

# Carson City-Crystal High School

## Student Handbook

### 2023/2024



#### District Calendar

<p><b>AUGUST</b></p> <p>21 New Teacher Orientation                  22 DPPD                  23 DPPD                  24 DPPD                  28 First Day for Students</p>	<p><b>SEPTEMBER</b></p> <p>1 No School for Staff/Students                  4 Labor Day No School                  29 ½ Day for Students - Staff DPPD</p>	<p><b>OCTOBER</b></p> <p>5 PM Conferences 4-7:00 PM                  6 AM Conferences 8 -11:00 AM                  27 ½ Day for Students - Staff DPPD                  27 End of 1st Marking Period</p>
<p><b>NOVEMBER</b></p> <p>15 No School for Staff/Students                  22 Thanksgiving Break No School                  23 Thanksgiving Break No School                  24 Thanksgiving Break No School</p>	<p><b>DECEMBER</b></p> <p>15 Exams ½ Day for Students                  18 Exams ½ Day for Students                  19 Exams ½ Day for Students                  19 End of 2nd Marking Period                  20 Winter Break Begins No School</p>	<p><b>JANUARY</b></p> <p>3 School Resumes                  26 ½ Day for Students - Staff DPPD</p>
<p><b>FEBRUARY</b></p> <p>15 PM Conferences 4-7:00 PM                  16 ½ Day for Students - Staff DPPD PM                  19 No School for Staff/Students</p>	<p><b>MARCH</b></p> <p>15 ½ Day for Students - Staff DPPD                  15 End of 3rd Marking Period                  25 Spring Break Begins No School</p>	<p><b>APRIL</b></p> <p>1 School Resumes                  10 Early Release PSAT/SAT Testing                  19 ½ Day for Students - Staff DPPD</p>
<p><b>MAY</b></p> <p>19 Graduation                  27 Memorial Day No School</p>	<p><b>JUNE</b></p> <p>4 Exams ½ Day for Students                  5 Exams ½ Day for Students                  6 Exams ½ Day for Students                  6 Last Day of School</p>	<p><b>JULY</b></p> <p>Summer Break</p> <p><b>½ Day Dismissal - 12:00 PM</b>  <b>DPPD = Professional Development for Staff</b></p>

Doug Hoogerland, High School Principal  
 Tim Swore, Dean of Students  
 Kim Brown, Counselor  
 Robin Wright, Administrative Assistant

Jeffery Saunders, UE/MS Principal  
 John Sattler, Athletic Director  
 Kylie Harkness, Counselor  
 Jackie Teegardin, Administrative Assistant

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 Carson City, MI 48811  
 John Sattler, Superintendent of Schools  
 Web Site: [www.carsoncity.k12.mi.us](http://www.carsoncity.k12.mi.us)

### **District Mission Statement**

Carson City-Crystal Schools is committed to helping all students do their best to learn, achieve, and succeed.

**School Colors:** Blue and Gold

#### **School Song:**

Onward Carson – Onward Carson  
Run right down that field  
Run the ball clear around the end  
For a touchdown this time sure RAH – RAH – RAH  
Onward Carson – Onward Carson  
Fight on for your fame  
Fight fella's Fight  
And we will win this game  
FIGHT!

### **TO OUR PARENTS/CAREGIVERS**

This handbook has been prepared to explain the procedures, policies, and regulations at Carson City-Crystal High School. You and your child must read and review the contents of this handbook. It contains notices of rights that you and your child have under the law. We believe in fostering a partnership to provide a positive and productive experience for your child. With that, we would appreciate your cooperation in becoming familiar with this policy by reviewing it with your child. Additionally, please ensure your child is in regular attendance (except when the legitimate, acceptable reason for an absence exists), encourage, and insist s/he communicates and completes any homework assignments or school projects. Finally, please contact the office by phone, note, or in person, no later than 3:00 p.m. on the day following an absence, and to prearrange family vacations. You are urged to contact your building administrator if you have any questions.

### **TO OUR STUDENTS**

On behalf of the faculty, we would like to welcome you to Carson City-Crystal High School for the coming school year. We are looking forward to assisting you in fulfilling your educational goals. Carson City-Crystal High School offers a comprehensive program of academic and co-curricular activities. Students are encouraged to get involved in our programs, take pride in their accomplishments, and recognize that our staff is here to help students develop to her/his maximum potential. Students and their parents should read and become familiar with this handbook, for it represents the most reasonable and practical way to operate our school. If the information included does not answer your questions, ask for help from a teacher or administrator. To provide a solid foundation for your high school experience, our staff is going to emphasize the importance of sound and acceptable student work ethic and appropriate behavior. The next several years of your educational experience can be the most important years leading up to your independence and life as an active and productive citizen. We encourage you to do all possible to make your secondary school experience productive and beneficial.

~ Carson City-Crystal High School Faculty and Administration

# FULL DAY & ½ DAY SCHEDULES

## DAILY SCHEDULES

<b>DAILY SCHEDULES</b>					
<b>Full Day</b>			<b>1/2 Day</b>		
1st Hour	7:55	8:47	1st hour	7:55	8:22
2nd Hour	8:52	9:44	2nd hour	8:26	8:53
3rd Hour	9:49	10:41	3rd hour	8:57	9:24
4th Hour	10:46	11:38	4th hour	9:28	9:55
5th Hour	12:15	1:07	5th hour	9:59	10:26
6th Hour	1:11	2:03	6th hour	10:30	10:57
7th Hour	2:08	3:00	7th hour	11:01	11:28

<b>23/24 Exam Schedule</b>								
<b>12/15 &amp; 6/4</b>			<b>12/18 &amp; 6/5</b>			<b>12/19 &amp; 6/6</b>		
1st Hour	7:55	9:04	4th Hour	7:55	9:40	6th Hour	7:55	9:40
2nd Hour	9:08	10:17	5th Hour	9:45	11:30	7th Hour	9:45	11:30
3rd Hour	10:21	11:30						
HS Lunch 11:30 - 12:00								

# TABLE OF CONTENTS

<b>DAILY SCHEDULES</b>	<b>4</b>
<b>PARENT/CAREGIVER INFORMATION</b>	<b>7</b>
CELL PHONE USE	7
CHANGE OF ADDRESS	7
DUE PROCESS AND RIGHTS OF APPEAL	7
SCHOOL DRESS CODE	7
IMMUNIZATION	7
INSURANCE	8
MEDICATION	8
NOTICE TO PARENTS/CAREGIVERS	8
PARENT/CAREGIVER ACCESS TO GRADES	8
PBIS	9
TITLE IX, SEXUAL HARASSMENT, SECTION 504, AGE DISCRIMINATION ACT, AND TITLE II	9
SEARCH AND SEIZURE POLICY	9
<b>ATTENDANCE</b>	<b>10</b>
ATTENDANCE OVERVIEW	10
PARENT/CAREGIVER PROCEDURE FOR STUDENT ABSENCES	11
ATTENDANCE RECORDING	11
COUNTABLE ABSENCES	11
EXCUSED ABSENCES	11
UNEXCUSED ABSENCES	11
TARDIES	11
TRUANCY	12
<b>EMERGENCY PROCEDURES</b>	<b>12</b>
LOCKDOWN	12
EMERGENCY DRILLS	12
SEVERE WEATHER	13
CLOSING OF SCHOOL	13
<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>	<b>13</b>
<b>ACADEMIC &amp; COUNSELING INFORMATION</b>	<b>14</b>
GUIDANCE OFFICE	14
GRADING*	14
LATE WORK	15
INCOMPLETE (I)	15
SEMESTER EXAMINATIONS	15
EXAM OPT-OUT OPTION	15
ACADEMIC ELIGIBILITY	16
CREDIT AND GRADUATION REQUIREMENTS	16
COURSE OFFERINGS	16
SCHEDULING AND SCHEDULE CHANGES	18
DROPPING AND ADDING CLASSES	18
WORK-STUDY	18
CAREER CENTER	18
DUAL ENROLLMENT	19
EARLY COLLEGE	19
<b>AWARDS AND RECOGNITION</b>	<b>20</b>
ACADEMIC LETTERS	20

