



**Decatur Jr. Sr. High School  
Parent/Student Handbook  
2021-2022**

**Principal: Mr. Matt McLouth**

**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 Jr. Sr. 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.

We have our Raider Pride Expectation that everyone, staff and students alike will strive to meet daily. These expectations are: Preparation, Respect, Integrity, Dedication and Effort.

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 Jr. Sr. High School Principal

[ ] Adopted by the Board of Education on \_\_\_\_\_.

[ ] Discipline Code adopted by the Board on \_\_\_\_\_.

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was published. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the district’s website: raiderpride.org by clicking on “Parents” and finding the specific policy or administrative guideline in the Table of Contents for that section.
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# Contents

<b>CALENDAR 2021-2022.....</b>	<b>5</b>
<b>FOREWORD .....</b>	<b>6</b>
<b>MISSION OF THE SCHOOL .....</b>	<b>6</b>
<b>EQUAL EDUCATION OPPORTUNITY.....</b>	<b>6</b>
<b>PARENT INVOLVEMENT.....</b>	<b>6</b>
<b>SCHOOL DAY.....</b>	<b>8</b>
<b>STUDENT RIGHTS AND RESPONSIBILITIES .....</b>	<b>8</b>
<b>STUDENT WELL-BEING .....</b>	<b>9</b>
<b>INJURY AND ILLNESS.....</b>	<b>9</b>
<b>SECTION I - GENERAL INFORMATION .....</b>	<b>10</b>
ENROLLING IN THE SCHOOL.....	10
SCHEDULING AND ASSIGNMENT.....	10
EARLY DISMISSAL .....	10
TRANSFER OUT OF THE DISTRICT .....	11
WITHDRAWAL FROM SCHOOL .....	11
IMMUNIZATIONS.....	11
EMERGENCY MEDICAL AUTHORIZATION.....	11
USE OF MEDICATIONS .....	11
Asthma Inhalers and Epi-pens .....	12
Nonprescribed (Over the Counter) Medications.....	12
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS .....	12
CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES.....	13
INDIVIDUALS WITH DISABILITIES.....	13
STUDENT RECORDS.....	13
ARMED FORCES RECRUITING.....	15
FEES/FINES (Board Policy 6152) .....	15
STUDENT FUND-RAISING.....	15
STUDENT VALUABLES.....	16
REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES.....	16
MEAL SERVICE .....	16
FIRE, LOCK DOWN AND TORNADO DRILLS.....	16
EMERGENCY CLOSINGS AND DELAYS.....	17
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS .....	17
VISITORS .....	17
USE OF THE MEDIA CENTER .....	17
USE OF SCHOOL EQUIPMENT AND FACILITIES .....	18
LOST AND FOUND .....	18
STUDENT SALES .....	18
USE OF TELEPHONES.....	18
CELL PHONES/ HEADPHONES/ ELECTRONIC DEVICES.....	18
ADVERTISING OUTSIDE ACTIVITIES .....	18
<b>SECTION II - ACADEMICS.....</b>	<b>19</b>
FIELD TRIPS .....	19
GRADES .....	19
Grading System.....	19
Weighted Grades.....	19
Grade Point Average.....	19
Grading Periods.....	19
PROMOTION, PLACEMENT, AND RETENTION.....	20
GRADUATION REQUIREMENTS.....	20
POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM .....	21
RECOGNITION OF STUDENT ACHIEVEMENT .....	22
Academic Eligibility:.....	23
HOMEWORK .....	23
COMPUTER TECHNOLOGY AND NETWORKS .....	23
Student Technology Acceptable Use and Safety (7540.03).....	23
One-to-One Technology Initiative .....	25
Fees to Students/Parents.....	25

