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. **Verbal:** taunting, malicious teasing, insulting, name calling, making threats.
3. **Psychological:** spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Retaliation/False Accusation

Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, she/he shall promptly report such incident to the appropriate principal or designee, or Superintendent, as defined below.

Investigation

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

Notice to Parent/Guardian

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Discipline

Parents of all students involved will be notified by school personnel. Disciplinary measures for students found violating this policy could include detention, suspension, expulsion and referral to proper legal authorities.

FOR MORE INFORMATION, REFER TO THE FULL POLICY POSTED MAY 21, 2012 LOCATED ON OUR WEBSITE AT WWW.RAIDERPRIDE.ORG

ASBESTOS INFORMATION

Under the federal mandated Asbestos Hazard Emergency Response Act (AHERA), every public school district must annually make a report to its school community on the Asbestos Containing Materials (ACM) in all school buildings. The friable ACM in our buildings is located primarily in pipe tunnels and boiler room areas. Most of the ACM in our buildings was removed during the construction project. Every six months conditions are checked and, when necessary, minor repairs are made. Our goal is to provide a safe environment for our school family by closely monitoring the conditions of the asbestos in our facilities. The last three-year inspection (required by law for all district buildings) was completed in July 2013. In addition, the district undergoes "periodic surveillance" checks every six months.

The three-year Asbestos Management Plan is currently available for review in the district office. The Management Plan contains information regarding the location of asbestos-containing materials in school buildings, the condition of the asbestos, and a plan for dealing with any remaining asbestos. If you have any questions or concerns regarding the ACM in our buildings, contact Joe Parish at 423-6903.

ATTENDANCE PHILOSOPHY

Decatur High School is committed to helping prepare students to begin their adult lives. Regular school attendance is basic to the success that students attain from their school programs. For each student, daily instructions, classroom interactions, discussions, lectures, clarifications, explanations, and other classroom experiences cannot be duplicated and, therefore, constitute valid and crucial portions of course work.

Michigan laws are very strict in regard to the compulsory attendance of children six- 16 years of age, and hold parents/guardians responsible for their children's attendance in a manner, which is "consistent and consecutive for the school year" (MCL 380.1561). Therefore, the major responsibility for acceptable attendance lies with the student, parents/guardians. Students are expected to be in school and on time to each class every day.

An absence is defined as absent from class for longer than 10 minutes. Parents/guardians must notify the school of any absences within 48 hours of the student's absence, with the reason for the absence. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned in accordance with the school calendar.

ATTENDANCE POLICIES AND PROCEDURES

EXCUSED ABSENCES

To excuse an absence parents/guardians must call the high school office (269-423-6850) or send a note within 48 hours of student's absence. Students who have attained the age of 18 years and who have an Age of Majority Agreement of file are responsible for notifying the office through phone call or note. Phone calls and notes must be received personally by one of our office secretaries prior to 8:30 am. There are no exceptions to this policy.

An absence will be considered an "excused absence" if a parent/guardian contacts the school within 48 hours of the absence, and provides a valid reason for the absence. Excused absences may include, but are not limited to, the following:

1. Personal injury or illness

2. Family emergency
3. Medical/ dental/ legal appointment
4. Funeral
5. Verifiable chronic illness- statement signed and dated by physician
6. Pre-arranged absences with proper notification and administrative approval

Upon return from short term excused absences, students will be responsible for making arrangements with individual teachers to make up work missed during their absences for full credit. All work, quizzes, and tests should be made up within one day following a one-day absence, two days following a two-day absence, etc. In the case of long term absences, parents/guardians may make arrangements to pick up work from the high school office. A one-day advance notice is required.

EXEMPT ABSENCES

Exempt absences are those which are not considered when counting excessive absences:

1. School activities
2. Legally documented court appearances
3. Suspension from school
4. Religious holidays
5. Medically verifies long-term or chronic illness
6. Pre-arranged college visits

UNEXCUSED ABSENCES

Unexcused absences are defined as absences for any other reason than those listed as excused or exempt. They include but are not limited to:

1. Skipping class (truancy)
2. Leaving the school or a designated area within the school without permission.

If a student fails to attend class(es) and a parent/guardian has not notified the office within 48 hours of the student's return, the absence(es) will be recorded as unexcused. Work made up within the time frames outlined under "Excused Absences" can earn a maximum of 60 percent credit.

CONSEQUENCES OF EXCESSIVE ABSENTEEISM

When a student has accumulated five (5) excused or/and unexcused absences, a notification will be sent to parents/guardians apprising them of the situation. When the number of accumulated absences reaches 10 during one semester, credit for the class may be forfeited. At this time, a meeting will be scheduled with the student, the parent/guardian and the principal. The purpose of the meeting is to discuss consequences of the absenteeism. Possible outcomes of the meeting may include:

1. Make up time lost past the 10-day limit
2. Probationary attendance contract
3. Credit forfeiture: However, in the event that the student earns 77 percent or above on the semester exam, the student will receive credit with the grade of F.

Tardiness is defined as arriving in a class after the beginning of the class period

1. Excused tardies will not be recorded and must be identified as such by a pass issued by a counselor, teacher, or office personnel.
2. Unexcused tardies are those that have not been verified or excused.
3. Students arriving tardy in a classroom without a valid excuse will be assigned the following discipline:
 - Penalty for the first unexcused tardy in a particular class, during a marking period, is one lunch detention.
 - The penalty for the second and third unexcused tardy in a particular class, during that marking period, will be three lunch detentions.
 - On the fourth and each subsequent unexcused tardy for the marking period, the student will be assigned a one-hour after school detention.
4. If a student is late reporting for the school day, he/she must report to the office to obtain a pass

before admittance to class.

Office personnel must clear early Dismissals/Sign Outs prior to any student leaving campus (Board Policy 8090). Early dismissals also require administration approval. Any student who becomes ill and wishes to leave school must report to the office. Parental approval must be given and the parents or responsible guardian must sign the student out. Students not signing out at the office before leaving school will be assigned the following discipline:

1. The penalty for the first offense will be an hour of detention.
2. The penalty for the second offense will be placement in In School Suspension.
3. The penalty for each subsequent offense will be Out of School Suspension.

BOOK BAGS / BACKPACKS

For security reasons book bags / backpacks are prohibited in the cafeteria, library, and classrooms. They must be stowed in student lockers during the school day.

BOOKS, SURFACE PROS AND OTHER EQUIPMENT

It is the responsibility of all students to take proper care of all school owned materials assigned to them. Students should immediately report loss or damage of materials to the staff person who issued them. Students are responsible for returning all school-owned books, Surface Pros and materials in a neat, clean condition typically at the end of a semester or school year.

The building principal or designated person will assess fees for damage to school-owned materials as deemed appropriate. Students will be charged for lost or damaged books. At the end of each semester, report cards will be held until all materials/supplies are returned and/or fees are paid for outstanding charges. Parents shall be notified in writing if any debt exists. Fees, fines and deposits are to be collected and charged in accordance with board policy 8990.

BUS REGULATIONS

EXPECTATIONS

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none">• Sit facing forward with your seat on the seat, back on the back, pack on your lap and feet towards the floor• Keep all body parts inside the bus• Keep hands and feet to yourself• Keep aisle clear• Leave all belongings in your backpack• Walk to and from the bus• Eat and drink somewhere other than the bus	<ul style="list-style-type: none">• Be on time for the bus• Go directly to your seat• Follow all bus rules:<ol style="list-style-type: none">1. Do not throw objects inside or outside the bus.2. Do not bring weapons, drugs or tobacco products on the bus.3. No Smoking on the bus4. No swearing.5. No violence towards the driver or other passengers.6. Disrespect toward the driver will not be tolerated.	<ul style="list-style-type: none">• Listen to and obey driver• Treat others as you want to be treated• Be a good role model• Use kind words• Talk quietly (level 2)• At Rail Road Crossing (level 0)• Keep the bus clean

The school bus is an extension of the classroom, therefore, **ALL** Decatur Public School Handbook rules and regulations apply.

CONSEQUENCES


1. 1st Incident: The student will be given a verbal warning. The driver will have a conference with the student to re-teach expectations.
2. 2nd Incident: The driver will assign the student a seat and contact the parents (Red Slip). The driver will have a conference with the student to re-teach expectations.
3. 3rd Incident: The driver will fill out a referral slip that will be sent to the principal. The student will be suspended from the bus for three days.