EAGLE OF THE MONTH	20
BOYS STATE/GIRLS STATE	20
DEPARTMENTAL AWARDS	20
HONOR ROLL	20
<b>STUDENT ACTIVITIES</b>	<b>21</b>
ACADEMIC AND ATHLETIC ACTIVITIES	21
CLUBS AND ORGANIZATIONS	21
DANCES	21
FIELD TRIPS	22
NATIONAL HONOR SOCIETY	22
STUDENT COUNCIL	22
<b>GENERAL INFORMATION</b>	<b>23</b>
AGE OF MAJORITY	23
BACKPACKS	23
CANINE SEARCHES	23
CLOSED CAMPUS	23
DRIVING PRIVILEGES	23
LOCKERS	24
<b>SCHOOL RULES, AND DISCIPLINE</b>	<b>25</b>
BULLYING	25
CYBERBULLYING	25
RANGE OF DISCIPLINARY ACTIONS	26
DEFINITIONS OF DISCIPLINE	27
<b>STUDENT CODE OF CONDUCT AND PROHIBITED ACTS</b>	<b>28</b>
ACADEMIC DISHONESTY AND COPYRIGHTED MATERIAL	28
ALCOHOL, ILLEGAL DRUGS, AND CHEMICAL/COUNTERFEIT SUBSTANCES	28
BULLYING	28
CELL PHONES AND ELECTRONIC DEVICES	29
CYBERBULLYING AND IMPROPER COMMUNICATIONS	29
DRIVING VIOLATION	29
DISRUPTION OF SCHOOL	29
DRESS AND APPEARANCE	29
FAILURE TO COMPLY WITH DIRECTIONS OF SCHOOL PERSONNEL	30
FIGHTING, ASSAULT, AND BATTERY ON ANOTHER PERSON	30
PROFANITY/SWEARING, OBSCENITY, AND VULGARITY	30
SMOKING/TOBACCO	30
SEXUAL HARASSMENT	30
VIOLATION OF ACCEPTABLE USE POLICY	31
<b>CELL PHONES, ELECTRONIC DEVICES, AND TECHNOLOGY</b>	<b>31</b>
TECHNOLOGY POLICY	31
FULL COPY OF TECHNOLOGY USE POLICY	
<a href="https://docs.google.com/document/d/1C4i1Tqinr4IEZH28dDlcTjANz7YN76oC6edE24Z5hgM/edit?usp=sharing">https://docs.google.com/document/d/1C4i1Tqinr4IEZH28dDlcTjANz7YN76oC6edE24Z5hgM/edit?usp=sharing</a>	31
UNACCEPTABLE USE	31
MONITORING SOFTWARE	32
CONTENT FILTER	32
<b>TECHNOLOGY CONSENT, ACCEPTANCE, AGREEMENT, AND SIGNATURE PAGE</b>	<b>33</b>
STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT	33

## PARENT/CAREGIVER INFORMATION

### CELL PHONE USE

CC-C High School prohibits using personal electronic devices within the school building during instructional time. For purposes of this policy, "personal electronic device" means a privately owned device used for audio, video, or text communications (commonly referred to as a cell phone or smartphone - this includes earbuds/pods), and "instructional time" refers to the 52-minute class period students are in class. Students are permitted to use personal electronic devices only as follows:

- Before and after the regularly scheduled school day (7:55 AM - 3:00 PM)
- At lunch and during passing time
- At school functions outside of the regular school day

Recognizing that many parents rely on cell phones as convenient communication and a coordination tool, students are permitted to use the main phone in the office and parents may call the main office to deliver urgent messages to their child. Students may possess personal electronic devices in their pockets, backpacks, locker, etc. but devices must be kept out of sight during instructional time. Students who violate the policy will be subject to all disciplinary actions for misuse of cell phones (See STUDENT CODE OF CONDUCT AND PROHIBITED ACTS).

### CHANGE OF ADDRESS

If your last name, street address, or telephone number changes at any time during the school year, please notify the attendance office as soon as possible. This is very important in keeping our records up to date and also being able to contact a parent/caregiver in the case of an emergency.

### DUE PROCESS AND RIGHTS OF APPEAL

Student's rights in this area are found in sections:

- Short-Term Suspension
- Expulsion and Long-Term Suspension
- Due Process
- Appeals

### SCHOOL DRESS CODE

The style and manner in which a student dresses while s/he attends school and school-related functions is largely the responsibility of the student and her/his parent(s). The School District, however, maintains the right to impose reasonable restrictions on dress, where the style of dress or grooming is reasonably considered disruptive or the style of dress or grooming is reasonably considered detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom s/he attends school. If a student's dress is deemed disruptive or detrimental, reporting it to the office will prompt the administration to contact the parent or caregiver. The parent or caregiver will be asked about their knowledge of the child's dress and will be responsible for addressing the issue with the student.

### IMMUNIZATION

Under the Enforcement of Immunization Law (Act No. 368 of the Public Acts of 1978), students must meet the minimum immunization standards unless a valid medical/religious exemption (waiver) is presented.

### INJURY REPORT

Students who are injured during the school day are to notify their teacher and request permission to go to the office. Students are not excused to go home unless the office is able to reach a parent or guardian. The teacher should fill out an injury report at this time to be filed in the office.

## **INSURANCE**

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on school premises. However, families are given the opportunity to enroll in one of several accident benefit plans that cover accidents at school and school-sponsored activities. The Carson City-Crystal Area School District is not acting as an agent or underwriter for the insurance company. The provision of insurance information shall not be construed as an endorsement of either the insurance policy, the insurance carrier, or its agents. MIChild is a health insurance program for uninsured children of Michigan's working families. MIChild services are provided by many HMOs and other health care plans throughout Michigan. Information on the Michigan Department of Community Health Program, MIChild, is available online at <http://www.mpca.net/enroll.html> or by calling 1-800-752-7268.

## **MEDICATION**

The administration of medication by school personnel shall be authorized and performed in those circumstances which render the administration of the medication at home impossible. Medication will be administered only by such school personnel as are specifically authorized by the building administrator or her/his designated representative. This authorization to administer medication shall be issued only in compliance with the following conditions:

1. The "Request for Administration of Medication" form must be signed by the student's parent/caregiver and filed with the building administrator.
2. Written instructions signed by the parent/caregiver and the student's physician must be furnished and shall include the student's name, address, telephone number, the physician's name, address, telephone number, the name of the medication, prescribed dosage, and frequency, possible side effects, the termination date for administering the medication, special handling, and storage instructions. Additionally, the medication must be brought to school in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/caregiver.

Designated school personnel will inform appropriate school personnel of the medication, keep a record of the administration of the medication, keep the medication in a locked cabinet, workroom, or storage area, return the unused medication only to the student's parent/caregiver,

The student's parent/caregiver assumes responsibility to immediately inform the building administrator or her/his designated representative of any change in the child's health or change in the medication, including the discontinuation or modification of the medication. The student's parent/caregiver assumes sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and taking the prescribed medication. A record shall be maintained that indicates the time/date of medication, the amount of medication, and the adult witness present. This form shall be signed by the adult designated to administer medication.

## **NOTICE TO PARENTS/CAREGIVERS**

Prior to October 1<sup>st</sup> of each school year, high school students and their parents/caregivers may prevent disclosure of a student's directory information to military recruiting representatives and others by submitting a signed written request to that effect to the school administrator.

## **PARENT/CAREGIVER ACCESS TO GRADES**

Parents and caregivers (as well as the students themselves) may access their child's grades online at any time. Please see the school office for your password and information. Progress reports are emailed home approximately every 4-5 weeks. Paper copies of progress reports are available upon request from the counseling office.

## **PBIS**

CC-C Schools has implemented the Positive Behavioral Interventions and Supports (PBIS) framework for increasing positive behavior through school-wide expectations. PBIS is an evidence-based, three-tiered framework to improve and integrate data, systems, and practices affecting student outcomes every day with the goal of creating schools where all students succeed. We use "Eagle Tickets" to recognize and reward

students who are adhering to the expectations. Students use these tickets to exchange for prizes at the end of the week.

Key Features:

1. School-wide positive expectations of behaviors in and out of the building
2. Classroom expectations aligned with school-wide expectations
3. A continuum of procedures for encouraging expected behavior

### **VISITORS**

Carson City-Crystal High School generally does not allow student visitors during the school day. The rare exception would be the returning student or a potential new student (arrangements made by a parent/caregiver) considering moving into the district. All visitors must report directly to the office. Unauthorized visitors seen in the building will be reported immediately. Students are not to bring visitors to school without prior approval from the administration. Parents/caregivers are always welcome, however, for the general safety and welfare of our students, they must request authorization to visit a classroom by contacting the building administrator.

### **LEGAL VIOLATIONS**

Generally, any action that could be considered a violation of public law will also be considered a violation of school rules. The police will be notified and a report filed. Appropriate school discipline will be enforced up to a maximum of permanent expulsion.

### **ELASTIC CLAUSE**

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances requiring actions that are not covered in this handbook that may arise. These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, and whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

### **TITLE IX, SEXUAL HARASSMENT, SECTION 504, AGE DISCRIMINATION ACT, AND TITLE II**

The Board of Education's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation. In addition, the government has made legal provisions to ensure that no person is discriminated against based on race, color, national origin, sex, age, disability, religion, height, weight, or marital status. In order to protect these rights and assure compliance, the Carson City-Crystal School District has appointed Mr. Doug Hoogerland, Principal, as Coordinator of Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II. Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to Doug Hoogerland, Principal, Carson City-Crystal Area Schools, 213 East Sherman Street, Carson City-Crystal, Michigan 48811. Phone: 989-584-3138. Any person, who feels that the rights of an individual have been misused in relation to the provision of equal opportunity in any educational programs and activities, or in employment, may contact Mr. Doug Hoogerland.

### **SEARCH AND SEIZURE POLICY**

The Board of Education has charged school authorities with the responsibility to maintain order, safety, and security in the schools and has authorized them to conduct reasonable searches of school property and equipment as well as of students and their personal effects in accordance with the Search and Seizure policy. As a general rule, school officials may search a student or her/his property whenever "reasonable suspicion" is present or whenever something illegal is in "plain view." *School authorities* include school liaison police officers.

***School Property and Equipment, Personal Effects of Students***



School authorities may inspect and search school property and equipment owned or controlled by the school (e.g. lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building administrator may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material, including searches conducted through the use of specially-trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, backpacks, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age, sex, and nature of the infraction.

### **Parking Lot**

The School District makes parking available to students who are licensed drivers. This privilege is conditioned on the student's consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities or parents/caregivers.