Carrying Tablets.....	25
Charging Your Device .....	25
Originally Installed Software .....	25
Additional Software .....	25
Student and Parent Responsibilities .....	25
Student Activities Strictly Prohibited:.....	26
Legal Propriety.....	26
Claims .....	26
District Policies .....	27
Legal .....	27
STUDENT ASSESSMENT.....	27
LIMITED ENGLISH PROFICIENCY .....	27
<b>SECTION III - STUDENT ACTIVITIES .....</b>	<b>28</b>
SCHOOL-SPONSORED CLUBS AND ACTIVITIES.....	28
<b>SECTION IV - STUDENT CONDUCT.....</b>	<b>29</b>
ATTENDANCE .....	29
School Attendance Policy .....	29
EXCUSED ABSENCES .....	29
EXEMPT ABSENCES .....	29
UNEXCUSED ABSENCES .....	29
CONSEQUENCES OF EXCESSIVE ABSENTEEISM .....	30
Tardiness .....	30
Vacations During the School Year.....	30
STUDENT ATTENDANCE AT SCHOOL EVENTS .....	30
CODE OF CONDUCT .....	31
Expected Behaviors.....	31
Student Code of Conduct .....	31
Written Notice of the Intention to Long-Term Suspend or Expel.....	31
Mandatory Factors .....	32
Restorative Practices (MCL 380.1310c) .....	32
Notice of Hearing.....	32
Student’s and Parents’ rights.....	32
Hearing Procedure.....	32
Appeal Process.....	33
Board Policy 5611 - DUE PROCESS RIGHTS.....	33
Disciplinary Measures.....	33
Reflection On Behavior Process (ROB).....	34
Dress and Grooming.....	34
Gangs .....	35
Care of Property.....	35
ANTI-BULLYING POLICY .....	35
TITLE IX SEXUAL HARASSMENT .....	37
STUDENT DISCIPLINE CODE.....	37
<b>SCHOOL RULES AND REGULATIONS .....</b>	<b>37</b>
SEARCH AND SEIZURE (Board Policy 5771) .....	42
School Property.....	42
Student Person and Possessions .....	42
STUDENT RIGHTS OF EXPRESSION.....	43
STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES .....	43
<b>SECTION V - TRANSPORTATION.....</b>	<b>44</b>
VIDEORECORDINGS ON SCHOOL BUSES .....	44
PENALTIES FOR INFRACTIONS .....	44
SELF-TRANSPORTATION TO SCHOOL .....	44
<b>STUDENT/ PARENT SIGNATURE FORM 2021-2022 .....</b>	<b>45</b>
<b>FIELD TRIP PERMISSION FORM .....</b>	<b>46</b>
<b>PHOTO RELEASE FORM .....</b>	<b>46</b>
<b>Student Technology Acceptable Use and Safety Agreement – Signature Page .....</b>	<b>47</b>
<b>Student Code of Conduct Parent Review.....</b>	<b>48</b>

**Decatur Public Schools  
CALENDAR 2021-2022**

August 23-25, 2021	Professional Development for all Staff
August 30, 2021	First Day of School for students
September 3 & 6, 2021	No School, Labor Day Holiday
September 29, 2021	½ Day of School, Professional Development for teachers
October 29, 2021	½ Day (Records Day),

**End of First Marking Period (43 days)**

November 3 & 4, 2021	K-12 Conferences. Day 1: 4:00-7:00, Day 2: 4:00-7:30
November 5, 2021	No School
November 24-26, 2021	No School - Thanksgiving Break
December 8, 2021	½ Day of School, Professional Development for teachers
Dec 20, 2021 – Dec. 31, 2021	No School - Holiday Break
January 3, 2022	School Resumes after Holiday Break
January 21, 2022	½ Day (Records Day),

**End of Second Marking Period (46 days)**

February 9 & 10, 2022	K-12 Conferences. Day 1: 4:00-7:00, Day 2: 4:00-7:30
February 11 & 14, 2022	Mid-Winter Break, No School
February 23, 2022	½ Day of School, Professional Development for teachers
April 1, 2022	½ Day (Records Day),

**End of Third Marking Period (48 days)**

April 4-8, 2022	Spring Break, no school
April 11, 2022	School Resumes from Spring Break
May 4, 2022	½ Day of School, Professional Development for teachers
May 30, 2022	No School - Memorial Day
June 8, 2022	½ Day of School – Teacher Record Day
June 9, 2022	Last Day of School, ½ Day, (Teachers’ Workday in afternoon)

**End of Fourth Marking Period (43 days)**

Students dismissed at 11:30 on Half Days of School

Open House: August 25

180 School Days for Students

183 Workdays for Teachers

## **FOREWORD**

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of August 2021. If any of the policies or administrative guidelines referenced herein are revised after August 2021, the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL**

Decatur Jr. Sr. High School will be a place where every student receives a personalized education in a safe and nurturing learning environment through the utilization of innovative instruction, state of the art technology and a focus on the development of 21<sup>st</sup> century skills.

## **EQUAL EDUCATION OPPORTUNITY**

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

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

Matt McLouth  
Jr. Sr. High School Principal  
269-423-6850

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

## **PARENT INVOLVEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development, and health of every learner. The principles of family engagement include:

relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the district. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

**A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered
2. providing professional development for school staff that helps build partnerships between families and schools;<sup>1,2</sup>
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;<sup>1,2</sup>
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.<sup>2</sup>

**B. Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;<sup>1,2</sup>
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;<sup>1,2</sup>
5. providing information and involving families in monitoring student progress;<sup>2</sup>
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;<sup>1,2</sup>
7. preparing families to be involved in meaningful discussions and meetings with school staff.<sup>1,2</sup>

**C. Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities;<sup>2</sup>
2. supporting other needs, such as transportation and childcare, to enable families to participate in school-sponsored family involvement events.<sup>2</sup>

**D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;<sup>1,2</sup>
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.<sup>1</sup>

**E. Engaging Families in Decision Making and Advocacy**

1. engaging families as partners in the process of school review and continuous improvement planning;<sup>2</sup>
2. engaging families in the development of its District-wide parent and family engagement policy and plan and distributing the policy and plan to families.<sup>1,2</sup>

**F. Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources;<sup>1,2</sup>
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.<sup>1,2</sup>

## Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the district's continuous improvement, and individual school improvement plans. The district's plan, as well as each school's plan, will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the district plan. This policy will be updated periodically to meet the changing needs of parents, families, and schools.