4. 4th Incident: The driver will fill out a referral slip that will be sent to the principal. The student will be suspended from the bus for five days.
5. 5th Incident: The driver will fill out a referral slip that will be sent to the principal. The student will be suspended from the bus for 90 days (one complete semester).
6. For violations of Rules 2 & 3 the driver will fill out a referral slip that will be sent to the principal. The student will be suspended from 3-90 days at the discretion of the principal.

CROSSING PROCEDURE



Our crossing procedure must be enforced. If drivers are having a problem with students not following procedure, notify the Transportation Director in writing immediately. It is the DRIVER'S RESPONSIBILITY to see that all students follow this procedure. Copies of the crossing procedures are available to give to students and parents.

Students who need to cross the road in morning to enter the bus shall follow this procedure:

1. Students are to wait on the side of the roadway they live on, no closer than 20 feet from the side of the roadway, until the bus arrives to controls traffic.
2. When the bus has arrived and has stopped moving the students will come to the side of the roadway and check traffic, left, right, left. Driver and students will establish eye contact.
3. The driver shall hold up the red, "STOP" side of the paddle and check traffic.
4. When safe for students to cross the roadway, driver will turn the paddle to the green, "student crossing"  side.
5. Students will cross the roadway and enter the bus without stopping. Students will not stop or return for any item dropped, unless the driver indicates that it is safe to do so.
6. STOP when the bus horn is blown. The horn will always mean stop at once!

Student must watch the driver for the proper signal and cross only when it is safe to do so. Students must only cross in front of the bus.

Students who need to cross the road when leaving the bus shall follow the following procedure:

1. Exit the bus turn left and take six giant steps along the side of the roadway. (far enough down the roadway for the driver to see student's feet)
2. Driver will hold up the "stop sign" side of the paddle while checking traffic. Students wait. Then the driver and students will establish eye contact.
3. When safe for students to cross the driver will turn the paddle to green, "students crossing"  side. Students will only cross to the traffic side of the bus and stop. Driver will turn paddle back to stop side.
4. Students will stop at the traffic side of the bus and check traffic left, right, left. Driver will again check traffic, when safe to cross driver will turn paddle to the green, "student crossing"  side. Student will finish crossing the road.
5. Students are to go directly to house or designated area until bus pulls away. Students will not stop in the traffic lane or return for any item dropped, unless the driver indicates that it is safe to do so.
6. STOP when the bus horn is blown. The horn will always mean stop at once!

Students must watch the driver for the proper signal and cross only when it is safe to do so. Students must only cross in front of the bus.

The Law requires that the crossing procedure is uniform and consistent throughout the district. THIS PROCEDURE APPLIES TO ALL STUDENTS (ELEMETARY, MIDDLE SCHOOL AND HIGH SCHOOL) AND TO ALL DRIVERS (REGULAR, SPECIAL OR SUBSTITUTE).

Failure to follow Decatur Public School's safe crossing procedure is subject to disciplinary action, (students) including but not limited to loss of riding privileges (drivers) regular, special or substitute, including but not limited to termination.

CELL PHONES

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communication device subject to terms of board policy 8280 and administrative rules of the district. Per board policy, "Use of the device shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. **Such devices shall not be used during instructional time or in the passing time between classes unless there is a bona fide health or safety emergency.**" Policy 8280-R further states, "Devices shall be turned off during instructional or class time, during passing times between classes and at school-sponsored events where there is a reasonable expectation of quiet attentiveness." Policy 8280-R further states, "**Devices operated in violation of this rule, or for any illegal purpose shall be confiscated, and not returned until, where appropriate, a parent/guardian conference has been held**". Students may not use cell phones or any other electronic communication device to send or receive messages, data, and/or information that would contribute to or constitute cheating on tests, or taking pictures or contributing to or constituting harassment.

1. *Parents should call the school for any emergency situation. We will contact your son/daughter in class if there is an emergency. **PLEASE DO NOT TRY TO CONTACT YOUR STUDENT BY CELL PHONE.***
2. Cell phones and other electronic devices are to be locked in the student's locker at all times. At no time is it to be carried or hidden in clothing.
3. The school will not be responsible for any lost, misplaced, or stolen cell phones.

CHILDREN'S PROTECTIVE SERVICES

C.P.S is a public agency which investigates reported incidents of child neglect and abuse. Often, visits are conducted at school, as a neutral site. The school is required by law to cooperate with the C.P.S investigators. Further information is available through C.P.S offices at the Van Buren County Department of Social Services.

CLOSED CAMPUS

Approved by the Board of Education on March 21, 2005 Policy 8095

Decatur High School has a closed campus. This means that a student is not allowed to leave the high school building during the day without specific permission of an administrator or office personnel. Students are not permitted in the parking lots and/or on other school-owned property during regular school hours unless their presence in these areas is part of a school-sponsored class or activity under the supervision of an appropriate staff person, or unless permission is granted by the office.

CLOSING OF SCHOOL FOR UNEXPECTED REASONS

During the winter months, severe road and/or weather conditions may necessitate the closing of school, or the delay of starting times. If school is to be cancelled, every attempt will be made to cancel school before 6:00 a.m. School cancellations will be announced on as many of the following stations as can be contacted:

Radio	Television
WOOD 1300 AM 105.7 FM Grand Rapids	WOOD Channel 8 Grand Rapids
WDOW / WVHQ 1400 AM 92.1 FM Dowagiac	WWMT Channel 3 Kalamazoo
WQLR / WQSN / WKZO 1570 AM 106.5 FM Kalamazoo	WOTV Channel 41 Battle Creek
WMUK 40 AM 102.1 FM Kalamazoo	WNDU Channel 16 South Bend
WCSY 98.3 FM South Haven	

New Alert System

Utilizing [voice, SMS text and email](#), the District can now send messages instantly and reliably using the integrated school notification system - for school closures, notices, etc.

CLUBS AND EXTRA-CURRICULAR ACTIVITIES

The purpose of all extracurricular activities at Decatur shall be to provide opportunities for academic achievement, pleasure, community service, leadership, and to develop individual and group responsibility. To this end, a variety of sanctioned clubs and organizations have been provided. We encourage student participation and are always interested in considering new groups to meet the changing needs and interests of our students. The following examples of clubs and student organizations are listed for information purposes. All clubs and student organizations must be approved by the building principal prior to formation and must strictly adhere to board policies 8710 and 8720.

Drama

Plays are open to all students interested in theater and will offer opportunities for involvement in performance and technical aspects of stage production.

Interscholastic Sports

Boys and girls have an opportunity to participate in a variety of sports under the structure of the Southwestern Athletic Conference and Michigan High School Athletic Association. All participants in interscholastic sports must have an annual physical examination after May 15 for the approaching school year (The Athletic Handbook is at the back of this document).

National Honor Society

National Honor Society is an academic honor group open to sophomores, juniors, and seniors who have a minimum cumulative grade point average of 3.0. Membership is based equally on the four qualities of scholarship, leadership, service, and character. Selection of students is determined by a faculty committee that reviews student applications. Activities of the society focus on service projects related to the school and community.

Science Olympiad

Science Olympiad is an extracurricular club open to ninth through twelfth graders with a strong background in science. A team of fifteen students participates in a variety of science related events at a regional tournament held yearly in March. Events involve strands of science including but not limited to Astronomy, Biology, Chemistry, Earth Science, Geology, and Physics. Team members will be selected from among all interested students who are able to attend scheduled practice sessions, which begin in January.

Student Council

The purpose of this organization shall be to provide a forum for student expression to assist in the management of the school, to sponsor organizations, to provide an orderly direction of school activities and to promote the general welfare of the school. Student Council members must maintain a 2.0 grade point average and have satisfactory citizenship. Student Council members shall serve a one-year term of office starting in the fall. Student Council members must make arrangements with their teacher(s) for make-up work prior to attending Student Council meetings.

COLLECTION OF DEBTS (Board Policy 8990)

Students are responsible for all books and materials distributed or loaned to them. At the end of each semester, report cards will be held until all materials/supplies are returned and fees paid for outstanding charges. Parents shall be notified in writing if any debt exists.

CONFERENCES

Parent-teacher conferences are scheduled periodically during the school year. These conferences give parents the opportunity to meet with teachers to discuss their child's progress. **Parents are expected to attend scheduled conferences.** Conferences may be arranged with teachers throughout the school year. Research has shown that frequent contact between parents and teachers proves to be beneficial. Please call in advance to make an appointment.