## **ATTENDANCE**

### **ATTENDANCE OVERVIEW**

Research shows that maximum educational achievement occurs for students through regular attendance.-The student and their parents/caregivers are responsible for regular class attendance. Excessive absences from any class may result in poor achievement and/or failure to earn the credit required for graduation. Because class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability, and self-discipline, it is a relevant objective criterion, which can be related to a pupil's course grade. The purpose of the attendance procedures is to help students develop these responsibilities and to maintain academic standards for earning credits.

It is the student's responsibility to get their assignments in advance. Students should not expect an extension on due dates. As a general rule for excused absences, students will receive one additional day to complete assignments for each day missed. For long-term assignments, such as research papers or projects, this is not applicable. However, all projects are due on the assigned deadline date, regardless of absences. Students who miss only the day of a test should be prepared to take the test the day they return. Likewise, missing only the day prior to a test for a test over the material covering several days is not reason enough to postpone a test. Parents may request an attendance waiver if their child has extenuating circumstances (long-term illness, family emergency, etc.) that impact attendance. (Documentation may be required.) All absences approved under this waiver will not count toward the student's total absences. Additional considerations will be given to students who fall under the McKinney-Vento Act.

### **POWERSCHOOL NOTIFICATIONS**

PowerSchool can be programmed to notify caregivers of attendance and grade progress. Visit <https://ps.cccschools.org/public/home.html>, click [Create An Account], and enter the necessary information, including the Guardian Web ID and the Guardian Password. After an account has been created, you can set

up the system to email you daily, weekly, or monthly updates on grades and attendance. Please contact your school counselor if you need more information on how to initiate these alerts.

### **PARENT/CAREGIVER PROCEDURE FOR STUDENT ABSENCES**

When a student is absent for any portion of the school day, a legal guardian must call the high school office at 989-584-3175, preferably before or during the school day of the absence but minimally within 24 hours (1 day) of the absence to explain the reason for the absence (notes are not acceptable). As practicable, school staff contacts caregivers in the event of unexcused absences during the school day. If no call is received, the absence will be unexcused.

### **CO-CURRICULAR ATTENDANCE**

Any student involved in a co-curricular activity (i.e. athletics, band, drama, Quiz Bowl, Model UN, after-school enrichment program, etc.) needs to be present in all classes from 7:55 AM - 3:00 PM in order to participate, practice, or compete.

### **COMPULSORY ATTENDANCE LAW**

State law requires students to attend school until their eighteenth birthday. Violation of this law is brought to the attention of the county attendance officer (Truant Officer). The accumulation of absences greater than 10% is considered excessive. The Montcalm Area Intermediate School District (MAISD) establishes standards for parental contact concerning excessive absences, and parents will be notified by mail when students exceed these limits. This notification will be made regardless of whether the absences are excused or unexcused. Excessive absences may require the school to file a truancy report with the county truancy office.

### **EXCUSED ABSENCE**

Absences that are communicated by a legal guardian (within 24 hours (1 day) of the absence to explain the reason for the absence (notes are not acceptable) due to personal illness, professional appointments, funerals, or serious personal or family problems will be considered excused. The student must initiate arrangements for missed work for an excused absence.

### **UNEXCUSED ABSENCES**

Absences that are not in the excused category and not communicated by the legal guardian are unexcused. Examples would be shopping trips, barber or beauty appointments, missing the bus, oversleeping, etc. The student will be issued detentions or possible in-school or out-of-school suspension, depending on the number of truancy offenses the student has accrued during the school year.

### **TARDIES**

Punctuality is a lifetime trait that businesses and industries claim as one of the most essential requirements for employability. Students are considered tardy if they are not in class when the clock clicks to the minute each class begins without excuse or explanation from the legal guardian (for example, the class start time for 2nd hour is 8:52, and students are officially tardy if they are not in the classroom when the bell rings at 8:52). Excessive tardiness greater than seven (7) tardies in any given class will be considered persistent disobedience resulting in administrative intervention and further disciplinary action, which may involve lunch detention, in-school suspension, and will result in one unexcused absence.

### **TRUANCY**

Upon arrival at school, students are expected to remain in the building and class for the full day, unless approved and signed out. Truant students will be subject to the obligation to follow the recommendations of The Department of Human Services, MAISD Truancy Officers, Prosecuting Attorney, and the Probate Court.

#### ***For students under the age of 17:***

1. Upon accumulation of five (5) unexcused absences, the school will send a notification of attendance.
2. After ten (10) accumulated unexcused absences, the school will send a notification of attendance and initiate the truancy process.

3. After fifteen (15) accumulated unexcused absences, the school administration will require a parent/caregiver meeting to develop an attendance plan for improvement and may refer the case to the MAISD Truancy Office for follow-up. Additionally, the administration may refer the parent truancy case to the Prosecuting Attorney for judicial review/action.

**For students 18 and older:**

1. When a student reaches 10 unexcused absences, a meeting with the administration will be scheduled.

### **VIRTUAL TRUANCY REFERRAL POLICY**

We acknowledge and agree that student achievement will be enhanced through student participation in their online learning program when all parties effectively share information and consistently enforce expectations. The goal of this agreement is to establish procedures to be followed when a student is identified as truant. If a virtual student has not logged into the virtual program and shown academic progress within Eight (8) consecutive school days, the school truancy referral process will be started. If the student has another Eight (8) consecutive school days where s/he has not logged into the virtual program and shown academic progress, educational neglect will be filed through the MAISD. This program is cumulative from year to year. If a student moves to another Montcalm County School at any time during the school year, their absences will follow.

### **APPEALS**

Appeals for exceptions in unique or extraordinary circumstances (based on a hospital stay for example) may be made to the building administrator prior to the end of the marking period in which the absences occur.

## **EMERGENCY PROCEDURES**

### **LOCKDOWN**

Lockdown is our procedure for a coordinated response to a potentially life-threatening situation in one of our buildings. When students hear the announcement of the Lockdown, they are to follow the directions of the staff. If a student is out in the hall, s/he should go to the nearest classroom. Students in the restrooms should remain there until given directions. The Lockdown procedure drills shall be practiced in accordance with the State of Michigan-mandated drill guidelines.

### **EMERGENCY DRILLS**

When the fire alarm is activated, students will follow the direction of the staff. They will move as quickly as possible out of the building and remain together as a class. Teachers will remain with their class and instruct students on the safest exit route. Once outside, teachers shall take attendance and advise the administration if any students are missing or if they have students other than their own with them. Once the all-clear is given, all staff and students shall return to their classrooms. The same procedure is followed for tornado drills with the exception of exiting the building. Rather; staff and students will be sheltered in designated areas within the building.

### **SEVERE WEATHER**

A tornado watch means that weather conditions are favorable for the formation of a tornado. A tornado warning means that a tornado has been sighted in the area. In a tornado warning, students and staff will take shelter in designated areas. A map outlining these areas is available in each classroom. Students should assume a sitting position with their heads down and hands over their heads. Staff will be present to assist students. Students will not be allowed to leave school under a tornado warning with anyone except their own parent(s) or legal guardian for obvious safety and liability reasons.

### **CLOSING OF SCHOOL**

Parents/Caregivers with a phone number, email, and text on a record with the school will be notified by our automated notification system. Parents are asked to make plans ahead of time so students know exactly what

is expected of them in the event of severe weather or a building utility problem occurring that makes it necessary to close the school.

## STUDENTS RIGHTS AND RESPONSIBILITIES

The administration and staff at CC-C High School are committed to providing each of our students with the best educational opportunities possible. We have high expectations for our students in the areas of behavior, effort, and academic performance. It is imperative that students do everything they possibly can to make the most of their educational opportunities and reach their full potential.

### **Students shall:**

1. Attend class regularly, on time, with the necessary supplies and materials to fully participate in class.
2. Complete homework and assignments in a timely, responsible manner.
3. Be courteous, polite, and cooperative with staff members and other students.
4. Accept responsibility for their own behavior and decisions they make relative to behavior, effort, performance, attendance, etc.
5. Know and adhere to general school rules as outlined in the Student Handbook, including all attendance rules and regulations.
6. Know and adhere to a specific teacher and course requirements, rules, and regulations.
7. Familiarize themselves with the Student Code of Conduct and conduct themselves accordingly.
8. Take pride in their school building and its equipment. Attempt to leave the building in as good or better condition as they found it. Students must pay for damages to school property.
9. Support athletic teams and performance groups in positive ways without booing, jeering, degrading officials, or singling out individual players, other teams, or fans from other schools.
10. Model themselves in a respectful, responsible manner that sheds a positive light on their family, our school, and the community during school and at all school-sponsored activities.

We will not accept any behavior that detracts from the appropriate, businesslike atmosphere at school or that inhibits students from reaching their full potential and performing at their highest possible levels of achievement. Building administrators and teaching staff will direct interventions to ensure academic support as necessary for student success.

### **Students shall not:**

1. Disrupt the appropriate, businesslike atmosphere at school.
2. Challenge the authority, either verbally or physically, of staff members who are acting in their capacity as teachers or support staff persons.
3. Interfere with a teacher's ability to teach or a student's ability to learn by being rude, disruptive, or uncooperative.
4. Waste class time, teacher time, or their own time during the school day.
5. Use skateboards, hoverboards, scooters, etc. on school property due to safety concerns.