### SCHOOL DAY

8:00	--	8:51	1 <sup>st</sup> Period
8:51	--	8:58	Breakfast
8:58	--	9:49	Pride Period
9:54	--	10:45	2 <sup>nd</sup> Period
10:50	--	11:41	3 <sup>rd</sup> Period
11:41	--	12:11	Lunch A
12:16	--	1:07	4 <sup>th</sup> Period B
11:46	--	12:37	4 <sup>th</sup> Period A
12:37	--	1:07	Lunch B
1:12	--	2:03	5 <sup>th</sup> Period
2:08	--	3:00	6 <sup>th</sup> Period

### STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.



## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

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

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

### **Homebound Instruction**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## SECTION I - GENERAL INFORMATION

### ENROLLING IN THE SCHOOL

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

- unless enrolling under the district's open enrollment policy.
- unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

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

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

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

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

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

### SCHEDULING AND ASSIGNMENT

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

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by

- the parent
- a person whose signature is on file in the school office or
- the parent coming to the school office to request the release.

No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **TRANSFER OUT OF THE DISTRICT**

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

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

## **WITHDRAWAL FROM SCHOOL**

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

Students who leave Decatur Jr. Sr. 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.

## **IMMUNIZATIONS**

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

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Nonprescribed (Over the Counter) Medications**

**Note:** Legal counsel advises that a school district may not be protected by statutory immunity without a doctor's prescription or order allowing the student to take non-prescription medication at school. If the District wishes to retain governmental immunity, the student handbook should state that a physician's prescription or order is necessary to allow students to take non-prescription medication at school.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

- may self-administer the medication.
- may keep the medication in his/her possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the principal or other chief administrator of the student's school.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the district for the administration of the medication. The parent must also authorize any self-medication by his/her child.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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

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

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

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

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

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Jr. Sr. High School office at 269-423-6850 to inquire about evaluation procedures and programs.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

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, the information is limited as follows:

- Name
- Address
- Participation in officially recognized activities and sports
- Height and weight, if member of an athletic team
- Dates of attendance
- Date of Graduation
- School photographs or videos of students participating in school activities, events or programs
- Grade level
- Academic awards, degrees and honors
- Information in relation to school sponsored activities, organizations and athletics
- 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.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at <https://www.raiderpride.org/>.

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

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

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

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA.

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

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

The Superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the district, at

least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

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

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

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

### **FEES/FINES (Board Policy 6152)**

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Any fees or fines collected by members of the staff are to be turned in to the District Office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to Small Claims Court for collection.

### **STUDENT FUND-RAISING**

Organizations wishing to conduct any type of fundraising 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.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

## **MEAL SERVICE**

### **Breakfast**

Decatur Public Schools provide a complete breakfast to all students at no charge. Additional items beyond the provided breakfast may be purchased on the student's account. Breakfast is served at 8:50 a.m. when 1st hour is released. Students are expected to return to their 2nd hour class and consume their breakfast in the classroom.

### **Lunch**

Decatur Public Schools provides a complete lunch to all students. A complete lunch consists of any 1 entrée item from any of the stations as well as the student's choice of fruits and vegetables from the cold bar and choice of milk. Additional entrees and other smart snack approved items will be for sale at an additional cost. First Lunch is served from 11:41 – 12:11 p.m. Second Lunch is served from 12:37 – 1:07 p.m. Students' individual schedules will indicate which lunch they are to attend.

### **Zero Charge Policy**

Students may only purchase additional entrees or smart snack items if they have money on their accounts or will be paying with cash at the time of purchase. All balances from the 2020-2021 School Year carry over.

### **Menus**

All Menus for both breakfast and lunch are available through the NutriSlice App that can be downloaded on any smart phone or can be viewed through the website <https://decatur.nutrislice.com>

### **Student Accounts**

Money can still be deposited on to student's meal accounts either directly at the register or online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com)

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

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.



## EMERGENCY CLOSINGS AND DELAYS

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:

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

### 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.

Parents and students are responsible for knowing about emergency closings and delays.

## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

## VISITORS

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.

## USE OF THE 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:

- Individuals or groups of students must have an appropriate pass for entering the Media Center.
- Bring all necessary materials when entering the Media Center.
- All Media Center materials to be used in another location must be checked out through the circulation desk.
- Students should request help in using Media Center equipment or for finding necessary materials.
- 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.
- The computer usage policy found in the usage agreement signed at the beginning of school year will be followed.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is in the Jr. Sr. High School office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

## **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **CELL PHONES/ HEADPHONES/ ELECTRONIC DEVICES**

While we at Decatur Jr. Sr. High School understand the importance of a cell phone to maintain contact with your student, there are certain guidelines that must be abided by during the school day.