COMPUTER/TECHNOLOGY GUIDELINES

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

Unacceptable Use - The user is responsible for his/her actions and activities involving the network.

Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

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

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

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

DAILY ANNOUNCEMENTS

Announcements must be approved by the building principal by 8:00 am for morning announcements.

DANCE REGULATIONS

(as well as other social events)

School dances and other social events must be approved at least two weeks in advance by the building principal. All school social events are subject to the following guidelines:

1. All social events must be held on school property. The preferred location is the cafeteria.
2. Events may not be held on nights preceding a school day unless approved by the building principal.
3. Events must be scheduled to end no later than 11:30 p.m. so that the facility is totally cleaned up no later than 12 midnight. No admission to events will be allowed after 10:00 p.m.
4. Before approval is given for any social event, all paperwork must be completed. Forms for these events may be obtained in the school office.
5. Students attending a social event must remain in the general area assigned for that event. Students are not permitted to loiter in other areas of the building(s) or on other school property.
6. Students who leave the area of the social event will not be allowed to reenter without specific permission of the event sponsor. Admission fees will not be refunded.
7. Proper illumination of the event area shall be maintained at all times.
8. Students, who have been excluded from school, either by in-school or out-of-school suspension, or by expulsion, will not be allowed entrance to any school-sponsored social event.
9. Students from other schools may be admitted to a school-sponsored social event as a guest of a Decatur High School student. A sign-up list will be located in the school office for the registration of these persons. Decatur students may be allowed one (1) outside guest and that student must be a high school student. Decatur students must fully understand that they will be held accountable for the actions of their guests and the guest must be approved one day prior to the event by administration.
10. Any student or guest who fails to follow acceptable guidelines for behavior will be directed to leave the event and will be denied entrance to future events for the remainder of the school year.
11. Attire must conform to the dress code regulations described in this handbook.
12. Students and their guests must abide by all behavior guidelines and expectations described in this handbook.
13. Organizing groups who fail to fulfill their responsibilities in the conducting of a social event will be denied the opportunity of sponsoring future events for the remainder of the school year.
14. Students may be subjected to a Personal Breathalyzer Test (PBT) if the student's behavior, in the judgment of a school official, warrants the testing.

DIRECTORY INFORMATION (Board of Education Policy 8940-2 & 8940-R)

The District may release directory information in accordance with the law, provided parent(s) or guardian(s) are given the opportunity to object to the release of this information. Per board policy 8940-R the information is limited as follows:

1. Name
2. Picture
3. Grade level
4. Academic awards, degrees and honors
5. Information in relation to school sponsored activities, organizations and athletics
6. Major field of study

Should parents or 18 year-old students object to the release of such information, they should notify the district in writing at the beginning of the school year.

DISCIPLINARY PROCEDURES

Student Behavior

Students and staff of the high school are committed to working together in an environment in which complete attention may be directed to the learning process. Discipline procedures are designed to ensure this commitment, to guide students in assuming responsibility for their behavior, and to help students in obtaining every possible educational benefit from the years spent in high school.

Disciplinary Measures

The goal of any disciplinary measure is to assist the students to change behavior in such a way that future conduct will be more acceptable and directed toward achieving an education. The following types of disciplinary action may be taken when a student's behavior interferes with his/her educational opportunities, or that of others, or in the safe and orderly conduct of school activities.

1. Snap Suspension
2. After School Detention
3. Lunch Detention
4. In-house Suspension
5. Suspension out of school
6. Expulsion from school

Snap Suspensions

In accordance with Public Act 103 of 1999 (SB 183), MCL 380.1309, teachers may suspend a student from any class, subject, or activity for up to one day when the student's behavior is so unruly, disruptive or abusive that it interferes with the teacher's ability to effectively teach the class, subject or activity, or if the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction, unless otherwise permitted by mutual agreement of the teacher who ordered the suspension and the principal/designee. Students attending separate class periods throughout the school day shall be permitted, during the term of the suspension, to attend classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension at the discretion of the building administrators, within the parameters outlined in the student handbook and in accordance with Board of Education policy.

The teacher must immediately report the suspension to the principal and send the student, along with a suspension referral form, to the office for appropriate supervision. By the end of the school day, on the day of the suspension, the teacher shall ask the student's parent/guardian to attend a conference at which an administrator shall be present if the teacher or parent/guardian so request. Teachers must complete and return to the office a snap suspension form that documents the reason for suspension, parental contact information and parent/guardian conference date.

The availability of the snap suspension process does not in any way preclude the staff or administration from applying other disciplinary procedures outlined in student handbooks. This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Detention

Detention time will be given to students who require disciplinary action for tardiness, truancy, or unacceptable behavior. Length of time to be served will be determined by the teacher or administrator directly involved with the infraction, and shall be served between 3:20 - 4:10 p.m. Twenty-four hours' notice will be given to the student upon receipt of a detention slip that should be taken home. **Failure to report to detention will result in the student being placed in In School Suspension.** Students are to report to detention by 3:20 p.m. While serving detention, students are expected to be working on school assignments. Any questions regarding a detention may be directed to the high school office.

In School Suspension

Students assigned to In-School Suspension are expected to report promptly to the office at 8:15 a.m. and remain there the entire day. Time spent in ISS is not considered an absence and will not apply towards our attendance policy. Students will work on assigned disciplinary packets, review work, and class assignments during their entire stay at the discretion of the supervisor. In the event that assignments are incomplete or the student does not conform to the ISS rules, additional time may be assigned. Students may not participate in or attend any school-sponsored activity on the days of suspension, including sports.

Students will only be allowed to spend one day in ISS. Each additional infraction will result in an Out of School Suspension for that student.

Suspension Out of School (Board Policy 8350)

Suspension is defined as exclusion of a student from school for a period of time up to ten days in length. A suspension out of school means that a student is **unable to participate in or attend any school-sponsored activity on the day of the suspension.** The student will not be allowed to ride the school bus on the day(s) of suspension. Except in emergency situations, suspensions from school will be from one (1) to ten (10) days in length, depending on the severity of the infraction and the student's previous behavioral record. Students who are suspended out of school are not allowed on school property any time during the period of suspension, including before or after school. Prior to suspension, the administrator shall investigate the incident and hear all available accounts of it; the student shall be afforded the opportunity to raise a defense and to submit a written statement of facts regarding the infraction; and parents will be notified of the charges and the administration's decision regarding the incident. In emergency situations, in which the health and safety of students is threatened, or immediate removal from school is necessary to maintain an appropriate educational atmosphere, the administration is not required to conduct an investigation prior to suspension.

Students who are suspended during a snow day will not be given credit for the day served. The student will be suspended during the next regular day.

Expulsion

Expulsion from school is a denial of the right to attend school and participate in or attend any school function. Following expulsion, the student will not be re-admitted to any unit of the Decatur Schools as long as the order of expulsion remains in effect. The Board of Education may expel a student upon the recommendation of the Superintendent of Schools, or his/her designee, and the principal of the school attended by the student, after notice is given to the student and his/her parent(s) of the charges against the student, and a hearing is held as required by law. The principal may immediately remove the student from school if the student's presence poses a danger to persons or property or an ongoing threat of disruption of the education process.