**Safe schools are everyone's responsibility**

## ACADEMIC & COUNSELING INFORMATION

### **GUIDANCE OFFICE**

At CC-C High School, the Guidance Department believes that a quality, comprehensive guidance program is an integral part of the total education program. The CC-C High School guidance program provides all students the opportunity for assistance in the areas of academic planning, total educational development, and career planning and exploration. Students are assisted through individual, classroom, and group activities. Our counselor is also available to respond to the immediate needs of students including counseling, consulting, referral, or information. With the exception of emergencies, students should make an appointment in advance of seeing our counselor.

### DEMONSTRATING PROFICIENCY

Students are required to show proficiency in a class to earn credit for that class. Proficiency may be shown by a student earning a 60% grade for a class, based on a combination of marking period grades (40%) and exam grades (20%). If a student fails to show proficiency in a class through the marking period and exam grades, s/he may initiate a conversation with the teacher to develop a plan to show proficiency. If the student shows proficiency in this manner, the grade would become FCR, meaning an F in the class, but with credit toward graduation. If a student receives FCR, it is calculated toward her/his GPA. Time limits for this will be established between the teacher and the student with administrative approval.

### GRADING\*

Universal Grade Percentages	Universal Grade Point Scale	* AP Course Grade Point Scale (calculated by a factor of 1.25)
A = 93% or above	A = 4.00 grade points	A = (4.000 x 1.250) = 5.000 grade points
A- = 90%	A- = 3.667 grade points	A- = (3.667 x 1.250) = 4.584 grade points
B+ = 88%	B+ = 3.333 grade points	B+ = (3.333 x 1.250) = 4.166 grade points
B = 83%	B = 3.000 grade points	B = (3.000 x 1.250) = 3.750 grade points
B- = 80%	B- = 2.667 grade points	B- = (2.667 x 1.250) = 3.334 grade points
C+ = 78%	C+ = 2.333 grade points	C+ = (2.333 x 1.250) = 2.916 grade points
C = 73%	C = 2.000 grade points	C = (2.000 x 1.250) = 2.500 grade points
C- = 70%	C- = 1.667 grade points	C- = (1.667 x 1.250) = 2.084 grade points
D+ = 68%	D+ = 1.333 grade points	D+ = (1.333 x 1.250) = 1.663 grade points
D = 63%	D = 1.000 grade points	D = (1.000 x 1.250) = 1.250 grade points
D- = 60%	D- = 0.667 grade points	D- = (0.667 x 1.250) = 0.834 grade points
F = 59% or below	F = 0.000 grade points	F = (0.000 x 1.250) = 0.000 grade points
I = INCOMPLETE	CR = CREDIT	NC = NO CREDIT
W = WITHDRAWAL	WF = WITHDRAW/FAIL	
* Class of 2026 & Class of 2027 (and each class thereafter) will be eligible for the weighted GPA.		
** Weighted GPA is a way for high schools to create a measure of academic achievement that takes into account the difficulty of a student's course load and not just his or her grades alone. On a weighted GPA scale, GPAs typically range from 0 to 5.0, with a 5.0 representing all As in the highest-level classes.		

### LATE WORK

Students are expected to complete all assignments on time; however late work will not be accepted after 10 school days from when it was due. Late work turned in after the original deadline may be assessed a late penalty not greater than 40%. It is the teacher's discretion on late work in AP and dual enrollment classes.

## **INCOMPLETE (I)**

At the discretion of the teacher, an Incomplete can be given until all assignments are completed. Making up tests is to be initiated by the student and scheduled before school, after school, or during lunch. Any "Incomplete" must be finished by the end of the next semester or the grade will be registered as No Credit. For attendance-related make-up policy, see "Attendance."

## **SEMESTER EXAMINATIONS**

Senior exams are usually given earlier; therefore, junior/senior courses may give exams before the scheduled end of the semester (any junior student, however, will continue classwork through the end of the semester).

## **EXAM OPT-OUT OPTION**

Students may opt out of a maximum of two (2) exams during a semester, however, any student who accumulates five (5) or more non-verified\* absences in a class is required to take the exam for that particular class and any student accumulating six (6) or more tardies in two (2) or more classes will not be eligible to opt out of any semester exams.

Additional requirements to opt out of an exam:

1. No more than three (3) non-verified absences\* in the class(es) requesting exemption (for two (2) exams)
2. No more than four (4) non-verified absences\* in the class requesting exemption (for one (1) exam)
3. Must be earning a 3.0 (80%) or better in the class(es) requesting an exemption
4. Passing grades in all class
5. Complete the exemption form and submit it to the office

\* Non-verified absences include unexcused absences (PS code UE), parent-verified absences, absences such as for hunting or family vacations, etc. (PS code PV), and suspensions (PS code ISS/OSS).

Verified absences are those that are accompanied by a note from the office for which the student was seen for an appointment (for example pediatrician, orthodontist, counselor, therapist, or dentist).

Other absences that would not be counted as part of the allotted absence for each semester include school-related absences (PS code EDU or SE ) and those absences related to special circumstances such as a funeral, for example, which must be pre-approved by the administration.

## **REPEATING COURSES**

The staff at Carson City-Crystal High School recognizes that students may wish to repeat a course to improve their grade. Students wishing to repeat a course must submit a request to the building administrator prior to scheduling to be approved on an individual basis by the building administrator or school counselor. A student repeating a course to improve a grade may have the lower of the two grades removed from her/his record provided the student requests the change to be made. The office staff will not attempt to determine which students are repeating courses or determine who may wish to have a lower grade removed. Students must retake classes at the earliest opportunity. All transcripts must be completed with these changes by the end of the first semester.

## **ACADEMIC ELIGIBILITY**

Students must meet athletic eligibility standards to be eligible to compete in academic competitions. For details visit [CC-C Athletic Handbook](#).

## **ELECTIVES**

The balance of the number of credits required to graduate is called electives and the student's choice should be concentrated in specific areas that enhance each student's future educational or occupational plans. Two years of a foreign language and additional units in math and science are recommended for students who intend to pursue a four-year college or university program.

### CREDIT AND GRADUATION REQUIREMENTS

All seniors are required to meet the credit requirement by earning 24 credits and are required to complete a Senior Portfolio. Additionally, in order to be included in the “Top Ten” at graduation, students must be enrolled at Carson City-Crystal High School for at least four (4) semesters and meet the requirements of the general education curriculum. Students should use the career pathways to best determine the classes needed for their career choice, including college prep.

### HIGH SCHOOL ENTRANCE REQUIREMENTS

Carson City-Crystal High School offers coursework for grades 9, 10, 11, and 12. Beginning School Year 2020/21, students in grades 9-12 will be enrolled in seven (7) periods each semester (3.5 credits).

In a given school year, students must enroll in seven (7) units of credit. Some students may be placed on a nontraditional schedule that reduces their daily schedule to fewer units or periods per day (i.e., calculus class at M.C.C. that meets for two hours three times per week). A junior or senior, with counselor and administrator approval, may enroll in additional courses for credit from an alternative educational program. A student may attend a course at a higher education institution for college credit. Students interested in attending a college class must apply to do so in the guidance office (See Dual Enrollment).

### COURSE OFFERINGS

* Required courses based on the Michigan Merit Education Curriculum		** English 12 must be taken through CC-C High School	
English (4 Credits Required)	Social Studies (3 Credits Required)	Science (3 Credits Required)	Math (4 Credits Required)
* English 9	* US History	* Biology	* Algebra I
AP Literature	AP Government	Earth Science	* Geometry
* English 10	* World History	* Chemistry	Pre Calculus
AP English	* Civics/Economics	AP Biology	AP Calculus
* English 11	Honors U.S. History	Physics	* Algebra II
** English 12		Environmental Science	Personal Finance
			Must include one math class each year of high school or four credits with a math credit during senior year
World Language (2 Credits Required)	Arts (1 Credit Required)	Physical Education (½ Credit Required)	ADDITIONAL ELECTIVES

Spanish I	Art I	2 successful years of Marching Band will satisfy this credit	General Electives (6)
Spanish II	Art II	Health (½) *MACC Health Science program qualifies	Psychology
1st Credit must be a language course	Band and Career Center will count for the Arts credit	Personal Fitness	Computer/ Online (½)
2nd credit can be satisfied by any course under the ART credit, Career Center, or another course in the same language	Video Broadcasting	Advance Physical Education	Computer Apps I
Sign Language (for students prior to class of 2024)	Yearbook		Computer Apps II
	Drama		Robotics
	Choir		Advanced Tech
			Video Broadcasting

### COMMENTS ON THE REQUIREMENTS

1. Students may not use individual credit to meet more than one requirement.
2. Off-campus courses must be approved through the office; this includes any classes taken through alternative education, adult education, or classes taken online.
3. All classes must be accredited through NCA or other appropriate accrediting agencies.
4. The physical education requirement may be exempted for students with specific physical challenges provided a doctor (M.D./D.O.) provides a statement confirming the challenge.
5. Additional electives may be determined for students through the student improvement plan. If you have questions about these credits, please contact the building administrator or school counselor.
6. Career Center is an option to fulfill the English 12 requirement, the 4<sup>th</sup> year math requirement, the 2<sup>nd</sup> year Spanish (completion of a career center program) prior to the class of 2024, or credit recovery in a general science class.
7. If you are interested in a personal curriculum, please contact the school counselor.