- Students are strongly discouraged from bringing cell phones to their classes.
- The use of cell phones in the classroom is strictly prohibited.
- Student use of their phone during the class period will result in confiscation by the teacher.
- Decatur Jr. Sr. High School is not responsible for lost, damaged, or stolen cell phones.

Students will be allowed to use their phones during lunch in the cafeteria, and in the hallways during passing time. The playing of music and the use of headphones during breakfast and passing time is strictly prohibited. The wearing of headphones/earbuds in the classroom is strictly prohibited except under the direction of the teacher.

Students in violation of this policy will have their cell phone confiscated and turned into the office. Administration will hold the phone until a parent/guardian comes to school to retrieve it before the office closes at 4PM. Phones not picked up by 4 PM will remain in the office until the following day. Students in violation of this policy who refuse to turn in their cell phone will need to be picked up by a parent/guardian immediately.

Parents needing to contact their student for any reason should call the office. Important messages will be delivered to your child in a timely manner.

## **ADVERTISING OUTSIDE ACTIVITIES**

The principal must approve posters and advertisements that are displayed in public, in order to assure that the artwork is in good taste, the information is accurate, and the spelling is correct. The use of display posters or announcements is regulated as follows:

- The posters or displays must be approved by the faculty advisor and then submitted to the office for the principal's approval.
- Posters should be attached to bulletin boards/tack strips using thumb tacks or hung on walls or doors (not windows) using poster putty.
- All posters, displays, and poster putty must be removed when the event is over by those who put them up.
- Posters may not be attached to windows.
- The number of total advertisements displayed is limited, no more than ten per building.

## SECTION II - ACADEMICS

### 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.

### GRADES

#### 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."

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 Point Average

Grade Point Average (GPA) and Ranking In Class (RIC) calculations at Decatur Jr. Sr. 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.

#### Grading Periods

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## **PROMOTION, PLACEMENT, AND RETENTION**

### Middle School

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:

- 6<sup>th</sup> Grade Passes three out of the four core classes in English Language Arts, Mathematics, Science, and Social Studies for the current school year.
- 7<sup>th</sup> Grade Passes three out of the four core classes in English Language Arts, Mathematics, Science, and Social Studies for the current school year.
- 8<sup>th</sup> Grade Passes three out of the four core classes in English Language Arts, Mathematics, Science, and Social Studies for the current school year.

Students not meeting these requirements may be required to attend Summer School in order to be promoted to the next grade level. Other factors including potential for success at the next level and the emotional, physical and/or social maturity of the student may be taken into account when considering retention or promotion. Final decision on whether a student is promoted is at the discretion of the building principal.

### High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following number of earned credits designate the grade in which the student will be registered (this applies to the Class of 2025 and beyond):

9 <sup>th</sup> Grade	(Freshman) 0-5 credits
10 <sup>th</sup> Grade	(Sophomore) 5.5-12 credits
11 <sup>th</sup> Grade	(Junior) 12.5-19 credits
12 <sup>th</sup> Grade	(Senior) 19.5+ credits

## **GRADUATION REQUIREMENTS**

### **Graduation Requirements (Board Policy 5460)**

To qualify for a graduation diploma at Decatur Public Schools a student must complete the requirements outlined in Board Policy **5460**. 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 26 credits to earn a diploma from Decatur Jr. Sr. High School. The State of Michigan requires 18 credits + 8 more required by DPS for a total of 26 credits beginning with the class of 2025. The class of 2024 will need 25 credits, the class of 2023 will need 24 credits, and the class of 2022 will need 23 credits.

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

### Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at [raiderpride.org](http://raiderpride.org) or in the district office.

### POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the district. Any interested student should contact the Jr. Sr. High School Counselor to obtain the necessary information.

### Dual Enrollment

Dual enrollment provides the opportunity for eligible high school students to take college courses and receive both high school and college credit. The guidelines from the Michigan Department of Education include the following:

- The student must be enrolled in the college or university during the district's regular academic year.
- The student must also be enrolled in at least one class at Decatur Jr. Sr. High School.
- Students who wish to qualify for dual enrollment must have taken a grade-appropriate qualifying test the previous school year and achieved at or above the following cut-off scores:
  - EXPLORE: Math 17, Reading 15, Science 20, English 13
  - PSAT 8/9: Critical Reading 460, Math 510
  - PLAN: Math, 19. Reading, 17; Science, 21 and English 15
  - PSAT 10: Critical Reading, 460; Math, 510
  - SAT/NMSQT: Critical Reading 460, Math 510
  - ACT: Math 22, Reading 22, Science 23, English 18
  - SAT: Critical Reading 480, Math 530
  - MME: ELA 2100, Math 2100, Science 2100, Social Studies 2100
  - COMPASS: Math 52, Reading 88, English 77

