



**Decatur Jr. Sr. High School
Parent/Student Handbook
2020-2021**

Principal: Mr. Matt McLouth

Revised July 2020



DECATUR JR. SR. HIGH SCHOOL STUDENT HANDBOOK

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SCHOOL CALENDAR

Decatur Public Schools
CALENDAR 2020-2021

August 24-26, 2020	<i>Professional Development</i> for all Staff
August 31, 2020	First Day of School for students
September 4 & 7, 2020	No School, Labor Day Holiday
October 14, 2020	1/2 Day , students dismissed at 11:30 <i>Professional Development</i> for teachers in the afternoon
November 6, 2020	1/2 Day (Records Day), students dismissed at 11:30 End of First Marking Period (<i>48 days</i>)
November 12, 2020	1/2 Day , students dismissed at 11:30 Virtual K-12 Conferences 12:30-4:00 p.m., 5:00-8:00
November 25-27, 2020	No School - Thanksgiving Break
December 9, 2020	1/2 Day , students dismissed at 11:30 <i>Professional Development</i> for teachers in the afternoon
Dec 21, 2020 – Jan 1, 2021	No School - Holiday Break
January 4, 2021	School Resumes after Holiday Break
January 18, 2021	1/2 Day , students dismissed at 11:30 <i>Professional Development</i> for teachers in the afternoon
January 29, 2021	1/2 Day (Records Day), students dismissed at 11:30 End of Second Marking Period (<i>47 days</i>)
February 11, 2021	1/2 Day (students dismissed at 11:30) Virtual K-12 Conferences 12:30-4:00 p.m., 5:00-8:00
February 12 & 15, 2021	Mid-Winter Break , No School
March 10, 2021	1/2 Day , students dismissed at 11:30 <i>Professional Development</i> for teachers in the afternoon
April 2, 2021	1/2 Day (Records Day), students dismissed at 11:30 End of Third Marking Period (<i>43 days</i>)
April 5-9, 2021	Spring Break, no school
April 12, 2021	School Resumes from Spring Break
May 31, 2021	No School - Memorial Day
June 8, 2021	1/2 Day , students dismissed 11:30 (Teacher Records Day in afternoon)
June 9, 2021	Last Day of School, 1/2 Day , students dismissed 11:30 (Teachers' Work-Day in afternoon) End of Fourth Marking Period (<i>42 days</i>)

Open House is Cancelled for 2020-2021

180 School Days for Students

183 Work Days for Teachers

DECATUR BOARD OF EDUCATION

President	Jon Baushke
Vice President	Laurie Southworth
Secretary	Cindy Hemenway
Treasurer	Tyler Augst
Trustee	Mary Miller
Trustee	Jim Kennedy
Trustee	Karie Ward

WELCOME

Dear Parent/Guardian,

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

The staff of Decatur 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

MISSION STATEMENT

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 21st century skills.

FEDERAL LAW COMPLIANCE

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

BELL SCHEDULE

8:00 a.m. - 8:50 a.m.	1 st Period
8:50 a.m. - 9:05 a.m.	Breakfast
9:05 a.m. - 9:55 a.m.	2 nd Period
10:05 a.m. - 10:55 a.m.	3 rd Period
11:05 a.m. - 11:55 a.m.	4 th Period Group A
11:55 a.m. - 12:25 p	

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183 Work Days for Teachers

.m.Third Lunch -- Group A

11:05 a.m. - 11:25 a.m. 4th Period Group B
 11:25 a.m. - 11:55 a.m. Second Lunch -- Group B
 11:55 a.m. - 12:25 p.m. 4th Period Group B (concluded)

10:55 a.m. - 11:25 a.m. First Lunch -- Group C
 11:35 a.m. - 12:25 p.m. 4th Period Group C

12:30 p.m. - 1:00 p.m. PRIDE Period
 1:10 p.m. - 2:00 p.m. 5th Period
 2:10 p.m. - 3:00 p.m. 6th Period

DECATUR FIGHT SONG

We're the Raiders from Decatur	Go you Raiders, do your best,	On You Raiders to the top
And we're always on the ball.	We know you'll past the test.	We know you'll never stop
We'll fight right on to victory	We are proud of Brown & Gold	Go-Fight-Win this game
We're the greatest of them all.	We know you'll beat the rest!	Let's uphold the Raider fame!
Though we sometimes have low spirits	Fight-Fight-Fight	Go-Fight-Win
And we think that we're going to fall,		
We always think of victory, and we call		

GENERAL INFORMATION

Age of Majority

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

ACADEMIC INFORMATION

Grading System

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

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

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

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

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.