Appeals Process

The parents may appeal the expulsion to the Board, in writing, within ten (10) days after receipt of the notice. The parents shall state in the appeal the reasons they think the decision is not justified and provide any extenuating circumstances they wish the Board to consider. The Board may conduct a hearing or respond with its decision in writing within fifteen (15) days after it receives the appeal. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

DRESS CODE (Board of Education Policy 8240)

The following dress code regulations are established for the purpose of providing a safe, secure, and normal functioning educational environment. A variety of styles are permitted, with the two main considerations of appropriate attire being neatness and common sense. Cleanliness of person and wearing apparel is expected as a matter of good health care. Any clothing deemed inappropriate by the staff or building principal will be dealt with on an individual basis. Specific dress code rules that are in effect include:

1. Shoes or sandals are to be worn at all times.
2. Shorts, as well as skirts, must be mid-thigh (defined as the mid-point between the hip and the knee) length or below.
3. Pants of any kind with holes above mid-thigh will not be permitted.
4. Tank tops, sleeveless t-shirts, mesh shirts / blouses, belly shirts, blouses with spaghetti straps, low scoop blouses, plunging / revealing necklines, halter-tops, or shirts of any kind with the sleeves cut off are not permitted.
5. Shirts and blouses must overlap with bottoms when standing or sitting.
6. Pajama bottoms are not permitted.
7. Pants that sag are not permitted.
8. Hats, caps, sweatbands, hoods, bandannas, scarves or other head coverings are not permitted. Jackets, coats, and gloves shall not be worn and are to be kept in the students' locker during the school day.
9. No offensive writing or insignia shall be worn, such as tobacco, alcohol, drugs, or sexual innuendos.
10. Dark glasses, unless directed by a physician, are not to be worn in the building.
11. Wearing articles that could be used in a harmful manner are prohibited in school (i.e., chains, dog collars, spiked collars, spiked wrist bands, pant straps, chain wallets, etc).
12. Gang colors, ornaments, or symbols are prohibited.
13. Shoes with wheels are prohibited in the buildings of Decatur Public Schools.

Final interpretation of this code will be at the discretion of the school administration. Students with inappropriate attire will be required to change. If different clothing must be obtained from home, students will need to contact parents. Students will not be allowed in classes until their attire is acceptable. If there is a waiting period until appropriate clothing arrives, this time will be spent in the office or another location determined by the building principal. The absence from classes will be considered unexcused.

DRIVING – STUDENT PARKING (Board Policy 8640)

All students who drive to school must obtain a parking permit. To be granted the permit:

1. Obtain an application form from the high school office.
2. Take the application home, fill it out completely and have a parent sign it.
3. Return the completed form with a copy of the vehicle's registration and a driver's license.
4. Pay the parking permit fee of \$5.00 dollars.
5. Hang the parking permit tag to the vehicle's rear view mirror so that the number is easily visible.
6. Violation of parking requirements may result in disciplinary action.
7. All vehicles are subject to search without notice or consent by the building principal or designee (Board Policy 8130)

DRIVING RULES & PARKING LOT REGULATIONS (Board Policy 8640)

Students are expected to adhere to the following driving and parking regulations at all times. Should a student violate DHS driving and/or parking regulations, he/she will have the permit revoked for a minimum of one week up to a full year.

1. A student may only drive to school if he/she has obtained a parking permit.
2. Students are required to park in the parking lot in front of the high school.
3. Parking will be available on a first-come basis.
4. If a student needs to drive on a given day because of an emergency, a note from home giving the reason for driving must be presented to the office staff in order to obtain a one-day permit. The permit must be placed in the car before the start of school and returned at the end of the school day.

5. Students are to drive slowly and carefully when entering or leaving school grounds at all times.
6. Students are required to park between the yellow lines and refrain from pulling up on the hill.
7. Snowmobiles and off-road vehicles are not permitted on the school premises.
8. Decatur Public Schools is not responsible for vandalism or damage to cars and property.
9. School officials have the right to search vehicles if there is reasonable suspicion that a student is violating school rules or the law.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

Any person who delivers, attempts to deliver, or possesses with the intent to deliver marijuana, cocaine or other illicit drugs on campus or within 1,000 feet of school property faces either a mandatory two years in prison or double the penalty otherwise prescribed. "School property" means a building, playing field, or other property used for school purposes to instruct children in grades kindergarten through 12.

Any student engaging in the activities stated in the above paragraph of this section will be disciplined up to and including expulsion and referral for prosecution. The completion of an appropriate rehabilitation program, at parent expense, may be included in the disciplinary action.

EQUAL EDUCATIONAL OPPORTUNITY

The Decatur Board of Education declares it to be the policy of this District to provide an equal educational opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background. Copies of the Grievance Procedures are available in the District Office or call 423-6800

EVACUATION PROCEDURES

Evacuation is used in the event of fire, smoke, explosion, bomb threat, flooding, etc. It may be used for spills, leaks, power outages, etc. Students are accompanied outside the building to wait or taken to a safe area/facility.

EVALUATION / TESTING

Parents should be made aware that Decatur Public Schools or its employees do not make recommendations for evaluation or testing outside of the school setting. Parents considering such services will need to seek consultation with professionals outside of the school setting. Should parents choose to elect such services, any financial encumbrances are not the responsibility of the school system.

FIELD TRIPS

All Field Trips require a signed parental permission slip. During the time students are participating in these activities, they are under the direction of the activity sponsor and are expected to follow the same guidelines for conduct as those outlined for the operation of this high school building during a regular school day. The consequences for infractions will be those specified in various sections of this handbook.

FIRE DRILLS, LOCK DOWN DRILLS & SHELTER IN PLACE EVACUATION

Michigan law currently requires all K-12 schools in the state to complete six fire drills, two lock down drills and two tornado drills per year. Fire drills are held periodically throughout the school year. Teachers will instruct students as to what exits to use. Students should memorize the exit route for each class. Upon hearing the alarm, students will stop work and proceed outdoors. The teachers, seeing that everyone has left the room, will close the classroom door, follow their group, and take along their class roll book. In addition to fire drills, 2 emergency drills are now required. Lock down procedures may be used with intruders, hostage takers, civil disturbances, riots ext. Students are "locked" into their classrooms with their teacher until "all clear". Shelter in place is used for severe thunderstorm warnings, tornado warnings, etc. It may be used for hazardous spills that might occur from a passing tanker on the highway, vapors, etc. Students, staff, and visitors, are moved immediately to their classroom. If unable to quickly move to the nearest classroom, move indoors or to an alternate pre-determined location. Students need to remain in place until the threat has passed. Evacuation is used in the event of a fire, smoke, explosion, bomb threat, flooding, etc. It may be used for spills, leaks, power outages, etc. Students are accompanied outside the building to wait or to be taken to a safe area/facility.

FUNDRAISING ACTIVITIES

Organizations wishing to conduct any type of fund raising activity must submit all requests, in writing, to the building Principal's office. Approval must be granted prior to a group's committing to this type of activity. Forms for this type of request may be obtained in the high school office. The organizing group shall be responsible for all debts incurred through conducting the activity. All profits must be accounted for and deposited in the group's student activity account. Payments must be made through the Business Office. If a student leaves the school or the organization, funds deposited in the activity accounts will not be refunded.

HALL PASSES

No student is to leave the classroom without a hall pass issued by the supervising teacher.

HEALTH ISSUES

Immunizations

The Michigan Department of Community Health (MDCH) recently modified its immunization waiver requirements for children entering school, effective January 1, 2015. While parents still have the right to refuse to immunize their child, any non-medical exemption must be certified by the local health department indicating that the individual received education on the risks of not receiving vaccines and the benefits of vaccination to the individual and the community. The MDCH defines a non-medical waiver as "a parent's/guardian's written statement indicating the religious or philosophical (other) objections to a particular vaccination(s)."

All waivers, including medical waivers, must be submitted using the waiver form prescribed by MDCH. The waiver form, which included a statement acknowledging that parents or guardians understand they may be putting their own children and others at risk of serious illness by refusing the immunizations, is available at the county health department. School officials should refer parents and guardians who request a non-medical waiver to the county health departments for education and the waiver certification form.

Head Lice (Board Policy 8515)

The School District may periodically conduct "head checks" to screen for head lice infestations.

The Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE) recommend a policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within 1/4 inch of the scalp. Nits that are found beyond 1/4 inch of the scalp have more than likely hatched, or are no longer viable.

1. Any student with live lice may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school- designated personnel find no live lice on the child, the child may reenter the school.
2. Any student with nits (farther than 1/4 inch from scalp) should be allowed in school.

Parent(s) and/or Guardian(s) should remove nits daily and treat if live lice are observed.

Medication (Board Policy 8670)

Diagnosis and treatment of illness and the prescribing of drugs are not the responsibility of the public schools and are not to be practiced by any personnel, unless authorized herein below.

It is the policy of the board that the school personnel should not provide students with aspirin or Tylenol or any other medication. The decision as to whether aspirin or Tylenol is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Unauthorized administration of aspirin or other un-prescribed medications shall not be practiced by any school personnel.

In certain circumstances, when prescription medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication the student will use; but the parents must submit a signed "Permission To Administer Medication" form to the building administrator, requesting the school's cooperation in such supervision.