In cases where all eligibility guidelines are met, students can take up to 10 dual enrollment courses throughout their high school career. Below you will find the recommendations for students who first enrolls in:

- 9th grade – not more than two courses per year in 9th, 10th, and 11th grade, and not more than four courses in grade 12
- 10th grade – not more than two courses in 10th grade, and not more than four courses in 11th and 12th grade
- 11th or 12th grade – not more than six courses per year

High school credit will be given according to the following formula:

credit hours x weeks x 2 = high school credit

- under 90 = 0.5 credit
- 90 - 134 = 1.0 credit
- 135 - 180 = 1.5 credits
- over 180 = 2.0 credits

Decatur Public Schools will pay tuition for the course(s) up to the maximum amount allotted by state aid. Textbook purchases are the responsibility of the student; however, textbook reimbursement may be available at the end of the semester. Transportation costs (gas and parking) are the sole responsibility of the student. If a student withdraws from their course(s) after the college drop period or fails to successfully complete (earn at least a C or higher) their college course(s), the student will be responsible for reimbursing Decatur Public Schools for the cost of the course's tuition and fees (Board Policy 2271). The student may not be able to continue dual enrollment until payment is complete and a meeting has been held between the student, counselor, and parents.

Students who participate in dual enrollment and who are in good standing with graduation credits may qualify for a free period to account for travel to and from the college. Students will be required to arrive at Decatur Jr. Sr. High School for their first regularly scheduled class.

Additional information on dual enrollment can be located on the counseling webpage. Interested students should speak with the counselor.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

### **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 "As" 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**

The following standard shall be used to determine special academic recognition:

- Summa cum laude 4.10 GPA or higher
- Magna cum laude 3.80 GPA through 4.09 GPA
- Cum laude 3.50 GPA through 3.79 GPA

#### **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.

### **Academic Eligibility:**

Student athletes will be required to be passing five of six classes in the current semester to be eligible to participate in interscholastic athletics. In the previous semester of enrollment, the student must have passed four of six classes at the start of the second semester.

- A student with two or more failing grades will be ineligible for the following week until next weekly grade check. It is expected that the student will demonstrate progress towards successful academic outcomes;
- A student with one failing grade will be eligible.

The first eligibility check will take place at the end of the third week of each semester followed by weekly checks each Friday for the remainder of the semester. Ineligible athletes and their respective coaches will be notified on Monday and will not be permitted to compete in any competition through Sunday

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

### **COMPUTER TECHNOLOGY AND NETWORKS**

#### **Student Technology Acceptable Use and Safety (7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The district's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the district's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the district computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the district's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly

available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Tech Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.



Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Building Principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

### **One-to-One Technology Initiative**

- Chromebooks will be used during the school day. Students, grades 6-12, will be allowed to take the devices home. Students who are allowed to take the devices home may be charged a User Fee (see “Fees to Students/Parents”).
- Such devices and accessories are the property of Decatur Public Schools (DPS) and must be returned to DPS at the end of each school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at DPS for any other reason must return the tablet and other technology items on the date of termination.
- If a student fails to return the devices and other technology related items at the end of the school year or upon termination of enrollment at DPS, they are subject to financial liability until the items are returned or associated fees are received.

### **Fees to Students/Parents**

To cover potential loss due to damage or theft, the district charges a user fee per Chromebook that is taken off campus. This fee will be deposited in a self-insurance fund. This fund will be used to replace or repair tablets that are lost or damaged. Besides a User Fee, a deductible will be charged if the tablet is damaged. The deductible is charged each time the tablet is to be repaired/replaced.

### **Carrying Tablets**

The protective cases provided have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The tablets should always be within the protective case and secured with elastic straps when carried.

### **Charging Your Device**

Devices must be brought to school each day in a fully charged condition.

### **Originally Installed Software**

The software originally installed by Decatur Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.

### **Additional Software**

Students are not allowed to download extra software on the device without permission.

### **Student and Parent Responsibilities**

- Use computers/devices in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that applies to Chrome Books.

- Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via DPS District’s designated Internet System is at your own risk. DPS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Secure Chromebooks against theft or loss
- Help DPS District protect its computer systems / devices by contacting an administrator about any security problems they may encounter
- Monitor all activity on their account(s).
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is required to inform school officials as soon as possible.
- Students will be charged for damages to the device if it’s determined that the damages were due to student neglect.

#### **Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing DPS Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games when class is in session.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s Internet / E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- The safety of all students at Decatur Public Schools is of primary concern to the district. Students are encouraged not to share private information via email, social network sites, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise to harass or demean recipients.
- Bypassing the DPS web filter through a web proxy, phone tethering, and any other means.
- Bullying as defined in DPS Board Policy will not be tolerated.
- If using device on a non-DPS provided Internet use of explicit websites and information is prohibited.

#### **Legal Propriety**

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Use or possession of hacking software is strictly prohibited and violators are subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

#### **Claims**

All repair/replacement claims must be reported to the school office. In the event of theft, students and parents must file a police report and bring a copy of the report to the principal’s office immediately. Without a police report, the theft insurance is void and the student will be responsible for the replacement cost of the device.