### DIPLOMAS VS. CERTIFICATES

Federal law requires that transition services include a coordinated set of activities for students with Intellectual and Developmental Disabilities (I/DD) with an outcome-oriented process. Every Michigan youth has the right to a free and appropriate education. For students with I/DD, this should be discussed early in the IEP process before the student's 9th-grade year and documented in her/his IEP.

Transition Teams, in collaboration with each student, have the authority to choose a diploma or certificate\* track based on a student's age eligibility which is determined by her/his age on September 1st. Students who turn 26 before September 1st, are no longer eligible. Students who turn 26 after September 1st may finish that year of school.



\*Certificates: A certificate of any type (completion, achievement, recognition, etc.) is not a regular high school diploma and will not be reported as such on any form that asks if an individual has achieved a high school diploma (for example, on a job application). Michigan law makes no reference to certificates and does not provide any definition of a certificate. Certificates are given, or not given, at the discretion of the local school district. A student does not have to meet the criteria of the Michigan Merit Curriculum or maintain the grade requirement to receive a certificate of completion. This allows the student to focus on meeting individualized goals based on future plans but can limit opportunities for self-sufficiency in adulthood.

### **REQUIREMENTS FOR COMMENCEMENT PARTICIPATION**

1. Students who have not fulfilled all obligations to the school, including but not limited to, paying all fines and serving all discipline, may be excluded from commencement exercises.
2. Seniors causing excessive disruption to the functioning of the school near the end of their senior year will be disciplined up to and including removal from commencement exercises.
3. Students must have passed all graduation requirements to participate in commencement.
4. Students must dress appropriately for graduation.

### **SCHEDULING AND SCHEDULE CHANGES**

With the support of school personnel, each Spring, students will select courses that meet graduation requirements, vocational and/or college requirements, and/or satisfy individual student interests. If parents have questions, consult the counselor/office.

### **DROPPING AND ADDING CLASSES**

Because the school's master schedule is largely determined by student needs and requests, changes can be made only under extreme circumstances. After the close of registration in August, schedule changes will not be made until after the 3rd full day following the start of the school year. Students who are removed from class for disciplinary reasons will receive an "F" for the semester. All schedule changes must have parent/caregiver approval.

1. Drop and add consideration will only be extended to those students with reasonable cause for a schedule change.
2. Student requests for class changes must be made within the first two weeks of class.
3. If a student drops a course any time after the mid-point of a semester, a "WF" will be recorded and noted as a withdrawal/failing grade.
4. Extenuating circumstances may justify permitting the student to drop a class with the grade of "NC" for no credit or "W" for withdrawal.
5. A student may be allowed to continue in the class on a credit/no-credit basis with special administrative and counselor approval.
6. A student who drops a full-year course after having successfully completed one semester of the course will have the grade and 1/2 credit recorded on her/his transcript.

### **WORK-STUDY**

Students may be out of the building for a two-hour maximum. Credit will be possible for up to 3 hours but only two of those hours will be during school hours. Students are discouraged from working in a business that is owned or operated by a family member. Students will only be granted a Work-Study position if the placement is primarily educational in nature if it is in line with the student's career pathway, or if the student and employer meet with a school representative to create an individual curriculum prior to the student's placement.

### **CAREER CENTER**

Carson City-Crystal Juniors and Seniors may enroll in Career Center vocational programs. Sophomores will visit the Career Center to assist in making a decision regarding Career Center programs. Carson City-Crystal is allotted a certain number of "slots" in each program. If we have more requests than slots, students will be selected for the program based on academic grades, attendance, vocational interests, and likelihood to succeed. Students must use transportation provided by the school district unless circumstances arise; the

administration will consider it on a case-by-case basis. In the event the student must drive to the Career Center, written permission must be given by the parent and approved by an administrator prior to driving.

### **DUAL ENROLLMENT**

A qualified student wishing to take a class in an area of career interest not offered at CC-C HS or online may be able to enroll in a college course. For the purpose of dual enrollment, a qualified student must be enrolled in our In-Person Learning program and maintain full-time enrollment status at Carson City-Crystal High School. Additionally, the student must earn a score on the PSAT/SAT test which equals or exceeds the achievement benchmark for Math or Reading indicating “college readiness.” A student may also be eligible for dual enrollment through a recommendation from the English Language Arts or Mathematics Department or its designee.

### **EARLY COLLEGE**

Carson City-Crystal High School has partnered with Montcalm Community College to offer a program called Early College. This program offers high school students the opportunity to earn up to two years of college credit, an associate's degree, or an occupational training certificate while completing their high school education. This three-year program encompasses grades 11 through 13. Students benefit from a personalized learning environment that fosters the development of critical thinking skills within an innovative curriculum that promotes excellence in the field of Math, English, Social Studies, and Science. Students eligible for this program must understand that participation in Early College foregoes eligibility to participate in high school co-curricular activities including MHSAA athletics.

### **TESTING**

Counselors are responsible for coordinating the testing program. In addition to administering the tests, counselors interpret test results for students, parents, and teachers. The following assessments are administered at the UE/MS/HS building: M-STEP (An online test administered to grades 4-8 and 11 in ELA, Math, Social Studies and Science mandated by the State), PSAT (Taken by students in grades 8-10 which supplements the MSTEP), SAT (designed to assess a student's academic readiness for college and provides a path to opportunities, financial support, and scholarships, while keeping pace with what colleges are looking for, measuring the skills required for success in the 21<sup>st</sup> century. The SAT will be taken by all juniors as a part of the MME testing).

### **TESTING OUT OF HIGH SCHOOL CLASSES**

To be eligible to “test out” of a class for the upcoming school year, a student must complete a Testing Out Application during the time specified by the building administrator or designee. An application will be provided to interested students during a prearranged time period. The form and manner of this proficiency instrument will be determined by each department. Any student interested in testing out of a course must have a 3.0 or higher GPA and no disciplinary actions within the current school year.

1. This policy will apply equally to all students in high school.
2. Testing out will not apply to the senior-year math requirement.
3. No grade may be earned by testing out of a course; the notation credit (CR) or no credit (NC) will apply.
4. Credits earned through this provision will be counted towards graduation.
5. Credits earned through this provision will count towards fulfillment of a requirement for a subject area course and will be counted toward fulfillment of a requirement as to course sequence.

## **AWARDS AND RECOGNITION**

Carson City-Crystal High School will make an effort to recognize students in many ways. We feel it is important to create recognition initiatives that honor all types of students, especially those who might not normally receive acknowledgment for their efforts. In addition to recognizing students who perform exceptionally well in the classroom, we also feel it is imperative to bring to light those who demonstrate kindness, respect, or responsible behavior inside or outside of our school. Celebrating students for their strengths, talents, and interests including those who are hard-working, well-behaved, and industrious is equally important. Below is a list of some of the awards and recognitions available to our students:

### **ACADEMIC AWARDS**

Letters and Pins: Students who maintain a 3.50 GPA or better will earn an Academic Award. (The Academic Letter is awarded to those students upon the first year in which they earned a 3.50 GPA or better, and for each year after earning a 3.50 GPA or better, students receive the Academic Achievement Pin).

### **EAGLE OF THE MONTH**

Recognizing students who demonstrate respect, responsibility, and safety is one way we celebrate students in high school. The goal of the Eagle of the Month award focuses on recognizing students who have shown continued improvements in academic progress, study habits, classroom engagement/cooperation, or following classroom and school rules to name a few.

### **ACADEMIC IMPROVEMENT AWARD**

This award is presented to students whose semester GPA differs significantly from their cumulative GPA. The formula (1st or 2nd semester GPA - previous cumulative GPA)  $\geq 1.0$  will be used to determine the recipients of this award.

### **BOYS STATE/GIRLS STATE**

Boys State and Girls State are summer leadership and citizenship programs sponsored by the American Legion and the American Legion Auxiliary for high school students between their junior and senior years. Delegates to Boys/Girls State are selected with the help of their high school principals on the basis of potential leadership qualities and must be between their Junior and Senior years in high school to qualify.

### **DANFORTH "I DARE YOU" AWARD**

The Danforth Foundation sponsors a program nationwide that Carson City-Crystal participates in. This award recognizes two of the top junior leaders who are selected by the faculty.

### **D.A.R. AWARD**

The Daughters of the American Revolution is a nationwide program. This award is an effort to recognize the top Senior in terms of citizenship and leadership and is selected by the senior class and high school faculty.

### **DEPARTMENTAL AWARDS**

Teachers select outstanding performers in the various academic departments. In addition, extracurricular areas such as music, athletics, and drama, make special recognition to participants and outstanding performers throughout the year.

### **GRADUATION HONORS**

Special recognition will be given to the seniors who have compiled the highest cumulative GPA through the first semester of their senior year (duplicate recognition will be given for ties). The CC-C staff will calculate the cumulative GPA of our seniors to determine class ranking for the "Top Ten" status. In order to be included in the "Top Ten" at graduation, students must be enrolled at Carson City-Crystal High School for at least four (4) semesters and meet the requirements of the general education curriculum. Honor cords will be given to seniors who graduate with Highest Honors (3.75 or higher), High Honors (3.40 to 3.74), and Honors (3.00 to 3.39). Additionally, we will recognize the top male and female students with the Outstanding Senior award.