Michigan Merit Credit Earned Prior to High School

Any Jr. High School student who passes a traditional high school course with a 77% or higher will earn Michigan Merit Credit. The grade earned in this class will not affect the students high school GPA. Students who earn less than the 77% may have to re-take the class when in high school.

Grade Change

Any grade appeals to change existing student grades must follow the procedures and timelines indicated by Board of Education Policy 5421.

Class Rank

Only semester grades are used to determine class rank.

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 24 credits to earn a diploma from Decatur Jr. Sr. High School. The State of Michigan requires 17 credits + 7 more required by DPS for a total of 24 credits beginning with the class of 2023. The class of 2021 will need 23 credits and the class of 2022 will need 23.5.

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

Semester Exams

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

TABE - Home School Entrance Test

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

Alternate Source of Credit (Board Policy 7642)

Students may earn credits through on-line courses.

Dual Enrollment

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, with further stipulations by grade level. For a student that first dual 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 75%) 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. Student athletes will be required to be present at Decatur Jr. Sr. High School during this free period on days they do not have overlapping college courses to remain eligible. Failure to attend this period will result in the athlete being ineligible for participation in athletic activities.

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

Virtual and On-line Courses (Board Policy 2370.01)

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

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

High school students may earn a maximum of eight (8) units of credit to be applied toward graduation requirements by completing online courses. A maximum of two (2) units of credit may be earned during any one (1) school year. This does not apply to alternative education program.

Alternative Education

At Decatur Jr. Sr. High School, we understand that all of our students learn in different ways. If you believe that your student would benefit from an alternative education setting, you must fill out a "Request for Alternative Education Setting" form in the office or from the School Counselor. Upon return of your form, you will be contacted to set up a meeting with the Student, Parent/Guardian, Principal, Dean of Students, School Counselor, and any applicable teacher(s). It is asked that you bring any evidence supporting the students request for an alternative education setting to the meeting. Please note that submitting a request DOES NOT guarantee that the student will be granted permission for an alternative education setting.

Testing Out

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

Report Cards

Report cards will be emailed to parents at the end of each Marking Period. If you would like a hard copy of the report card, please call the Jr. Sr. High School office to request a mailed copy.

Honor Roll / Academic Letters / Honor Graduates

Honor Roll

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

High Honor Roll

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

Principal's Honor Roll

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

Academic Letters

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

Honor Graduates

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

ANNUAL PARENT NOTICE RIGHT TO REQUEST TEACHER QUALIFICATIONS

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

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

ANTI-BULLYING POLICY

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

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

- 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":

Kim Cugnetti – Title IX Coordinator Elementary Principal Decatur Public Schools 110 Cedar Street 269-423-6951	Matt McLouth Jr. Sr. High School School Principal Decatur Public Schools 110 Cedar Street 269-423-6851
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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.

ASBESTOS INFORMATION

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

facilities. The last three-year inspection (required by law for all district buildings) was completed in July 2013. In addition, the district undergoes “periodic surveillance” checks every six months.

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

ATTENDANCE PHILOSOPHY

Decatur 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.

ATTENDANCE POLICIES AND PROCEDURES

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 of file are responsible for notifying the office through phone call or note. Phone calls and notes must be received personally by one of our office secretaries prior to 8:30 am.

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.

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.

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.

The Decatur Jr. Sr. High School administration reserves the right to modify these policies based on situations that arise from the Covid 19 Pandemic.

BEVERAGE POLICY

- Only water in clear containers are allowed in classrooms.
- All other beverages must be consumed in the cafeteria or stored in lockers.
- Beverage spills are the responsibility of the student. Failure to adequately clean spills in a timely manner will result in a \$20 cleaning fee.
- The administration reserves the right to confiscate and/or test the contents of any beverage container at any time.