### **District Policies**

Decatur Public Schools does not authorize any use of Technology Resources which are not conducted in strict compliance with this Agreement and the School District's Policies:

5513 Care of Property

5517.01 Bullying and Other Aggressive Behavior Toward Students

7540 Computer Technology and Networks

7540.01 Technology Privacy

7540.03 Student Network and Internet Acceptable Use and Safety

7543 Remote Access to the District's Technology Resources

7545 Electronic Communications

### **Legal**

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523

### **STUDENT ASSESSMENT**

Decatur Jr. Sr. High School participates in National testing (SAT and PSAT), State testing (M-STEP) and local testing (NWEA). Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Parents and students should watch their email, the school website, school newsletters and the local press for announced testing dates and times.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact the Jr. Sr. High School office at 269-423-6850 to inquire about evaluation procedures and programs offered by the district.

## SECTION III - STUDENT ACTIVITIES

### SCHOOL-SPONSORED CLUBS AND 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 policy 5840.

#### **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. Students must have a 3.3 grade point average (GPA) and must have been a full time Decatur High School Student for at least one semester to be considered. 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. Students must continue to maintain a cumulative GPA of at least 3.0 to remain a member of NHS.

#### **Robotics**

The Robotics Club is open to all students in grades 6-12. Students in this club will participate in the FIRST Robotics Program. Students will design and construct a robot that will complete a series of designated tasks. The Robotics Club will compete against schools from around the state in the FIRST Robotics competitions held each spring.

#### **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.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## SECTION IV - STUDENT CONDUCT

### ATTENDANCE

#### School Attendance Policy

Decatur Jr. Sr. 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 documented if a student does not arrive to class within 10 minutes of the designated start time. 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.

#### EXCUSED ABSENCES

To excuse an absence parents/guardian 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 on 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.

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:

- Personal injury or illness
- Family emergency
- Pre-arranged absences with proper notification and administrative approval

Any excused and unexcused absences totaling more than 10 in a semester will be required to be made up.

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 notice is required.

#### EXEMPT ABSENCES

Exempt absences are those which do not count toward the 10 semester absences:

- School activities
- Legally documented court appearances
- Suspension from school
- Religious holidays
- Medically verified long-term or chronic illness – statement signed and dated by physician
- Pre-arranged college visits
- Funeral
- Medical, Dental or Legal Appointment – statement signed and dated by provider

Documentation for exempt absences must be turned in to the office within 48 hours of the absence, otherwise the absence will be considered excused and will count toward the 10 semester absences.

#### 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:

- Skipping class (truancy)
- 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:

- Make up time lost past the 10-day limit before the last week of the semester.
- Probationary attendance contract
- 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.

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:

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

### High School

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

### **Tardiness**

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

- Excused tardies will not be recorded and must be identified as such by a pass issued by a counselor, teacher, or office personnel.
- Unexcused tardies are those that have not been verified or excused.
- 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.
- 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.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

A major component of the educational program at Decatur Jr. Sr. High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### **Student Code of Conduct**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board of Education policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

M.C.L. 380.1311, 380.1312

This Code of Conduct shall be enforced:

- In a classroom
- Elsewhere on school premises
- On a school bus
- On other school-related vehicles
- At school sponsored activity or event whether or not held on school premises

### **Written Notice of the Intention to Long-Term Suspend or Expel**

When a recommendation is made to the Decatur Public Schools Board of Education to long-term suspend or expel your child from school, a hearing with the School Board will be established. The Decatur Public Schools Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's

disciplinary procedures. An investigation will be made regarding the allegation and the student will be given the opportunity (due process) to submit a written testament to the events. Board guidelines regarding Due Process Rights are outlined under Policy 5611. A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify.

### **Mandatory Factors**

Under the Revised School Code sections: 1310, 1311(1), 1311(2) and 1311a, a School District must consider factors before suspending or expelling. Such Mandatory Factors include:

- Age
- Disciplinary history
- Disability
- Seriousness of behavior
- Whether behavior posed safety risk
- Restorative practices (MCL 380.1310c)
- Whether lesser interventions would address behavior

Note: The Decatur Public Schools Board of Education shall discuss and determine during a suspension/expulsion meeting if all Mandatory Factors were considered.

### **Restorative Practices (MCL 380.1310c)**

The Decatur Public Schools shall consider using restorative practices as an alternative or in addition to suspension or expulsion. If the District suspends or expels a pupil under this act, the district shall consider using restorative practices in addition to suspension or expulsion.

### **Notice of Hearing**

The notice must be provided to the student and the student's parent and shall contain:

- The rule(s) (Student Handbook/Board Policy) alleged to have been violated
- The charges against the student
- Approximate date of the violation
- The time and place of the hearing
- The length of time the administration is recommending the student be denied enrollment
- List of witnesses who will provide testimony to the Board
- Summary of the facts to which the witnesses will testify

The student and parent does not have due process rights to review statements of anonymous witnesses when essential facts of the allegations are provided (*Paredes v Curtis* 864 F2d 426, 430 (CA 6, 1988)).