Students required to take medication on a temporary basis should bring the dosage prescribed to the office. This includes **aspirin and Tylenol!** The medication, whether pill or liquid, should be in a plastic or

glass container clearly indicating the student's name, pharmacy, prescription number, identification of the medication, the dosage and time to be administered. The medication will be dispensed from the office at the time prescribed. **Unauthorized administration of aspirin or other over-the-counter medications shall not be practiced by any school personnel.**

The school will **NOT** administer any medication for any reason, unless the office has been notified and complete information is on file at school.

Bloodborne Pathogens

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect the incidents of exposure will be few, we want to notify parents of these requirements ahead of time. This way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

Health, HIV, Sex Education Notification

Parents or guardians may excuse their son/daughter from participation in any class which includes sex education and HIV or serious communicable disease instruction. Parents also have the right to review the materials used in these courses, prior to the particular instruction being offered.

H1N1-Swine Flu

Information from the Center for Disease Control and Prevention:

What is novel H1N1 (swine flu)?

Novel H1N1 (referred to as "swine flu" early on) is a new influenza virus causing illness in people. This new virus was first detected in people in the United States in April 2009. Other countries, including Mexico and Canada, have reported people sick with this new virus. This virus is spreading from person-to-person, probably in much the same way that regular seasonal influenza viruses spread.

This virus was originally referred to as "swine flu" because laboratory testing showed that many of the genes in this new virus were very similar to influenza viruses that normally occur in pigs in North America. But further study has shown that this new virus is very different from what normally circulates in North American pigs. It has two genes from flu viruses that normally circulate in pigs in Europe and Asia and avian genes and human genes. Scientists call this a "quadruple reassortant" virus.

Is novel H1N1 virus contagious?

CDC has determined that novel H1N1 virus is contagious and is spreading from human to human. However, at this time, it is not known how easily the virus spreads between people.

What are the signs and symptoms of this virus in people?

The symptoms of novel H1N1 flu virus in people are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. Also, like seasonal flu, severe illnesses and death has occurred as a result of illness associated with this virus.

How does novel H1N1 virus spread?

Spread of novel H1N1 virus is thought to be happening in the same way that seasonal flu spreads. Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza.

Sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose.

Take these everyday steps to protect your health:

1. Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
2. Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
3. Avoid touching your eyes, nose or mouth. Germs spread this way.
4. Try to avoid close contact with sick people.
5. Stay home if you are sick for 7 days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer. This is to keep from infecting others and spreading the virus further.
6. Other important actions that you can take are:
7. Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.
8. Be prepared in case you get sick and need to stay home for a week or so; a supply of over-the-counter medicines, alcohol-based hand rubs, tissues and other related items might could be useful and help avoid the need to make trips out in public while you are sick and contagious.

Decatur Public Schools will confer directly with the Van Buren/Cass Health Department and our own Decatur Board of Education regarding any closures to school due to the H1N1 virus. The Decatur Public School District will keep all families advised of any flu related issues. The Decatur Public Schools will follow the following CDC (Center for Disease Control) recommendations until further notice or instructions from the County Health Department.

PLEASE BE PREPARED – MAKE A PLAN – JUST IN CASE!

If schools were to close, are you prepared? Do you know how you might provide for your children? Visit the CDC website for more information.

IDENTIFICATION CARDS

Students will receive photo identification cards at the beginning of the school year. The card will be used in the cafeteria when ordering breakfast or lunch. It will also be necessary to use the card at certain school functions. Students are required to carry the I.D. at all times and they should be presented upon request of any administrator, teacher, or school employee.

INFORMATION DISCLOSURE (Bd. Policy 7380)

A student shall not be required to take part in any instructional survey, analysis, or evaluation that discloses information that is protected under federal law, unless the District receives prior consent from a student over 18 years of age, or prior written consent from the parent(s)/guardians(s) of a student less than 18 years of age.

INSTRUCTIONAL/MEDIA CENTER MATERIALS (Bd. Policy 7400)

The Decatur Public Schools Board of Education has established a procedure for the reconsideration of materials, should a parent/guardian have a concern about instructional materials. Any person having a concern should contact the building principal for the procedure.

INSURANCE (Board Policy 8460)

The Board of Education has purchased Student Accident Insurance for all students. This plan is secondary to any health insurance you have for your child. All claims must be submitted to any insurance coverage the student has prior to submission to this insurance carrier. This is for documented injuries that occur at or during school sponsored activities. Principals, teachers, or coaches must complete a student accident form at the time of the injury. This insurance is not all inclusive.

LATE WORK POLICY

Work completion is essential to a student's success in any course. It is important that work is completed and turned into the teacher on time. Assignments not turned in by the assigned due date will be considered late. Late assignments may receive up to 60 percent credit. No credit will be awarded after seven calendar days beyond the due date. For example, an assignment that is due on September 3 will

receive up to 60 percent credit if turned in on or prior to September 10. If the assignment is turned in after September 10, no credit will be awarded. Students who are absent are responsible for obtaining missed assignments on the day they return to school. They will have one school day for each day missed to complete and turn in those assignments for full credit.

LOCKERS (Board Policy 8130)

Lockers are the property of the school; they are loaned to the students. Each student is assigned a locker, which should be kept clean, neat, and securely closed. In most cases, students will not have to share a locker with another student. Students are to maintain the lockers they are assigned unless permission to change to another locker has been granted from the office. No students are to tamper with or rig their lockers or any other student's locker. The principal is in charge of lockers and it should be kept in mind that the principal, or any staff member delegated by him/her, has the right to inspect any locker at any time. Searches of lockers, motorized vehicles and students shall be conducted under appropriate legal standards and in accordance with board policy 8130.

Students who damage/vandalize lockers or use them for the storage of illegal or prohibited substances will be denied the use of locker space at Decatur High School and will be charged a fee for damage. The school is not responsible for possessions stored in the lockers. Valuables may be checked in the office for safe keeping. Lockers will be inspected periodically and students will be assessed a minimum charge of \$5.00 for any damage to the locker. Students observed kicking or otherwise damaging a locker will be subject to a detention or suspension.

LOITERING

Students who have no school-related business must leave the building and its property within fifteen minutes after the school day ends. Students are not allowed to wait for other students to finish practices, detentions, or tutoring. During evening events students are not allowed to loiter in other areas of the building or property that are not associated with the event.

LOST AND FOUND

Safeguard property! It is strongly recommended that students label all personal property with their names. Lockers should be locked at all times. Lost articles should be reported to the office. A lost and found box is located in the office.

LUNCH PERIODS

All students **MUST** eat their lunch in the cafeteria OR courtyard, weather permitting. Students are responsible for taking care of their own trash and seeing that the table used is clean. All food and drinks are to be consumed in the cafeteria / courtyard. No food or drinks of any kind are to be taken out of the cafeteria /courtyard. During the lunch period students are restricted to the cafeteria and courtyard, provided adult supervision is present.

Students are not to bring glass bottles into the building at any time. Outside food deliveries may only be done by a parent or guardian.

MEAL PRICES

Middle School / High School - No Charges

Full Price	\$2.50 / \$2.75
Reduced Price	\$0.40
Free	\$0

MEDIA CENTER

The Media Center is for student use. This is a place intended for quiet study and research. Individuals using this facility are expected to do their work in a quiet and non-disturbing manner. As a general guideline, students are reminded of the following procedures for using the Media Center:

1. Individuals or groups of students must have an appropriate pass for entering the Media Center.
2. Bring all necessary materials when entering the Media Center.
3. All Media Center materials to be used in another location must be checked out through the circulation desk.

4. Students should request help in using Media Center equipment or for finding necessary materials.
5. Materials must be returned on or before the assigned due date. If materials are lost, the individual who checked them out will be assessed a replacement cost.
6. The computer usage policy found in the usage agreement signed at the beginning of school year will be followed.

MESSAGES AND DELIVERIES

The school recognizes the need for parents to contact their children; however, each message delivered during the day results in a classroom disruption. To help minimize the number of interruptions parents are asked to limit messages to emergency situations or call them in prior to 11:00 a.m. so that they may be delivered during lunch.

Balloons, flowers, and messages from florists will not be delivered to students during the school day. Students may pick up deliveries in the office after 3:15 p.m.