BOOK BAGS / BACKPACKS

For security reasons bags of any kind, including but not limited to book bags, backpacks, purses, satchels, etc., are prohibited in the library, and classrooms. They must be stowed in student lockers during the school day. The administration reserves the right to modify this policy as needed.

BOOKS, SCHOOL PROVIDED MATERIALS AND OTHER EQUIPMENT

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

The building principal or designated person will assess fees for damage to school-owned materials as deemed appropriate. Students will be charged for lost or damaged books. At the end of each semester, report cards will be held until all materials/supplies are returned and/or fees are paid for outstanding charges. Parents shall be notified in writing if any debt exists. Fees, fines and deposits are to be collected and charged in accordance with board policy 6152.

BUS REGULATIONS

The Transportation Department's mission is to provide a safe and non-discriminating environment for transporting of students, to and from school, school sponsored activities, functions and events.

Riding the school bus is a privilege not a right. Students are expected to follow the same behavioral expectations while riding the school bus as they are in the classroom, on school property or at school sponsored activities, functions or events. The bus is an extension of the classroom ALL handbook expectations apply.

Consequences for school bus misconduct will be imposed by transportation supervisor and/or the building principal or principal's designee. Serious misconduct may be reported to local law enforcement.

EXPECTATIONS

Decatur Public School's expectations are in place to facilitate the safe transportation of students. This can only be maintained with the cooperation of your student. A summary chart of the Decatur Public School bus safety expectations will be posted in all buses and are in all student handbooks. If you have any questions about an expectation contact the transportation office. If these expectations are not met Decatur Public School's discipline procedures will be followed. Consequences are progressive and include suspension of bus privileges. It is the bus driver's responsibility to document and report unacceptable behavior to the transportation supervisor. It is the transportation supervisor's responsibility to inform and work with the building principal or principal's designee in implementing the consequences.

BUS STOP EXPECTATIONS

- Be at your bus stop five minutes before your scheduled pick up time. The driver cannot and will not wait for late students. It is the parent's responsibility to transport students that miss the bus due to being at the stop late.
- Stand in a single file line no closer than 20 feet from the roadway. Students should be out and waiting not inside the house. If a bus is running late the transportation department will try to contact parents of the effected students. Parents should give younger students an object to stand behind. (example: a tree, a line in the driveway)

Group stops

- Respect the property of others while waiting.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language. No foul language or gestures.
- Horseplay, fighting, harassment or intimidation is prohibited.
- Use or possession of alcohol, tobacco, drugs, weapons, or lighters or matches is prohibited and is a severe offence of bus stop expectations.

Leaving the bus

- After getting off the bus, move away from the bus. Go directly to your house or waiting area. *If you must cross the street, always cross in front of the bus. Make eye contact with the driver. Wait for the driver's signal. Go directly to your house or waiting area. *(For crossing procedure see student handbook)
- Getting mail or paper from mail or paper box is prohibited.

ON THE BUS EXPECTATIONS

- Immediately follow all the directions of the driver.
- Board the bus immediately at bus stop and at school.
- Go directly to your seat and sit, with knees forward, back on back, bottom on seat, feet towards floor while on the bus.
- Talk quietly with students near you. Use appropriate language. Foul language or gestures is prohibited.
- Keep all parts of your body inside the bus.
- Keep all parts of your body to yourself.
- Leave all belongings in your backpack.
- Use of electronic devices are forbidden: cell phones, video recording devices or taking of still pictures.
- Forbidden behaviors include but are not limited to: distracting the driver, fighting, harassment, teasing, intimidation and bullying.
- Eat and drink* somewhere other than the bus. *(Exception: clear non-flavored or sweetened water is allowed on hot days if in a bottle with a spill proof lid)
- Possession or use of the following is prohibited: weapons, drugs/tobacco, lighters/matches, alcohol, or dangerous objects.
- Band instruments or school projects must be held in student's lap. If too large to hold parents must make other arrangements for transporting these objects.
- On arrival at school or event stay seated until driver, teacher or coach allows you to exit the bus.

Consequences

Consequences for bus/bus stop misconduct will apply to all busing. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Consequences are cumulative for one semester.