## **HONOR ROLL**

The honor roll will be computed and posted two times each year. The honor roll will be based on the GPA of the final grade at the end of each semester. The honor roll will be posted with three levels:

1. Highest Honors 3.75 or above
2. High Honors 3.40 - 3.74
3. Honors 3.00 - 3.39

## **THE HUGH O'BRIAN YOUTH FOUNDATION**

HOBY is a State Leadership Seminar open to all sophomores. Evaluation of the student application is used for the selection of one sophomore. This program emphasizes leadership ability, self-development, America's Incentive System, and our democratic process. Application required.

## **NASSP LEADERSHIP AWARD**

The National Association of Secondary School Principals promotes the intellectual growth, academic achievement, and leadership development of students and is proud to have founded and administered this outstanding student leadership award. This award is given by the building administrator to the outstanding leader of the senior class. The student then becomes eligible to compete for one of a hundred National Scholarships.

## **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

The President's Award for Academic Excellence was initiated in 1983 to honor outstanding academic achievement. Seniors eligible for the award must maintain a 3.5 GPA or above, earn a Composite SAT score of 1160 or above (or a composite ACT score of 24 or above), and earn a minimum of 12 credits in core courses of study.

# **STUDENT ACTIVITIES**

Depending on student interest, the availability of a sponsor, and other concerns, the number of activities may increase or decrease from time to time.

## **ACADEMIC AND ATHLETIC ACTIVITIES**

Student participation in interscholastic or extracurricular athletics is supported and encouraged. We believe students who participate in academic and/or athletic activities enhance and improve cooperation, responsibility, and teamwork, as well as increase a feeling of pride in themselves and our school. Language Arts, Quiz Bowl, Art Exhibition, Forensics, Debate, Model U.N., Talent Revue, and Honors Band are examples of some of the teams our high school students can join. For a list of the athletic opportunities available visit the CC-C Athletic Handbook. Students must be eligible according to the academic and athletic eligibility standards to compete in an academic or athletic competition. Students on out-of-school suspension or serving an in-school suspension will also be suspended from extracurricular activities and suspended from school property during after-school hours.

## **CLUBS AND ORGANIZATIONS**

Students are encouraged to participate in co-curricular activities. Clubs and organizations give students an opportunity to improve their leadership qualities, learn new skills, and have fun. We have a large number of clubs and organizations available to students while attending Carson City-Crystal High School. Watch for sign-up dates or stop in the office if interested. Some of the Clubs offered through CC-C High School include Forensics, Model U.N., National Honor Society, Quiz Bowl, Student Council, Talent Revue, Robotics, and Writing.

## **DANCES**

Dance forms and building use forms need to be submitted to the office at least one week prior to the dance. Forms can be obtained from the office. Students who attend our high school may attend our dances. Middle school students cannot attend high school dances, nor can high school students attend middle school dances. A CC-C High School student may invite one (1) high school guest with prior approval from the administration. Guests must follow all school rules and be prepared to show I.D. upon request. Individuals aged 21 or older will not be allowed to enter school dances under any circumstances. Any student suspended by the administration for more than a ½ day (ISS or OSS) during the week leading up to the dance will not be permitted to attend the dance. Outside beverage containers will be allowed as long as they are unopened upon entering the dance. Students engaged in any dance style must comply with standards of modesty and safety. Dance supervisors in attendance will be the final judges of the appropriateness of dance styles. Inappropriate dancing includes but is not limited to, the following: slam dancing, moshing, and any dancing that has sexual innuendos. Failure to comply will result in removal from the dance. If necessary, the dance will continue with the lights on or the dance will be canceled. Students suspected of being under the influence of alcohol or drugs will not be allowed to enter the dance and will be detained until a parent or legal guardian arrives. Dance supervisors have the authority to enforce school rules. All school rules apply to dances and students may not re-enter after having left the dance. All high school dances end at 10:00 PM.

## **FIELD TRIPS**

Parent permission slips are required for all field trips. It may be necessary for students to pay certain costs. Students should remember that school rules apply throughout the trip with an expectation that behavior should reflect positively upon Carson City-Crystal Schools. At the discretion of the administrator, students with frequent discipline problems may not be allowed to attend the trip.

## **CLASS OFFICERS**

Each class votes to elect a president, vice-president, secretary, treasurer, and two (2) student council representatives each spring. These officers are responsible for working with the class advisors to conduct all class business.

## **CLUBS**

Clubs and other organizations may be formed provided there is sufficient student interest, there exists an acceptable advisor or sponsor and the goals of the group are positive in nature. Students wishing to form new organizations must get approval before any formal functioning begins.

## **NATIONAL HONOR SOCIETY**

The National Honor Society chapter at Carson City-Crystal High School is a chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character, and are nominated by a staff member. Standards for selection are established by the national office of NHS and have been implemented by our local chapter. Students in tenth or eleventh grade are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale as calculated by the school at the end of the first semester. To evaluate a candidate for selection, members of the faculty are solicited for input regarding their professional opinion pertaining to student candidates. A student must receive fewer than 3 non-recommendations in this anonymous process in order to be selected. Candidates are only notified if they are selected. Once notified, students must accept membership by completing the Student Activity form and paying the initiation fee. A formal induction ceremony is held at the school to initiate all newly-selected members. NHS members are required to maintain the same level of performance or better in all four criteria that led to their selection. In addition, members must maintain regular attendance at all chapter meetings, complete 10 hours of service a semester, and participate in ALL chapter service projects. Members who fail to meet the membership obligations after induction may be put on probationary membership and/or be referred to the membership committee for removal from the chapter.

## **STUDENT COUNCIL**

The student council has two major functions: 1) to approve all school social events including dances, school parties, etc, and 2) to improve Carson City-Crystal High School in any way that is practical and acceptable. The student council has five officers: President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer, who, along with class officers and representatives, are elected in the spring for the following year.

## **STUDENT ADVISORY COUNCIL**

The student advisory council meets with the building administrator several times each year. The student advisory council has two major functions: 1) to provide input and direction to policies of the school that affect students and 2) to improve Carson City-Crystal High School through establishing goals and directions for school improvement projects. Four students will be chosen from each class by the building administrator. Students on the Student Advisory Council must maintain a 3.0 or higher GPA.

# **GENERAL INFORMATION**

## **AGE OF MAJORITY**

A student who has reached the age of 18 is considered to have the full rights of an adult; however, if the student is still living at home, we ask that the student obtain an age of majority recognition form. This form must be filled out by the student and returned before we no longer recognize the parent(s) as responsible for the student. Although 18-year-old students are recognized as adults under the Age of Majority Act, the Carson City-Crystal Area School Board of Education is nonetheless committed to equal treatment in the application of its policies and procedures to all students. With the following exceptions, the rules and regulations set forth in the Carson City-Crystal High School Parent/Student Handbook will apply to all students, regardless of their attainment of the age of majority: (1) Students 18 years and older may have the same privilege as their parents/caregivers as it relates to access their student records; (2) Students 18 years and older may also represent themselves during disciplinary conferences and be in receipt of their own grade reports. Age of Majority students must sign out and have administrative approval to leave school.

## **BACKPACKS**

No backpacks are to be carried during the school day unless permission by the main office. No backpacks in classrooms. Upon arrival, all backpacks should be placed in lockers and NOT left in hallways.

## **CANINE SEARCHES**

Carson City-Crystal High School will conduct random County Sheriff Canine Searches throughout the building and parking lot. Students will be required to leave their belongings in the classroom while the canine and handler conduct the search.

## **CLASS MONIES**

Monies raised by classes must be used specifically for appropriate school-related functions. Upon each class graduation, these monies will be distributed as follows:

1. 60% (not to exceed \$1000.00) will be kept by the class for their first class reunion.
2. The remaining balance will go to the building administrator's fund to be used for the support of the general academic program.

## **CLOSED CAMPUS - JUNIORS, SOPHOMORES & FRESHMAN**

After students arrive at school, they are not permitted to leave campus at any time during the day unless they are signed out in the office for a verifiable reason communicated in advance to the office by the student's legal guardian or if they are involved in a prearranged school-sponsored activity. Students who leave the school building without permission, or check out in the office, face disciplinary measures and/or loss of parking privileges. Age of Majority students must follow the rules of a closed campus.

## **OPEN CAMPUS FOR “QUALIFYING” SENIORS**

Having the opportunity to leave campus during lunch period is a privilege and has been put in place with the understanding that seniors are responsible enough to manage their time wisely. A “qualifying” senior must meet and/or maintain the following criteria to be eligible for the open campus policy:

- Receive written permission from a parent/caregiver
- Have a C- or better in all classes
- Have no more than 5 tardies during a semester
- Have no more than five (5) unexcused absences during a semester
- Have no suspensions

Additionally:

- Students will be expected to abide by all public roadway guidelines
- Students who are late to their class immediately following their lunch period more than two (2) times (per semester) will lose Open Campus Lunch privileges
- Students may not bring food from off-site into the school buildings
- Students are expected to conduct themselves in a responsible manner and be respectful to homeowners, merchants, and their properties
- The administration reserves the right to NOT allow students to leave for open campus lunch based on inclement weather
- The administration reserves the right to revoke and/or suspend the open campus lunch period for any reason

## **DRIVING PRIVILEGES**

Students who wish to drive to school must conform to these regulations whenever operating a motor vehicle on school property before, during, and after school hours. Any driving violations will be subjected to disciplinary action and may be reported to the police. Students must register all vehicles they might drive before driving them to school. The registration form will require parent signatures to acknowledge awareness of these rules. Students who wish to drive an ATV/snowmobile to school must provide the office with a copy of their trail permit, a current registration, and a driver's license or ATV/snowmobile safety permit. Students who wish to drive a tractor to school must provide the office with a copy of their driver's license. Students are to leave their vehicles and the parking lot and go directly into the high school as soon as they arrive. Students must not be in their vehicle without office permission during the school day, INCLUDING LUNCH PERIODS (this does not apply to “Qualifying Seniors”). Students must park in the designated north lot only. The school is not responsible for student vehicles, damage to vehicles, any possessions left in them, or anything attached to the vehicles. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in vehicles parked on school grounds and may be subject to Search and Seizure by the school administration.

