CASMAN ACADEMY

STUDENT / PARENT HANDBOOK 2018-2019

Table of Contents

WELCOME 5

2018 - 2019 STAFF 6

MISSION OF THE SCHOOL 7

STATEMENT OF PHILOSOPHY 7

BELIEF STATEMENTS FOR STUDENTS AND STAFF 9

PARENT INVOLVEMENT IN THE ACADEMY PROGRAM 10

A. RELATIONSHIPS WITH FAMILIES 10
B. EFFECTIVE COMMUNICATION 11
C. VOLUNTEER OPPORTUNITIES 11
D. LEARNING AT HOME 11
E. INVOLVING FAMILIES IN DECISION MAKING AND ADVOCACY 11
F. COLLABORATING WITH THE COMMUNITY 12
IMPLEMENTATION 12

CASMAN ALTERNATIVE ACADEMY PARENT INVOLVEMENT POLICY – IMPLEMENTATION PLAN 12

TITLE 1 – SCHOOL/PARENT COMPACT 15

ACADEMIC INFORMATION 18

DIPLOMAS AND CERTIFICATES 18
DIPLOMA REQUIREMENT 18
FOUR-YEAR REQUIREMENT 18
REQUIRED CLASSES FOR DIPLOMA 19
CERTIFICATE OF COMPLETION 19
COMPLETION DEADLINE 19
BRIDGE TO COLLEGE 19
DAILY SCHEDULE 20
FULL SCHEDULE REQUIREMENT 20
FLEX FRIDAY 21
FOREIGN EXCHANGE CREDIT 21
TRANSFER CREDIT POLICY 22

NEW STUDENTS 22
GRADING SYSTEM 22
REPORT CARDS 22
REPEATING A CLASS 23
ACADEMIC HONESTY 23
HONOR ROLL 23
TRANSFERS AND WITHDRAWALS FROM SCHOOL 23

STUDENT RECORDS 24

STUDENT LIFE/CODE OF CONDUCT 26

BACKPACKS 26
SEARCH AND SEIZURE 26
SCHOOL DRESS 26
PUBLIC DISPLAYS OF AFFECTION 27
HALL PASSES REQUIRED 28
BUSING AND BUS CONDUCT 28
DRUG FREE SCHOOL 28
POLICY ON SMOKING FOR STUDENTS 29
ENTRANCE AND EXIT 29
CAMPUS BOUNDARIES 30
EDUCATIONAL SUPPLIES 30

STUDENT FEES, FINES, AND SUPPLIES 30

FEES 30
FINES 31
SUPPLIES 32
FOOD SERVICE 32
OTHER FOOD 32

ATTENDANCE/TARDINESS POLICY 32

DISCIPLINE - EMERGENCY REMOVAL, SUSPENSION AND EXPULSION OF STUDENTS 34

DEFINITIONS OF EXPEL AND SUSPEND 35
FACTORS TO BE CONSIDERED BEFORE SUSPENDING OR EXPELLING A STUDENT 36
RESTORATIVE PRACTICES 36
PERSISTENT DISOBEDIENCE OR GROSS MISCONDUCT 37

POSSIBLE PERMANENT EXPULSION 39
PHYSICAL AND VERBAL ASSAULT/THREAT 39
WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT 40
IN-SCHOOL DISCIPLINE 44
DUE PROCESS RIGHTS 44
CORPORAL PUNISHMENT 45
REMOVAL, SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES 46
RESPONSIBLE THINKING PROCESS (RTP) 46
PHILOSOPHY ON CONSEQUENCES 48
MINOR OFFENSES 49
MAJOR OFFENSES 49
DUE PROCESS AND APPEAL 50
SEXUAL HARASSMENT 51
ETHNIC/RELIGIOUS/DISABILITY HARASSMENT 52

BULLYING 53

BULLYING AND CYBERBULLYING ARE PROHIBITED 53
DEFINITION OF BULLYING 54
REPORTING AND INVESTIGATING REPORTS OF BULLYING 55
CONFIDENTIALITY 57
NOTIFICATION 57
REPORTING 57