Secondary Sixth grade – Twelfth grade

- 1st Offense – Verbal warning to student. Student will bring home a yellow bus warning slip. It is the student's responsibility to take the yellow warning slip home and return it to the bus driver the following day with parent's signature. **If not returned they will incur 2nd offense consequence.**
- 2nd Offense – Written warning. A red bus slip will be sent home with the student stating the offense. An attempt will be made to e-mail this slip to parent/guardian. It is the student's responsibility to take the red slip home and return it to the bus driver the following day with parent's signature. **If not returned they will incur 3rd offense consequence.**
- 3rd Offense – 5-day bus suspension, parent will be called.
- 4th Offense – 10-day bus suspension, parent will be called and meeting will be set up with transportation supervisor, bus driver and parent/guardian.
- 5th Offense – 20-day bus suspension, parent will be called and meeting will be set up with transportation supervisor, bus driver, principal and parent/guardian.

Additional Offenses – individually considered. Student may be suspended for longer periods of time, including the remainder of semester and/or school year.

Other Discipline

Based on the severity of the student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may result.

Records

Records of school bus and/or bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Records of serious misconduct will be provided to the Department of Public Safety. Records will also be maintained in the transportation office.

Vandalism/Bus Damage

Students damaging school buses will be responsible for paying for the damages. Failure to pay such damages (or make arrangements) within two weeks will result in the loss of bus privileges until damages are paid.

Notice

Each family will be given a copy of the Decatur Public School's Bus Conduct Expectations and Consequences for Misbehavior the first week of school. New bus riders will be given a copy of Decatur Public School's Bus Conduct Expectations and Consequences for Misbehavior when they register.

Items not allowed on the bus

- Live animals or insects
- Hot liquids
- Objects that are too large to fit on student's lap
- Glass containers of any type
- Tobacco product, weapons of any type, lighter or matches
- Chemicals, drugs,

CELL PHONES/ HEAD PHONES/ 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.
- Cell phones brought to class will be required to be turned off and placed face down on the desk of the student in a position that is visible to the teacher or in a location designated by the teacher.
- 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.

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.

CHILDREN'S PROTECTIVE SERVICES

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

CLOSED CAMPUS

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

CLOSING OF SCHOOL FOR UNEXPECTED REASONS

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

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

Alert System

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

CLUBS AND EXTRA-CURRICULAR ACTIVITIES

The purpose of all extracurricular activities at Decatur shall be to provide opportunities for academic achievement, pleasure, community service, leadership, and to develop individual and group responsibility. To this end, a variety of sanctioned clubs and organizations have been provided. We encourage student participation and are always interested in considering new groups to meet the changing needs and interests of our students. The following examples of clubs and student organizations are listed for information purposes. All clubs and student organizations must be approved by the building principal prior to formation and must strictly adhere to board 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 who have a minimum cumulative grade point average of 3.0. Membership is based equally on the four qualities of scholarship, leadership, service, and character. Selection of students is determined by a faculty committee that reviews student applications. Activities of the society focus on service projects related to the school and community.

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.

CONFERENCES

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

COMPUTER/TECHNOLOGY GUIDELINES

To access and use District Technology Resources (see definition in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

The Decatur Public Schools (DPS) Student Code of Conduct must also be adhered to. Technology Resources include, but are not limited to, the School District's Internet system, computers, devices, and any other technology device owned by the School District. Your signature indicates that you have read the terms and conditions of this Agreement and the School District's Policies as defined above.

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 will 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. Students who have an outstanding balance on their lunch accounts from the last school year will not be issued a device to take home until that balance is paid in full.

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 DPS must remain on the Chrome Book 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

COUNSELING SERVICES

Guidance services are available for every student in the school. The counselor will assist students with educational planning, interpretation of test scores, occupational information, career information, and post-secondary planning. Students with social and/or emotional challenges any question the student may feel he/she would like to discuss with the counselor by appointment.

In cases of academic concerns in classes, parents are encouraged to:

- Contact the individual teachers first with concerns about assignments, grades, or student progress.
- Ask teachers for specific feedback and to offer specific recommendations/suggestions for improving academic achievement in their classes.
- Contact the counselor if grade concerns are not resolved.
- Seek additional help from teachers before or after school. Consult teachers to make appointments.
- Contact the counselor if/when questions arise.