## **FOOD AND BEVERAGES**

Food and beverages may be allowed in the hall and cafeteria during non-class times unless cleanliness becomes an issue or if the privilege is abused. Allowing food or beverages in the classroom is the decision of the individual teacher.

## **HALL PRIVILEGES**

In order to be able to move about the building during regular class time, a student may be required to have a valid hall pass. Hall passes can be issued by administrators or staff members and should reflect specific information such as the time of departure, destination, and signature of the person issuing the pass. We expect that students will not abuse the privileges of having a hall pass, adhere to school rules, and travel to their destinations as soon as possible.

## **LOCKERS**

Students will be assigned a locker for their use at the beginning of each school year and will be responsible for the contents of the locker and its upkeep. Students are advised that the lockers are owned by the school and

are assigned on a temporary basis. The building administration, therefore, reserves the right to inspect the contents of any locker at any time when, in the opinion of the school official, s/he is acting to protect the health, safety, and welfare of the school community, to enforce school rules, and/or there is a reasonable suspicion that the search will produce evidence of a violation of school rules relating to the health, safety, or welfare of the student body or staff. In the event of such an inspection, every effort will be made to have the student present when the inspection takes place. Students MAY NOT change or use lockers from those originally assigned without permission from an administrator. Students will bear the cost of any damage they inflict. Damage to lockers by others must be reported immediately to the office.

### **LUNCH**

The cafeteria has a wide assortment of food available for students. Students may choose to eat in the cafeteria-style Type "A" lunch (meat, vegetable, salad and/or dessert, and milk) for a fixed daily rate or eat from the A la Carte where items are individually priced. Parents need to be aware of the tendency for most children to spend more money eating from the A la Carte than from the Type "A" program. Our advice to parents is to send checks payable to the Carson City-Crystal Food Service Program for the amount you want them to spend. Please have money submitted by 10:00 a.m. each day you deposit.

### **PLEDGE OF ALLEGIANCE**

All students have an opportunity to recite the Pledge of Allegiance to the United States flag each day.

### **TEXTBOOKS**

Students who use textbooks, supplies, library materials, or equipment issued by Carson City-Crystal Area Schools are expected to return these materials in good condition. Students failing to return these items will not receive their report card or diploma until full payment for the items has been made.

### **SELLING ITEMS AT SCHOOL**

Students are not allowed to sell any items to earn money for themselves or an outside group at school without permission from the office. Any fundraiser must meet school board regulations.

## **SCHOOLS RULES AND DISCIPLINE**

One of the primary goals of the School District is to provide a productive and safe educational environment. With that said, CC-C School will address students who engage in misconduct and inappropriate behavior.

### **RESTORATIVE PRACTICES**

Restorative Practices are practices that emphasize repairing the harm to the victim and the School District community of a student's misconduct or other behavior. Restorative Practices may be considered and implemented by a Restorative Practices team. The restorative practice's team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a similar manner, depending on the circumstances as a whole in the sole discretion of the School District administrator assigned to handle the misconduct or behavior or the Board of Education (if the Board of Education is handling the misconduct or behavior). Restorative Practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, bullying, and cyberbullying.

### **BULLYING**

Bullying behavior is defined as inappropriate conduct that is repeated, and/or serious to the extent that it negatively impacts a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats. Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken



by another student, staff member, or other person associated with the district should take immediately the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's building administrator, the affected student should, as soon as possible after the incident, contact her/his building administrator.
2. If the alleged harasser is the student's building administrator, the affected student should contact the superintendent as soon as possible after the incident.

The student may submit a report in writing or in person. The reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations or retaliation can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges or are accused of them. If accusations are determined to be false, the accuser will be subject to consequences as determined by the school. If there is retaliation for a bullying accusation, the student will receive additional consequences.

### **CYBERBULLYING**

Cyberbullying is bullying that is carried out through an online service such as email, chat room, discussion group, or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos, or audio of another person. Any form of cyberbullying will not be tolerated under any circumstances. If a student accidentally accessed inappropriate content, they should move on without drawing unnecessary attention, and inform their teacher quietly if needed. Students should not access chat rooms or social networking sites that are not moderated or approved by the District, and should never give out any personal details over the Internet.

**No Expectation of Privacy:** Students have no expectation of confidentiality or privacy with respect to usage of any district technology, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student technology at any time for any reason related to the operation of the District.

### **DUE PROCESS**

The due process procedures related to suspension and expulsions are explained above. In all disciplinary matters, the student has the right and responsibility to present her/his position on the circumstances of the disciplinary referral. The first step in most disciplinary matters not handled by the classroom teachers is an informal conference with the building administrator or her/his designee. As a general rule, the more serious the problem and the more severe the discipline given, the more procedural rights the student has. For disciplinary situations resulting in discipline of ten days or less, the student has the right to present her/his side of the issue, question the evidence, present witnesses, remain silent and appeal. In all cases where disciplinary action is taken a referral will be recorded to maintain a record of the situation. The student's parents and the involved teacher(s) will receive a copy of the referral.

### **APPEALS**

If the student feels that s/he is innocent or the penalty given (if variable) was too severe s/he may appeal the decision. Teacher-imposed discipline may be appealed by speaking with the building administrator or designee. Principal-imposed discipline involving any discipline except suspension may be appealed to the high school appeal committee. Principal-imposed discipline involving suspension may be appealed to the superintendent. If a student wishes an appeal s/he must request an appeal in writing to the building

administrator within three (3) school days of the disciplinary decision. In all cases, the person or group hearing the appeal will meet within three (3) school days. They will seek to determine the facts of the matter and render a decision in writing within two (2) school days of the hearing with the student. The student will be afforded all due process rights during the hearing. If the student is not satisfied with the decision of the appeal officer or group, the student may request a Board committee hearing within three (3) school days. The board committee will meet within five (5) school days to hear the appeal. **HOWEVER, THE BOARD IS NOT REQUIRED TO HEAR APPEALS ON DISCIPLINARY MATTERS INVOLVING TEN (10) OR FEWER DAYS OF SUSPENSION.** The decision of the committee must be addressed in writing within two (2) school days. The high school appeals committee is composed of two faculty members and an additional faculty member of the student's choice. When an appeal is heard the following decisions are possible:

1. The student is found innocent and no action is taken.
2. The student is found guilty and the decision remains the same.
3. Or where the discipline is not specified, the decision could be that the student is guilty but the discipline is too severe and a reduction is determined appropriate.

### **BUS CONDUCT**

A student who is transported by the School District or transported to a School District-related event (this includes Career Center) must abide by the driver's direction, the Student Code of Conduct, and, if applicable, the School District's Athletic Code of Conduct, Extracurricular Code of Conduct, or similar document. Violators face the loss of transportation privileges, as well as possible disciplinary action. Examples of misconduct that may lead to temporary or permanent suspension of transportation privileges or other possible disciplinary action include but are not limited to insubordination, vaping, fighting, profane or foul language, and destruction of property.

### **RANGE OF DISCIPLINARY ACTIONS**

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider Restorative Practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act that violates the law may be referred to the appropriate police authority. The School District will comply with all state and federal laws with respect to the discipline of students educated under an IEP or Section 504 Plan or students who are suspected to have a disability.

The prohibited acts and penalties listed below are applicable when a student:

1. Engages in a prohibited act on school property;
2. Engages in a prohibited act in a motor vehicle being used for a school-related purpose;
3. Engages in a prohibited act at a school-related activity, function, or event;
4. Engages in a prohibited act en route to or from school;
5. Engages in a prohibited act involving another student who is en route to or from school;
6. Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
7. Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

## REBUTTABLE PRESUMPTION

Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or 25 expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
4. The seriousness of the student's misconduct or behavior;
5. Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
6. Whether Restorative Practices will be used to address the student's misconduct or behavior; and
7. Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons-free school zone. However, with respect to all out-of-school suspensions and expulsion (short-term or long-term), the School District administrator implementing the suspension shall consider and document consideration of the seven factors listed above in a form in PowerSchool. The form may be retained in any format.

## DEFINITIONS OF DISCIPLINE

**Administrative Intervention** - Disciplinary action which does not result in a student being suspended from school and which includes, but is not limited to, engagement with Restorative Practice, in-school suspension, the removal from a class, a reprimand, restitution, detention and/or work assignment before or after school or during lunch, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

### **Detention Information:**

The purpose of detention is to help students correct certain behaviors and make better behavioral choices in the future. If assigned detentions do not seem to correct behavioral problems, the student will be subject to a possible in-school or out-of-school suspension. Detention is a 30-minute period held during lunch. Failure to attend assigned detention may result in an in-school or out-of-school suspension. It is the student's responsibility to obtain homework assignments. Students serving a suspension are also suspended from co-curricular activities and from school property during after-school hours.