### **Student's and Parents' rights**

- To appear with a representative before the Board to answer the charges.
- To review written statements about the alleged misconduct.
- To review the student's records (see attached).
- To request a delay in the hearing of up to ten (10) school days.

The student also has a right to a) a translator, b) appear in his/her own behalf and for parents or guardians to appear; c) produce witnesses and present evidence on his/her behalf; d) confront and to cross-examine anyone who may have evidence against him/her; and e) a transcript of the hearing upon student's or parent's request. (Cost of the transcript is the responsibility of the student/parent.)

### **Hearing Procedure**

The Board of Education must conduct the hearing in compliance with the Open Meetings Act. At the student's request, the hearing may be private, but the Board must act publicly. The alleged misconduct will be explained by the school administration and evidence will be presented. The student/parents/representative will be given the opportunity to cross-examine witnesses and present their own evidence. The Board will render a decision based on the evidence presented.



### **Appeal 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 to present to 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).

The parent/guardian is responsible for contacting the Superintendent of schools at 423-6800 to state their intent for a private meeting and if they wish a delay in the hearing (up to ten school days). They must also contact that office if they wish to have a translator present at the hearing.

### **Board Policy 5611 - DUE PROCESS RIGHTS**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

#### **A. Students subject to short-term suspension:**

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

#### **B. Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. 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).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

### **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.

- Restorative Justice
- Lunch Detention
- After School Detention
- Saturday School
- Snap Suspension
- In-house Suspension
- Suspension out of school
- Expulsion from school

## Reflection On Behavior Process (ROB)

All students are required to meet the basic behavioral expectations established by the classroom teacher and administration. Failure to meet expectations will typically result in an attempted redirection by the teacher or administrator. Continued failure to meet expectations may result in a students' temporary removal from the classroom.

Process

- First Offense:
  - The student will be escorted to another classroom to complete a ROB thinking map
  - The student will meet with the teacher to discuss the thinking map and classroom expectations
  - The student will be assigned one lunch detention for their actions
  - Classroom teacher will email parent to detail the incident
- Second Offense:
  - The student will be escorted to another classroom to complete a ROB thinking map
  - The student will meet with the teacher to discuss the thinking map and classroom expectations
  - The student will be assigned a one-hour after school detention for their actions
  - Classroom teacher will call a parent to detail the incident
- Third Offense:
  - The student will be escorted to the office to complete a ROB thinking map
  - The student will meet with the teacher and administration to discuss the thinking map and classroom expectations
  - The student will be assigned two hours of after school detention
  - The student will make a phone call to a parent to explain their actions
- Fourth Offense:
  - The student will be escorted to the office
  - Parents will be contacted by office personnel to set up a meeting between parents, teacher, student and administration
  - The student will be excluded from that class period pending outcome of the meeting
- Fifth and subsequent offenses:
  - The student will be escorted directly to the office
  - Parents will be contacted by office personnel
  - Student will receive one day of out of school suspension on the next school day

## Dress and Grooming

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

Students should consider the following questions when dressing for school:

Does my clothing expose too much?

Does my clothing advertise something that is prohibited to minors?

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

Am I dressed appropriately for the weather?

Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following dress code regulations are established to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. 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:

- Shoes or sandals are to be worn at all times.
- Student dress should be appropriate and not considered detrimental to the process of learning. One's dress should

comply with applicable school laws for the State of Michigan. Additionally, the administration reserves the right to determine what is appropriate dress for the place and situation.

- Students should avoid clothing that is revealing, suggestive or otherwise distracting. Clothing, jewelry, or other personal possessions that endorse, promote, draw attention to or advertise alcohol, drugs, sexual, illegal, profane or discriminatory activity, or other behaviors/topics that create conflict among the student body may not be worn at school.
- Additional accessories such as coats, blankets, flags, fanny packs, bags of any sort, etc. are prohibited.
- Hats and hoods must be removed upon entering the building and remain off until the school day ends. The only exception is when the school sponsors a “hat” day.

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.

Students who are representing Decatur Jr. Sr. High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **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:

- substantially interfering with educational opportunities, benefits, or programs of one or more students;
- 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;

- having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- 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:

- **Physical:** hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **Verbal:** taunting, malicious teasing, insulting, name calling, making threats.
- **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 ONLINE BY CLICKING THE FOLLOWING LINK:**

<https://go.boarddocs.com/mi/dec/Board.nsf/Public?open&id=policies>

**Anti-Harassment Compliance Officers**

The Decatur Public Schools Board of Education designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the district. They are hereinafter referred to as the "Compliance Officers":

Jessica Schultz – Title IX Coordinator  
 Elementary Principal  
 Decatur Public Schools  
 110 Cedar Street  
 269-423-6951

Matt McLouth  
 Jr. Sr. High School Principal  
 Decatur Public Schools  
 110 Cedar Street  
 269-423-6851

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and/or on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the district or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

#### **TITLE IX SEXUAL HARASSMENT**

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.