COVID-19 Preparedness and Response Plan

Decatur Public Schools will abide by Governor Whitmer's [Executive Order 2020-142](#), that school districts must adopt a COVID-19 Preparedness and Response Plan laying out how the District will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). The District's COVID-19 Preparedness and Response Plan, approved by the Board of Education, is posted at www.raiderpride.org and all students, staff, parents, visitors, stakeholders and contractors will adhere to the plan with all required and strongly recommended protocols being enforced.

DAILY ANNOUNCEMENTS

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

DANCE REGULATIONS (as well as other social events)

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

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

DIRECTORY INFORMATION (Board of Education Policy 8330)

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.

DISCIPLINARY PROCEDURES

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 with 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 CODE (Board of Education Policy 5511)

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.
- 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.

DRIVING – STUDENT PARKING (Board Policy 5514.01)

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.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

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

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

EQUAL EDUCATIONAL OPPORTUNITY

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

EVACUATION PROCEDURES

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

EVALUATION / TESTING

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

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.

FIELD TRIPS

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

FIRE DRILLS, LOCK DOWN DRILLS & SHELTER IN PLACE EVACUATION

Michigan law currently requires all K-12 schools in the state to complete six fire drills, two lock down drills and two tornado drills per year. Fire drills are held periodically throughout the school year. Teachers will instruct students as to what exits to use. Students should memorize the exit route for each class. Upon hearing the alarm, students will stop work and proceed outdoors. The teachers, seeing that everyone has left the room, will close the classroom door, follow their group, and take along their class roll book. In addition to fire drills, 2 emergency drills are now required. Lock down procedures may be used with intruders, hostage takers, civil disturbances, riots ext. Students are "locked" into their

classrooms with their teacher until "all clear". Shelter in place is used for severe thunderstorm warnings, tornado warnings, etc. It may be used for hazardous spills that might occur from a passing tanker on the highway, vapors, etc. Students, staff, and visitors, are moved immediately to their classroom. If unable to quickly move to the nearest classroom, move indoors or to an alternate pre-determined location. Students need to remain in place until the threat has passed. Evacuation is used in the event of a fire, smoke, explosion, bomb threat, flooding, etc. It may be used for spills, leaks, power outages, etc. Students are accompanied outside the building to wait or to be taken to a safe area/facility.

FOOD 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 students account. Breakfast is served at 8:50 a.m. when 1st hour is released and 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 5 stations as well as the students 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. 1st Lunch is served 10:55 – 11:25 a.m., 2nd Lunch is served from 11:25 – 11:55 a.m. and 3rd Lunch is served from 11:55 a.m. – 12:25 p.m. Students' individual schedules will indicate which lunch they are to attend.

Zero Charge Policy

Starting for the 2019-2020 School Year there will be a 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 previous year carry over, students will have the same positive or negative balances that were there at the end of the 2019-2020 School Year. Any negative balances will need to be paid before any ala carte or extra entrée purchases can be made.

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://decaturnutrislice.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

FUNDRAISING ACTIVITIES

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.

HALL PASSES

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

HEALTH ISSUES

Immunizations (Board Policy 5320)

The Michigan Department of Community Health (MDCH) recently modified its immunization waiver requirements for children entering school, effective January 1, 2015. While parents still have the right to refuse to immunize their child, any non-medical exemption must be certified by the local health department indicating that the individual received education on the risks of not receiving vaccines and

the benefits of vaccination to the individual and the community. The MDCH defines a non-medical waiver as “a parent’s/guardian’s written statement indicating the religious or philosophical (other) objections to a particular vaccination(s).”

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

Head Lice (Board Policy 8515)

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

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

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

Medication (Board Policy 5330)

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

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

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

Students required to take medication on a temporary basis should bring the dosage prescribed to the office. This includes **aspirin and Tylenol!** The medication, whether pill or liquid, should be in a plastic or glass container clearly indicating the student’s name, pharmacy, prescription number, identification of the medication, the dosage and time to be administered. The medication will be dispensed from the office at the time prescribed. **Unauthorized administration of aspirin or other over-the-counter medications shall not be practiced by any school personnel.**

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

Bloodborne Pathogens (Board Policy 8453.01)

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

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

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

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

Health, HIV, Sex Education Notification (Board Policy 2414)

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

HOME SCHOOLING

Students who have been home schooled or who have not recently been in school may be asked to take a test to determine grade level placement. Should this be the case, the Decatur Jr. Sr. School counselor or a designated teacher will test the student for grade placement.