MONITORING CAMERAS

The school board authorized the purchase and installation of internal and external video monitoring equipment on school grounds as part of a multifaceted approach to protecting the safety and security of students, staff, and property. The district recognizes it must balance the rights of privacy of students and staff with its duty to provide a safe site for learning and to safeguard district facilities and equipment. Video monitoring shall be used only to promote the order, safety, and security of students, staff, and property. Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video camera equipment and will be subject to appropriate disciplinary action.

NUTRITIONAL GUIDELINES (BOARD POLICY 4450 & 8453)

Decatur High School discourages the promotion of food items and snacks that are foods of minimal nutritional value. Students are encouraged to bring healthy snacks and treats for birthday treats and classroom parties, such as fruits, veggies, whole grains, etc. Soda Pop may not be served at Decatur High School.

Food of minimal nutritional value; such as but not limited to, soft drinks, hard candies, gum, non-juice Popsicles, are not available for sale, or distribution as a reward or incentive, to students by staff members during the school day and in the identified school food service areas during school breakfast and lunch periods.

OPEN CONTAINERS

Students are not allowed to possess opened beverage containers, except for water, in the halls or in their lockers. All beverages, except water, should be consumed in the cafeteria. Students found in violation will have the beverage confiscated.

OBSERVANCE OF RELIGIOUS HOLIDAYS (Board Policy 7800-R)

There are several holidays throughout the year that have a religious and secular basis that may be observed in the public schools. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.

Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.

PARENT INVOLVEMENT (Board Policy 7175)

The staff at Decatur High School encourages and welcomes the involvement of parent(s)/guardian(s) in our classrooms. We recognize and appreciate that parents/guardians are the “first Teachers” of their children and that their interest and involvement in the education of their children should not diminish once their child enters our school. In accordance with the requirement of the No Child Left Behind Act, the Decatur Public Schools Board of Education encourages parents/guardians participation in all school programs. Please refer to the Visitors/Volunteers Section of this Handbook.

PERSONAL CURRICULUM

The Michigan Legislature has provided an opportunity for students to slightly modify the State of Michigan graduation requirements. This modification is called a Personal Curriculum (PC). While a PC can be requested at any time during a student's high school experience, it should be used in limited circumstances after students have had the opportunity to succeed in the Michigan Merit Curriculum. Please contact the counseling office for additional information.

PESTICIDE APPLICATION NOTIFICATION

PA 131-93 requires school administrators to notify parents/guardians of children attending school that they have the right to be informed prior to application of pesticides at that school. The notice shall contain information obtained from the person applying the pesticides which includes a statement that a pesticide will be applied, approximate location of the application, and the date of the application. A "pesticide" is a substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or disinfectant.

Advisory to Parents:

Dear Parent/Guardian:

Decatur Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

You will receive advanced notice of the application of a pesticide, other than a bait or gel formulation at your child's school. This advance notice of the application will be given 48 hours before the application. The law requires us to do this notification by using two methods. The first method required by the law is the posting at entrances to your child's school. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked 3 days before the application. If you would like to be notified by mail, please contact the Operations Department at 423-6903. Please give the Operations Department secretary your name, mailing address and what school your child attends.

In an emergency (for example: bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

You may review our IPM program or pesticide application records for your child's school by calling or e-mailing Joe Parish, Director of Operations at 423-6903 or e-mail address jparish@raiderpride.org. This number or e-mail address may also be used when school is not in regular session.

POSTERS - PRINTED LITERATURE

Posters or other printed literature must be approved by the building administration prior to being posted or distributed. Those items that are approved must be attached to the walls using low stick masking tape. Scotch, duct, or other high stick tape should not be used as these products may damage the painted wall surfaces.

PROM GUIDELINES

The eleventh grade class annually hosts the Junior-Senior Prom. The following regulations and guidelines are to be followed.

1. Individuals must be a current junior or senior at Decatur Public Schools (or accompanied by one).
2. Students being accompanied by a current junior or senior at Decatur Public Schools must be attending high school (9th to 12th grade) or be a recent graduate of high school (within one year).
3. **Requests for students not enrolled/not attending Decatur High School to attend the Prom must be completed and approved one month before prom. - NO EXCEPTIONS. Decatur High School reserves the right to deny admittance for any reason to a student that is not enrolled and currently attending Decatur High School.**
4. **Students over 20 years of age unless on an extended High School Program at Decatur High School or the VBISD (and live in the Decatur School District) are not allowed to attend Prom.**

5. Once students or their guests enter the building for the prom, they may not leave and reenter.
6. All policies listed in the student handbook apply at prom.
7. Any exceptions to these guidelines must be approved by the principal.

PROMOTION AND RETENTION POLICY

In order for a student to progress from one grade assignment to the next, the following minimum numbers of credits must be earned. Class promotion does not occur automatically as a result of a year in attendance. Promotion must be earned. Promotion will be considered only at the start of the school year. Credits needed for promotion are:

9 th Grade (Freshman)	0-4.5 credits
10 th Grade (Sophomore)	5-10 credits
11 th Grade (Junior)	10.5-15.5 credits
12 th Grade (Senior)	16 + credits

SCHOOL CEREMONIES AND OBSERVANCES (Board Policy 7800)

Classrooms may open the school day with appropriate exercises. Such may include the pledge to the flag, patriotic songs, and reading of excerpts of material, which will implement the development of moral values, patriotism, and high standards of conduct. Michigan Law (Public Act 320 of 2012) requires every schoolroom to display a U.S. flag, and give children the opportunity to recite the Pledge of Allegiance each day. The new law took effect at the start of the 2013 school year. The Law prohibits compelling a student to recite the pledge, however, such students shall not cause a disturbance or interfere with the participation of others. Students of the District are not prevented by policy or rule from participating in constitutionally protected prayer.

SCHOOL RULES AND REGULATIONS

Assault on another student or staff member (Board Policy 8320)

The state of Michigan mandates under Section 380.1310 of the Revised School Code that any student in grade 6 or above who physically assaults another student on school property, at any school sponsored activity or in a school-related vehicle shall be suspended or expelled for up to 180 days.

Pursuant to Section 380.1311a (2) of the Revised School Code, any student in grade 6 or above who physically assaults a school employee, volunteer or contractor shall be expelled permanently by the school board.

Pursuant to Section 380.1311a (2) of the Revised School Code, any student in grade 6 or above who verbally assaults a school employee, volunteer or contractor or issues a bomb threat shall be suspended or expelled for up to 180 school days by the school board.

Threats of assault committed by students (Board Policy 8320)

Any student in grade 6 or above who commits a verbal, written or electronically transmitted threat of assault on school property, on a school bus or another school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be suspended or expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, “threat of assault” shall be defined as any willful verbal, written or electronically transmitted threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Due Process

Students or parents may appeal a suspension following this procedure: 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 actions within two (2) school days from the date of the conference.

Within five (5) school days from the Principal's decision, the parent may appeal such a decision to the

superintendent. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.

Student Acts Prohibited

Student involvement or participation in the following or related activities is prohibited in school buildings, on school property, at school-sponsored events, and on or against the property of school personnel or their families. Disciplinary action will be taken by the school, regardless of action by civil authorities, as detailed in the following sections.

Definitions

ARSON: the willful and malicious burning of, or the attempt to burn, any building or part of any building or any property of the school district.

BOMB THREAT: the deliberate attempt through verbal or written communication to disrupt normal school operations by reporting an impending threat of explosives on school property when no such threat exists.

CHEATING / PLAGIARISM: the act of submitting another person's work as one's own or copying another's test, report, project, etc. Possession of cheat sheet during a quiz or exam.

CRIMINAL SEXUAL CONDUCT: violation set forth in Chapter LXXVI of the Michigan Penal Code (MCL 750.520b to 750.520g). This is also defined as part of Board Policy 8018.

DISRUPTION: inciting and/or contributing to the disruption of the educational process and/or school-sponsored activities.

DISTRIBUTION OF PRINTED MATERIAL: the act of distributing unauthorized material on school district property.

DRUGS/ALCOHOLIC BEVERAGES, SALE/DISTRIBUTION: the sale, distribution, or transfer of illegal drugs, look-alike drugs, or alcoholic beverages.

DRUGS/ALCOHOLIC BEVERAGES, USE OF: possession, use, or being under the influence of alcoholic beverages, illegal drugs, look-alike drugs, or other substances including unauthorized use of prescription or over-the-counter substances which produce irregular or abnormal behavior.

EXTORTION: the act of taking or attempting to take any money or things of value from a student in school in presence of either an implied or expressed threat.