**Snap Suspension** - Exclusion of a student from a class, subject, or activity by a teacher for one full school day if the student engages in conduct that unquestionably interferes with the education of her/himself or other students, or a teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to her/himself or other students.

**Suspension** - Exclusion of a student from school for 60 school days or fewer or exclusion of a student from school whose exclusion will terminate upon the fulfillment of a specific set of conditions.

**Expulsion** - Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

## STUDENT CODE OF CONDUCT AND PROHIBITED ACTS

This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior. The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student

Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students. When possible, Restorative Practices will be the first consideration in remediating interpersonal conflicts.

#### **ACADEMIC DISHONESTY AND COPYRIGHTED MATERIAL**

A student shall not engage in academic cheating. Cheating includes but is not limited to the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and representing it as the student's own original work. A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

#### **ALCOHOL, ILLEGAL DRUGS, AND CHEMICAL/COUNTERFEIT SUBSTANCES**

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance intended for human consumption, including any prescription or non-prescription drug, medicine, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.). Nor shall a student use or possess other intoxicants of any kind including look-alike drugs and paraphernalia.

#### **ARSON**

A student shall not engage in the willful and malicious burning, or an attempt to burn, any building or part of any property of the school system. No student shall use fire or the threat of fire in any form to cause damage or disruption (such as but not limited to firecrackers, smoke bombs, threats, or false alarms.)

#### **BULLYING**

A student shall not engage in bullying behavior which is defined as inappropriate conduct that is repeated, and/or serious to the extent that it negatively impacts a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

#### **CELL PHONES AND ELECTRONIC DEVICES**

A student shall not be insubordinate or fail to comply with set rules, instructions, and/or directions of School District employees (including substitute and student teachers) for the use of her/his cell phones in classrooms.

#### **CYBERBULLYING AND IMPROPER COMMUNICATIONS**

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, or through the use of technology, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, visitors to the school building or students. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

#### **DRIVING VIOLATION**

Students who wish to drive to school must follow school regulations whenever operating a motor vehicle on school property (before, during, and after school hours). Once a student arrives at school, s/he is prohibited from visiting her/his vehicle once the official school day begins unless s/he has permission during the school

day, INCLUDING LUNCH PERIODS. Nor shall students leave the school campus for any reason without parent permission and/or an office pass.

### **DISPLAY OF AFFECTION**

Students shall not display acts of affection, except for hand-holding, at school, on school grounds, and at school activities. For the purposes of the Student Code of Conduct, affection includes but is not limited to, kissing or hands-on with another student.

### **DISRUPTION OF SCHOOL**

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall s/he engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct to cause such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption or interfere with the educational process, and is forbidden.

1. Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
2. Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
3. Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
4. Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school-sponsored activity.

### **DRESS AND APPEARANCE**

A student shall not dress or groom in a manner, in the judgment of a building administrator, which is unsafe to the student or others or disruptive to the educational process. This includes content considered detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom s/he attends school.

### **FAILURE TO COMPLY WITH DIRECTIONS OF SCHOOL PERSONNEL**

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

### **FAILURE TO COOPERATE**

A student shall not refuse to cooperate with School District administrators and/or investigate a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

### **FALSE ALARMS/BOMB THREATS**

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

### **FIGHTING, ASSAULT, AND BATTERY ON ANOTHER PERSON**

A student shall not physically assault, or cause, or behave in such a way to cause or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or another person (e.g., fighting). The assault of a school employee is a mandatory ten (10) day suspension with a recommendation for expulsion. Any student who moves towards a fight,

records/photographs, or joins a fight, will be suspended for a minimum of one school day.

### **PROFANITY/SWEARING, OBSCENITY, AND VULGARITY**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

### **SMOKING/TOBACCO**

A student shall not use tobacco products and/or electronic alternatives on school grounds. A student shall not, while on school grounds or at school events home or away, have in her/his possession or under her/his control, tobacco in any form and is otherwise prohibited at all times. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless of whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

### **VANDALISM, STEALING & EXTORTION**

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person, this includes technology.

### **LEWD ACTS**

Students shall not engage in inappropriate sexual conduct involving consensual touching or any type of intercourse.

### **SEXUAL HARASSMENT**

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcome sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.). Students who feel they may be the victims of sexual harassment instigated by another student(s) or school employees should immediately communicate their concerns in writing to the building administrator (or title IX coordinator) for a prompt investigation and disposition of the incident.

### **CRIMINAL SEXUAL CONDUCT**

A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g. Penalty. Administrative intervention to permanent expulsion, in accordance with MCL 380.1311.

### **WEAPONS, FIREARMS, OR LOOK-A-LIKE FIREARMS**

A student shall not possess a firearm of any type (including shotguns, rifles, handguns, pellet or BB guns, starter guns, or look-alike firearm weapons). Nor shall a student possess a weapon, knife with a blade of any length, or instrument capable of inflicting injury; including but not limited to BB guns, paintball guns, daggers, stilettos, pocket knives opened by a mechanical device, iron bars, or look-alike weapons while on school property or at a school-sponsored event.

NOTE: The state of Michigan requires expulsion under the Weapons Free School Act for possession of certain weapons.

### **VIOLATION OF ACCEPTABLE USE POLICY**

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

### **VIOLATIONS OF BUILDING RULES AND REGULATIONS**

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and

regulations.

## **CELL PHONES, ELECTRONIC DEVICES & TECHNOLOGY**

### **TECHNOLOGY POLICY**

The use of technology through Carson City-Crystal Area Schools is a privilege extended to students, staff, the School Board, and our community members for the sole purpose of enhancing learning and exchanging information. "It is the Policy of CC-C Area Schools that all members of the student body and staff are responsible for obeying all laws/regulations and District Policy concerning the use of information technology services, facilities, and equipment, whether they are accessing the equipment from an onsite or offsite location. The District's Information Technology resources remain the sole property of CC-C Area Schools. CC-C Area Schools grants students, parents, clients, and employees the privilege to use its information technology services, facilities, and equipment to further learning, teaching, and working. Further, any materials which may violate a person's right to work and study in an environment free from discrimination/harassment are not to be stored, displayed, transmitted, or otherwise linked to CC-C Area School's information technology services, facilities, and equipment. However, CC-C Area Schools recognize the individual right to access information. As a user of the District information technology services, facilities, and equipment, you are responsible for abiding by the Technology Acceptable Use Policy and the Protocol for Dealing with Technology Abuse."

### **FULL COPY OF TECHNOLOGY USE POLICY**

<https://docs.google.com/document/d/1C4i1Tqinr4IEZH28dDlcTjANz7YN76oC6edE24Z5hgM/edit?usp=sharing>

### **UNACCEPTABLE USE**

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are

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

### **DISCIPLINARY ACTION**

Where incidents are found to be in violation of District policy, the District will exercise its rights to take appropriate disciplinary action, including, but not limited to, verbal/written warnings, rescinding of e-mail or Internet accounts, removal of materials from District computer equipment facilities and networks, disciplinary directives, behavioral contracts, suspension, and/or expulsion/dismissal from the District. In addition to internal District sanctions that can impact a student, the District will cooperate with all local, national, and international

law agencies whenever necessary.

### **CHROMEBOOK RULES, REGULATIONS & AGREEMENTS**

In order to use the Google Chromebook for required class activities, you must be responsible and follow these rules, and policies at all times. Remember, the device is at all times the property of Carson City-Crystal Schools, not your personal device. Violation of these regulations can result in a loss of the use of the device.

1. Only use the device that is assigned specifically to you; do not let other students use or borrow your device unless directed by the teacher or staff.
2. Do not place books or other items on top of the device.
3. Never leave your device unattended.
4. Shut down and sign out completely when you are finished with your exercise or class period.
5. Do not plug in the device to charge between classes or during class without the teacher's permission.
6. Students should not personalize their devices in any way; this includes decals, screensavers, and downloading any software, application, or shortcuts that have not been explicitly allowed by the teacher (devices will be periodically checked for unauthorized downloads).
7. Only use the device for school work.
8. Follow the teacher's instructions about labeling documents/files prior to sharing
9. If you notice that something is wrong with the device, report it to your teacher immediately.
10. No food or drinks are allowed around the devices.
11. Follow all Carson City-Crystal Schools policies and school rules pertaining to the use of technology.

### **MONITORING SOFTWARE**

Teachers, school administrators, and the district technology services department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **CONTENT FILTER**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location at school, will have all Internet activity filtered and monitored by the district.

## **TECHNOLOGY CONSENT, ACCEPTANCE, AND AGREEMENT**

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

The use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege. The Board has implemented technology protection measures, which 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 the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/caregivers 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/caregivers may find inappropriate, offensive, objectionable or controversial. Parents/caregivers assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. 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 the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- As the parent/caregiver of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them 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.
- I accept responsibility for communicating to my child guidance concerning her/his 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 website hosted on the Board's servers would vest in my child upon creation and agree to assign those rights to the Board.
- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/email account to my child.
- I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines.
- I understand that any violation of the terms and conditions outlined in the Policy and Guidelines is inappropriate and may constitute a criminal offense.
- As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.
- I understand that the teachers and/or building administrators are responsible for determining unauthorized or inappropriate use.
- I understand that the building administrator may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate according to the Student Code of Conduct.
- As the parent/caregiver, I understand that I may be responsible for cost and/or fees associated with use, any damage or failure to return the device.