IDENTIFICATION CARDS

Students will receive photo identification cards at the beginning of the school year. The card will be used in the cafeteria when ordering breakfast or lunch. It will also be necessary to use the card at certain school functions.

INSTRUCTIONAL/MEDIA CENTER MATERIALS (Bd. Policy 7400)

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

INSURANCE (Board Policy 8460)

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

LATE WORK POLICY

Work completion is essential to a student's success in any course. It is important that work is completed and turned into the teacher on time. Assignments not turned in by the due date will be considered late. Students will be able to receive a maximum of 50% if turned in within two school days of the assignment's due date. No credit will be awarded to students after two school days. Students who are absent are responsible for obtaining missed assignments on the day they return to school and knowing their teacher's absent work policy.

LOCKERS

Lockers are the property of the school; they are loaned to the students. Each student is assigned a locker, which should be kept clean, neat, and securely closed. In most cases, students will not have to share a locker with another student. Students are to maintain the lockers they are assigned unless permission to change to another locker has been granted from the office. Students are strongly discouraged from sharing their locker combination or rigging their locker. The principal is in charge of lockers and it should be kept in mind that the principal, or any staff member delegated by him/her, has the right to inspect any locker at any time.

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

LOITERING

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

LOST AND FOUND

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

LUNCH PERIODS

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

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

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.

MESSAGES AND DELIVERIES

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

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

MONITORING CAMERAS

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

NUTRITIONAL GUIDELINES (BOARD POLICY 8500)

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

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

OBSERVANCE OF RELIGIOUS HOLIDAYS (Board Policy 8800)

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

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

PARENT INVOLVEMENT (Board Policy 9150 & 9250)

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

PERSONAL CURRICULUM

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

PESTICIDE APPLICATION NOTIFICATION

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

Advisory to Parents:

Dear Parent/Guardian:

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

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

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

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

POSTERS - PRINTED LITERATURE

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.

PRIDE PERIOD

Pride period is a 30-minute period offered each day to support all students. Students will focus on math and reading development during Pride Period and be given additional time for academic support. They will also have opportunities to monitor their grades and education development plans, set goals, test-prep and meet with various teachers and groups on specified days of the week. Pride Period is a graded course worth .25 credit each semester.

PROM GUIDELINES

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

- Individuals must be a current junior or senior at Decatur Public Schools (or accompanied by one).
- Students being accompanied by a current junior or senior at Decatur Public Schools must be attending high school (9th to 12th grade) or be a recent graduate of high school (within one year).
- **Requests for students not enrolled/not attending Decatur Jr. Sr. High School to attend the Prom must be completed and approved one month before prom. - NO EXCEPTIONS. Decatur Jr. Sr. High School reserves the right to deny admittance for any reason to a student that is not enrolled and currently attending Decatur Jr. Sr. High School.**
- **Students over 20 years of age unless on an extended High School Program at Decatur Jr. Sr. High School or the VBISD (and live in the Decatur School District) are not allowed to attend Prom.**
- Once students or their guests enter the building for the prom, they may not leave and reenter.
- All policies listed in the student handbook apply at prom.
- Any exceptions to these guidelines must be approved by the principal.

PROMOTION AND RETENTION POLICY

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

6 th Grade	Passes three out of the four core classes in English Language Arts, Mathematics, Science, and Social Studies for the current school year.
7 th Grade	Passes three out of the four core classes in English Language Arts, Mathematics, Science, and Social Studies for the current school year.
8 th Grade	Passes three out of the four core classes in English Language Arts, Mathematics, Science, and Social Studies for the current school year.
9 th Grade	(Freshman) 0-5 credits
10 th Grade	(Sophomore) 5.5-10.5 credits
11 th Grade	(Junior) 11-16 credits
12 th Grade	(Senior) 16.5+ credits

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent*; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

Decatur Public Schools must obtain parental consent for the student to participate in any survey, analysis, or evaluation that meets these criteria.