FALSE FIRE ALARM: the intentional act of initiating or participating in the setting of a false fire alarm.

FIGHTING: the act of engaging with another person in bodily contact in a physically threatening and/or destructive manner.

FIREWORKS/EXPLOSIVE MATERIALS: the possession, transfer, distribution, or use of fireworks, explosive materials, smoke-producing devices or odor producing devices.

FORGERY: the act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, documents, or stickers.

GAMBLING: the act of playing any game of chance for money or valuables, including but not limited to card playing.

GANG ACTIVITY: the act of engaging in any gang related activity including graffiti, paraphernalia, symbols, signs, etc.

GROSS DISRESPECT: willful and extreme rudeness directed toward school employees or other adults, including derogatory remarks and obscene gestures.

HAZING: any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District. (Board Policy 8270)

INDECENCY: the act of offending against commonly recognized standards of good taste, including offensive displays of affection or use of ethnically offensive language.

INSUBORDINATION: the failure to respond to or carry out a reasonable request by any authorized school personnel.

INTIMIDATION: interference with the normal school operation by threat of force or violence.

LASER POINTERS: possession of a laser pointer.

LUNCHROOM DISRUPTION: involvement in any disturbance in the lunchroom.

OBSCENITY/PROFANITY: the act of using obscene or profane language by pupils, in verbal or written form or in pictures, caricatures, or obscene gestures.

PERSISTENT DISOBEDIENCE: recurring instances of refusal to obey school personnel or to comply with school rules and regulations.

PHYSICAL ASSAULT: intentionally causing or attempting to cause serious physical harm to another through violence or force. Refer to Revised School Code section MCL 380.1311a.

PUBLIC DISPLAYS OF AFFECTION: any physical body contact except for holding hands or putting arms around shoulders.

RECKLESS DRIVING: the act of driving in a manner that is considered reckless and dangerous to the safety and welfare of others.

SEXUAL HARASSMENT: sexual advances in the form of subtle or overt pressure for sexual activity as well as other verbal or physical conduct such as sex-oriented verbal "kidding" or physical contact such as patting or pinching, etc.

THEFT / POSSESSION OF STOLEN PROPERTY: the act of dishonestly acquiring the property of another or others in school or on school grounds, or at a school-sponsored function or activity.

TOBACCO PRODUCTS: smoking, chewing, using electronic cigarettes, or possessing tobacco products on school property or at any school activity.

TRESPASSING / LOITERING: the act of prowling or loitering on foot, in a motor vehicle, or in other manner in or around the school buildings or property without authorization.

TRUANCY: the act of unauthorized and willful absence from a specific class or school for any period of time.

VANDALISM: the act of willful destruction or damage to property belonging to the school or others while under school jurisdiction.

VERBAL ASSAULT: any act, oral or written, which can reasonably be expected to induce another person to be in apprehension of danger of bodily injury or harm, or the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence. Refer to section 1311a of the Revised School Code.

WEAPONS - USE/POSSESSION: the act of possessing, using or threatening to use any weapon, any reasonable facsimile or any instrument capable of inflicting bodily injury. Refer to section

380.1311 of the Revised School Code.

WEAPONS – DANGEROUS: a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical device, iron bar or brass knuckles. Refer to section 380.1313 of the Revised School Code.

Absolute Offenses

Violations of the following offenses are considered generally not to possess degree. The violation either occurs or does not occur. Should a violation occur, the minimum penalty listed shall be imposed. The nature of the circumstance surrounding the offense may result in more serious punishments or penalties, including referral to the Board of Education for expulsion.

VIOLATIONS	MINIMUM PENALTIES
ARSON	Expulsion – 180 days, parent contact, referral to civil authorities. Section 1311 of Revised School Code
BOMB THREAT	Suspension to expulsion for up to 180 days.
CRIMINAL SEXUAL CONDUCT	Permanent expulsion pursuant to MCLA 380.1331
CHEATING / PLAGIARISM	First Offense: zero on test or assignment and parent notification. Second Offense: zero on test or assignment and 3 day suspension.
DRUGS / ALCOHOL (Possession / Under the Influence) first offense	Ten-day suspension, rehabilitation program, referral to civil authorities
DRUGS / ALCOHOL (Possession / Under the Influence) second offense	Expulsion – 180 days, rehabilitation program, referral to civil authorities.
DRUGS / ALCOHOL (Sale or Distribution)	Expulsion – 180 days, rehabilitation program, referral to civil authorities.
FALSE FIRE ALARM	Ten-day suspension, referral to civil authorities.
FIREWORKS / EXPLOSIVE MATERIALS FIREWORKS/EXPLOSIVES DISTRIBUTION/USE	Possession – Three-day suspension to expulsion. Distribution – Five-day suspension to expulsion. Use – Ten-day suspension to expulsion and referral to civil authorities.
LASER POINTER POSSESSION / USE	One-Day suspension and confiscation.
PHYSICAL ASSAULT	Against another student: Expulsion up to 180 days. Against a school employee, contractor, or volunteer: permanent expulsion pursuant to MCLA 380.1311a.
TOBACCO USAGE/POSSESSION- Prohibited for all students Board Policy 8230	First Offense: three-day suspension, referral to civil authorities. Second Offense: five-day suspension referral to civil authorities. Third Offense: ten-day suspension, referral to civil authorities.
TRESPASSING / LOITERING	3-5 Day suspension and referral to civil authorities.
VERBAL ASSAULT	Suspension to expulsion up to 180 days.
WEAPONS / POSSESSION	Confiscation, suspension or expulsion up to 180 days and referral to civil authorities.
WEAPONS (Dangerous) / POSSESSION	Permanent expulsion pursuant to MCLA 380.1311.
WEAPONS / USE	Permanent expulsion pursuant to MCLA 380.1311.

Variable Offenses

The following rule violations frequently vary in degree and intensity. The administration reserves the right to employ consequences that directly respond to the nature of the offense. They may include detention, In-School Suspension, Out of School Suspension, and in severe cases, a recommendation for expulsion. Factors taken into consideration include whether the infraction is a first or second offense, the grade

level/maturity of the student and the behavior record of the student.

Bullying
Disruption
Distribution of Printed Material
Extortion
Fighting
Forgery
Gambling
Gang Activity
Gross Disrespect
Hazing

Insubordination
Lunchroom Disturbance
Obscenity / Profanity
Public Displays of Affection
Reckless Driving
Sexual Harassment
Stealing / Possession of Stolen Property
Threat / Intimidation
Truancy
Vandalism

SEARCH AND SEIZURE (Board Policy 8130)

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

Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers, vehicles and desks. 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, vehicles and desks at any time without notice, without student consent and without a search warrant.

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 bags, coats, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Automobiles may be searched if school officials have reasonable suspicion or as part of a school-wide drug dog search.

SEX EDUCATION NOTIFICATION

A parent or guardian may excuse their son/daughter from participation in any class, which includes sex education and HIV or serious communicable disease instruction. Parents also have the right to review the materials used in these courses, prior to the particular instruction being offered.

SKATEBOARDS / ROLLER BLADES

Skateboards, roller blades or any type of wheel-related equipment except bicycles are prohibited on school property. If found in use during the school day, the item will be confiscated for the remainder of the day. In the case of a second offense, the item will be confiscated and retained in the office until a parent collects it. **The school will not assume responsibility for lost, stolen, or damaged items. Bicycles are to be walked on school property.**

SKIP DAYS

The administration and Board of Education does not condone any organized or independent "free days" for students. Students will be reminded of this policy, and the action to be taken, should such a day be planned or take place during the regular school year. Reasons for not attending school must fall into the realm of an "excused" absence.

STUDENT SCHOOL RECORDS

Each student's record is kept in a confidential file located at the student's School Office. The Family Educational Rights and Privacy Act (FERPA) afford parent(s)/ guardian(s) and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 45 school days of the day the District receives a request for access.