#### **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

#### **SCHOOL RULES AND REGULATIONS**

##### **Assault on another student or staff member (Board Policy 5610)**

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 5610)**

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.

### **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 750520g). 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.

**RECORDING AGGRESSIVE ACTS:** the act of using technology to record a verbal or physical altercation between two or more individuals.

**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, vaping 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.

**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, pocketknife 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.

<i>VIOLATIONS</i>	<i>CONSEQUENCES</i>
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	Student will receive a zero on the assignment and the parent will be notified. Discipline may also include lunch detention, after-school detention or suspension at the discretion of the building principal.
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 5512	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/ Digital Material
- Extortion
- Fighting
- Forgery
- Gambling
- Gang Activity
- Gross Disrespect
- Hazing
- Insubordination
- Lunchroom Disturbance
- Obscenity/Profanity
- Public Displays of Affection
- Reckless Driving
- Recording Aggressive Acts
- Sexual Harassment
- Stealing / Possession of stolen property
- Threat/Intimidation
- Truancy
- Vandalism

## **SEARCH AND SEIZURE (Board Policy 5771)**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

### **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely offered consent of the student to the inspection; however, provided there is

reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - a. is obscene to minors, libelous, indecent or vulgar,
  - b. advertises any product or service not permitted to minors by law,
  - c. intends to be insulting or harassing,
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - e. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal at least twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## SECTION V - TRANSPORTATION

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. Students riding the bus for extra-curricular activities are expected to meet all bus guidelines. School buses are considered an extension of the school building and all behavior expectations apply. For more information regarding bus guidelines please refer to the Transportation Student Handbook or the transportation director, Cindy Krall.

### VIDEORECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

### PENALTIES FOR INFRACTIONS

[Please see the School Bus Handbook]

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### SELF-TRANSPORTATION TO SCHOOL

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

- Obtain an application form from the high school office.
- Take the application home, fill it out completely and have a parent sign it.
- Return the completed form with a copy of the vehicle's registration and a driver's license.
- Pay the parking permit fee of \$5.00 dollars.
- Hang the parking permit tag to the vehicle's rear view mirror so that the number is easily visible.
- Violation of parking requirements may result in disciplinary action.
- All vehicles are subject to search without notice or consent by the building principal or designee (Board Policy 5771)

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.

- A student may only drive to school if he/she has obtained a parking permit.
- Students are required to park in the parking lot in front of the high school.
- Parking will be available on a first-come basis.
- 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.
- Students are to drive slowly and carefully when entering or leaving school grounds at all times.
- Students are required to park between the yellow lines and refrain from pulling up on the hill.
- Snowmobiles and off-road vehicles are not permitted on the school premises. (Board Policy 5515.01)
- Decatur Public Schools is not responsible for vandalism or damage to cars and property.
- School officials have the right to search vehicles if there is reasonable suspicion that a student is violating school rules or the law.

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by the principal. Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the principal.

**DECATUR Jr. Sr. HIGH SCHOOL HANDBOOK  
STUDENT/ PARENT SIGNATURE FORM 2021-2022**

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 Jr. Sr. High School Office by Friday,  
September 17, 2021.**

**Decatur Public Schools**  
**FIELD TRIP PERMISSION FORM**

2021-2022

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: \_\_\_\_\_

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**PHOTO RELEASE FORM**

2021-2022

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: \_\_\_\_\_

**Please sign and return these forms to the Decatur Jr. Sr. High School Office no later than September 17, 2021.**

**Decatur Public Schools**  
**STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT – SIGNATURE PAGE**

Please complete the following information:

Student User's Full Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Agreement and have discussed it with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for the Board to issue an e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student

I have read and agree to abide by the Student Technology Acceptable Use and Safety Agreement. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that we will be charged for damages to the device if it's determined that the damages were due to student neglect. We will also be charged if the Chromebook is lost.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign and return this form to the Decatur Jr. Sr. High School Office no later than September 17, 2021.**

INSTRUCTIONS TO PARENTS/GUARDIANS: Please sign, detach, and return this page to the school building office after reading this Student Code of Conduct, discussing it with your child, and obtaining your child's signature.

**Board of Education  
Decatur Public Schools  
STUDENT CODE OF CONDUCT PARENT REVIEW**

**Name of Student:** \_\_\_\_\_

**Distribution Date:** \_\_\_\_\_

As the parent/guardian of \_\_\_\_\_,  
I have read and discussed the Student Code of Conduct with my child.

\_\_\_\_\_  
Parent/Guardian Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date: \_\_\_\_\_

**Please sign and return these forms to the Decatur Jr. Sr. High School Office no later than September 17, 2021.**