RECORDING AGGRESSIVE ACTS - (verbal or physical) Between Students or Students and Staff

Decatur takes the safety of their student body and faculty very seriously. If an altercation takes place while on school property or at a school-sponsored event, any persons who choose to videotape the altercation instead of going to a responsible adult for help may be disciplined which could include suspension from 1-5 days depending on the severity of the altercation, the student's school discipline history, or whether the violation of recording by the student threatened the safety of any student or staff member.

SCHEDULE CHANGES

A student may request a revision of his or her schedule during the first five school days of each semester. A rationale for schedule changes will be reviewed and approval will be determined by counselor and administration. Any student withdrawing from a class after the drop/add period will receive an "F" for that class and no credit.

School officials reserve the right to change a student's course selection or class schedule at any time, provided that the change is reasonable and justifiable in terms of the best interests of the student and the school community.

SCHOOL CEREMONIES AND OBSERVANCES (Board Policy 8800)

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

SCHOOL RULES AND REGULATIONS

Assault on another student or staff member (Board Policy 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, pocket knife opened by mechanical device, iron bar or brass knuckles. Refer to section 380.1313 of the Revised School Code.

Absolute Offenses

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

<i>VIOLATIONS</i>	<i>MINIMUM PENALTIES</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	First Offense: zero on test or assignment and parent notification. Second Offense: zero on test or assignment and 3 day suspension.
DRUGS / ALCOHOL (Possession / Under the Influence) first offense	Ten-day suspension, rehabilitation program, referral to civil authorities
DRUGS / ALCOHOL (Possession / Under the Influence) second offense	Expulsion – 180 days, rehabilitation program, referral to civil authorities.
DRUGS / ALCOHOL (Sale or Distribution)	Expulsion – 180 days, rehabilitation program, referral to civil authorities.
FALSE FIRE ALARM	Ten-day suspension, referral to civil authorities.
FIREWORKS / EXPLOSIVE MATERIALS FIREWORKS/EXPLOSIVES DISTRIBUTION/USE	Possession – Three-day suspension to expulsion. Distribution – Five-day suspension to expulsion. Use – Ten-day suspension to expulsion and referral to civil authorities.
LASER POINTER POSSESSION / USE	One-Day suspension and confiscation.
PHYSICAL ASSAULT	Against another student: Expulsion up to 180 days. Against a school employee, contractor, or volunteer: permanent expulsion pursuant to MCLA 380.1311a.
TOBACCO USAGE/POSSESSION- Prohibited for all students Board Policy 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.

SEX EDUCATION NOTIFICATION (Board Policy 2414)

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

SKATEBOARDS / ROLLER BLADES

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

SKIP DAYS

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

STUDENT SCHOOL RECORDS

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

1. The right to inspect and copy the student's education records within 45 school days of the day the District receives a request for access.
 - a. Parent(s)/ Guardian(s) or students should submit to the school custodian of student records a written request that identifies the record(s) they wish to inspect.
 - b. The custodian will arrange for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading or an invasion of privacy.

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

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

TECHNOLOGY CENTER

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

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

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

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

TERRORIST THREATS/ACTS (BOARD POLICY 8400)

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

TITLE IX STATEMENT/SECTION 504

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

TOBACCO (Board Policy 5512)

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

display of unlighted cigars, cigarettes, pipes, other “smoking” paraphernalia or tobacco products on one’s person is also prohibited by this policy.

VISITORS (Security – Visitation – Visitor’s Badges) (Board Policy 9150)

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

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

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

VOLUNTEERS

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

Teachers must verify with the building principal a volunteer has been authorized to work in the school, prior to allowing them to work as a volunteer under the teacher’s direction.

Volunteers serve only in an auxiliary capacity under the direction and supervision of the teacher and the principal.

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

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

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

WEAPON-FREE SCHOOL POLICY (Board Policy 5772 & 7217)

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

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

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

WITHDRAWAL PROCEDURE

Students who leave Decatur 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.

DECATUR Jr. Sr. HIGH SCHOOL HANDBOOK
STUDENT/ PARENT SIGNATURE FORM 2020-2021

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 18, 2020.**

Decatur Public Schools

FIELD TRIP PERMISSION FORM

2020-2021

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: _____

PHOTO RELEASE FORM

2020-2021

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 18, 2020.

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.

Student's Signature: _____ Date: _____

Please sign and return this form to the Decatur Jr. Sr. High School Office no later than September 18, 2020.

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.