- a. Parent(s)/ Guardian(s) or students should submit to the school custodian of student records a written request that identifies the record(s) they wish to inspect.
- b. The custodian will arrange for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading or an invasion of privacy.
 - a. Parent(s)/Guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or an invasion of privacy. They should write the school Principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.
 - b. The right to challenge school student records does not apply to: academic grades of their child, and references to expulsions or out-of -school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.
 - c. If the District decided not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the district will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

TECHNOLOGY CENTER

The Van Buren Technology Center is an option for 11th and 12th graders in good standing with their graduation requirements. Students who attend the Technology Center must abide by the following procedures:

1. **Students are required to ride the bus to the Technology Center, unless they have a driving authorization approved by the principal.**
2. Students who miss the bus to the Technology Center will be marked absent and spend the time in the In-House Suspension Room.
3. Technology Center students who are in PM sessions are to report directly to the cafeteria or leave campus upon arrival back at Decatur High School. As classes are still in session, students are not allowed to enter the hallways or linger in the entrance foyer.

Attendance: The Technology Center has its own attendance policy. Students must abide by the following attendance policy:

1. Students are permitted 7 absences per semester. Letters are mailed home at 5 days & 7 days. If a student goes above 7 absences, arrangements can be made with the Technology Center for making up days.
2. **Students who end a semester above 7 absences will not earn credit for that semester.** Decatur High School will not inform the Technology Center of any absences that are not school-related.
3. Students who are ill or absent for other reasons must inform the Technology Center.
4. Students who have excessive absences and/or lose credit may lose the privilege of attending the Technology Center the next semester/year.

TERRORIST THREATS/ACTS (BOARD POLICY 8255)

Board Policy 8255 prohibits any student at any time regardless of whether school is in session, from communicating terrorist threats or terrorist acts directed at any student, employee, Board member, community member, school building or property. Any threat or act whether real or intended will not be tolerated as the school board has adopted a "zero tolerance" for any of these actions.

TITLE IX STATEMENT/SECTION 504

In keeping with Title IX of the Federal Education Amendments and related legislation affecting the treatment of students and employees, it is the policy of Decatur Public Schools not to discriminate with regard to employment, the educational program, and school activities on the basis of sex, race, religion, national origin, creed, or color. Inquiries regarding Title IX may be directed to: Regional Director – Office of Civil Rights, PL9 Building, Room 222, 55 Erie View Plaza, Cleveland, OH 44114.

TOBACCO

Smoking and other tobacco uses are a danger to student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

UNIVERSAL BREAKFAST

All students are provided with a free breakfast.

VISITORS (Security – Visitation – Visitor's Badges)

For the safety of our students, all exterior doors to the building are locked during school hours.

We encourage parents to visit their child's classroom at any time by setting up a time, at least 24 hours in advance, with the building principal and teacher. Parents and other guests will inform the school office upon their arrival, and they will receive a "visitor's badge" that must be worn during their time on school grounds. Visitor badges are for safety reasons. All visitors are required to check into the office and sign in prior to going into any area of the school.

Students accompanied by an adult may visit the high school provided they receive authorization from the high school principal.

VOLUNTEERS

Decatur Public School Board of Education policy requires a criminal history check on all volunteers. Volunteers are required to fill out a volunteer form and submit the form to the Superintendent's office for verification with the State of Michigan, prior to volunteering in any building.

Teachers must verify with the building principal a volunteer has been authorized to work in the school, prior to allowing them to work as a volunteer under the teacher's direction. Volunteers serve only in an auxiliary capacity under the direction and supervision of the teacher and the principal.

Services offered by volunteers are scheduled and are limited to the following:

1. Compiling the school publications;
2. Assisting with field trips;
3. Assisting on the playground or in the lunchroom;
4. Working on a one-to-one or small group basis in the classroom under the direction of and always supervised by a teacher;
5. Assisting the media specialist;
6. Assisting with the athletic program.

All students are expected to obey and attend to directives and instructions given to them by authorized volunteers of the District. Failure to abide by directives and instructions given by an authorized District Volunteer may result in disciplinary action under the Student Code of Conduct up to an including suspension from school.

WEAPON-FREE SCHOOL POLICY

Under Michigan law, a student who is found to possess a dangerous weapon in a Weapon-Free School Zone, or who commits arson in a school building or on school grounds, or who commits criminal sexual conduct in a school building or on school grounds shall be expelled from the school district permanently, subject to possible reinstatement.

A dangerous weapon includes, but is not limited to, a firearm (i.e., handgun, rifle, pellet gun or starter pistol), dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical device, iron bar or brass knuckles.

A student thus expelled will be referred to the criminal justice system.

WITHDRAWAL PROCEDURE

Students who leave Decatur High School during the school year must pick up a withdrawal form from the office at the beginning of their last day. Upon withdrawal, all books and materials must be returned. All obligations must be cleared before a student's record can be forwarded to another school.

DECATUR HIGH SCHOOL HANDBOOK
STUDENT/ PARENT SIGNATURE FORM 2016-2017

Name of Student (Printed): _____

I acknowledge that my student and I have read and discussed the contents of this Handbook and understand its contents.

Student Signature

Date

Parent Name (Printed): _____

Parent Signature

Date

This form must be returned to the Decatur High School Office by Monday, September 12, 2016.

Decatur Public Schools

FIELD TRIP PERMISSION FORM

2016-2017

Parents are asked to give permission to their child to go on instructional trips between this date and the end of the school year. With the help of the principal, the classroom teacher will select trips which have educational value. Transportation will be provided by Decatur Public Schools and will also include any walking field trips. Teachers will send home an informational letter letting parents know whenever their class is leaving the building for a trip. Your signed permission will be held on file in the office.

I, _____ father/mother/guardian of
(Parent/Guardian Name)

_____ give permission for my child to
(Child's Name)

accompany his/her class on any instructional trips jointly planned and approved by the Principal using transportation provided by bus and/or by walking.

Signature of Parent/Guardian: _____ Date: _____

Telephone: Home _____ Work _____

Child's Grade: _____ Homeroom Teacher: _____

Please sign and return these forms to the High School Office no later than September 12, 2016.

PHOTO RELEASE FORM

2016-2017

The schools often receive requests to allow students' pictures to be taken for use by newspapers, magazines, other publications and television programs and for a variety of other purposes like student and staff slide, videotape presentations, Decatur Raider Website and internal brochures. For that reason, parent permission is needed on file in our schools. Please sign this release and return with your student.

_____ Has my/our permission to have
(Child's Name)

his/her picture taken for any of the above reasons. We understand this consent is ongoing and we will not be contacted further.

Signature of Parent/Guardian: _____ Date: _____

Child's Grade: _____ Homeroom Teacher: _____

Decatur Public Schools
AGREEMENT FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES
Students Grades 6 and Above

This Agreement is entered into on: _____
Date

This Agreement is between: _____ (Student or User Name)
and the Decatur Public Schools District.

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources. Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, or radio transmissions, signals, telecommunications, or services, and include without limitation internal and external network infrastructure, Internet and network access, computers, servers, storage devices, peripherals, software, and messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

1. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
2. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
3. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
4. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
5. You may not use the Technology Resources to engage in bullying, which is defined as: any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
 - A. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils
 - B. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
 - C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
 - D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
 - E. Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Code of Conduct/ Handbook.

1. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
 - A. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that taken as a whole with respect to minors, appeals to a prurient interest in nudity, sex, or excretion, depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
 - B. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane or vulgar.
 - C. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as:

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and taken as a whole, lacks serious ; literary, artistic, political, or scientific value as to minors.
 - D. Bullying (as defined in paragraph 5).
 - E. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 - F. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 - G. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
 - H. Unauthorized copying or use of licenses or copyrighted software.
 - I. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 - J. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 - K. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 - L. Using or soliciting the use of, or attempting to use or discover the account information or password of another user.
 - M. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act (CIPA).
 - N. Misusing equipment or alternating system software without permission.
 - O. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 - P. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Code of Conduct/ Handbook.
7. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
8. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are obscene, child pornography, or harmful to minors.
9. It is the policy of the District to prohibit its minor students from accessing inappropriate matter on the Internet, engaging in hacking or other unlawful online activities, and accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyber-bullying

awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.

10. The District does not guarantee the measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
11. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
12. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider. I also agree to follow all rules in the District's Code of Conduct/ Handbook. Any additional rules, regulations, and policies are available in the Faculty/ Staff Handbook. As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communication that I send or receive through the Technology Resources.

I have read the Acceptable Use Agreement and agree to its terms.

Student Name Printed: _____

Student Signature

Date

Parent Name Printed: _____

Parent Signature

Date

This form must be returned to the Decatur High School Office by Monday, September 12, 2016. Students will not be allowed computer/technology access without this signed form on file.