COMPUTER AND INTERNET POLICIES AND PROCEDURES 57

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY 59
INTERNET USE 64
CELL PHONES & ECD'S 66
SCHOOL TELEPHONE 70

NON-DISCRIMINATION POLICY 70

OTHER IMPORTANT INFORMATION 70

EMERGENCY DRILLS 70
EMERGENCY MEDICAL CARDS 71
FACILITY USE 71
ILLNESS OR INJURY 71
MOTOR VEHICLE REGULATIONS 71
RETURNED CHECKS 72

SCHOOL TRIPS 72
VISITORS 72
BLOOD-BORNE PATHOGENS 72
PESTICIDE APPLICATION 73

Welcome

The staff of CASMAN Academy welcomes students and their families to another outstanding year of learning experiences. Since 1997, CASMAN (Community At School MANistee) has offered an alternative, public education program for middle and high school students.

The Academy's programs are designed to meet the individual needs of every student. We believe that all students can learn. Our students are able to meet the high academic and behavioral standards that we expect. This is accomplished through hard work, cooperation and respecting our diversity. Students are able to learn in a safe environment where the adults truly care about each individual person. Our goal is for every student to earn a diploma and have the skills to be responsible citizens when they graduate from

The school office is open from 8:00 a.m. until 3:15 p.m. daily. Please feel free to stop by and check out CASMAN Academy.

Shelly VanVoorst
Director

2018 - 2019 Staff

Director	Shelly VanVoorst
Administration	Cindy Turk
Dean of Students	Rebecca Keilen
English Language Arts	Geena Jauregui
Social Studies	William Kinnunen
Math	Christopher Allen
Science	Cynthia Corey
Computer Lab	Linda Wright
Special Education	Kimberly Evans

Real people – Real Diploma!

CASMAN Academy
225 Ninth St
Manistee, MI 49660
Phone: 231-723-4981
Fax: 231-723-1555

www.casman.manistee.org

MISSION OF THE SCHOOL

CASMAN ALTERNATIVE ACADEMY WILL PROVIDE INNOVATIVE AND RESPONSIBLE EDUCATION FOR OUR STUDENTS BASED UPON THEIR NEEDS AND CIRCUMSTANCES.

Explanation of Key Words and Phrases

The following explanations are provided in order to facilitate a common understanding of the Mission Statement:

. . . innovative and responsible education

The program will encompass those classroom, co-curricular, and extra-curricular activities specially designed for students whose needs are met through:

Vocational and/or academic education by use of core curriculum, the Community As School program, Ventures Educational System, Academic Service Learning and Career Pathways

Innovative: to introduce something new, be creative

Responsible: Legally and ethically accountable for the welfare or care of others; capable of being trusted or depended upon

. . . students

Students are those who are enrolled in a regular program offered by the School.

. . . based upon their needs and circumstances

Such needs consist of the education that each person must have to function as a responsible, productive member of society and to make it possible for the person to realize personal goals.

STATEMENT OF PHILOSOPHY

The Board of Directors believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for him or herself and for society. A prerequisite for every member of such a society in meeting

those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad of alternatives that are and continue to be available to them.

The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The School's program should reflect the formal aspect of the enculturation process, and, therefore, needs to focus on both the areas of societal expectations and personal opportunity available in our society.

With regard to societal expectations, people in this society are expected to:

A. be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;

B. fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.

Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.

The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, provided students are given consistent, appropriate opportunities to:

A. see the procedures modeled;

B. learn what the procedures are;

C. practice using the procedures and correct ineffective use of them;

D. apply the procedures to a variety of relevant situations.

The School is committed to ensuring adequate provision for such opportunities and to the applications of these processes to achieving the other educational goals associated with the School's mission.

BELIEF STATEMENTS FOR STUDENTS AND STAFF

The Board adopts the following belief statements as guides to support the purpose for our existence and strongly encourages all members of the staff to do likewise, as a means of setting an example for School students.

Statement of Beliefs for Board Members and Educators

A. All students can learn if their basic needs are met

B. CASMAN has a responsibility to its students in getting their basic needs met.

C. Nurturance, discipline, and high expectations are necessary components in a positive learning environment.

D. Life experiences, good or bad, can become positive learning opportunities.

E. Learning can only take place when student and staff feel safe.

F. Preparing youth for adulthood consists of teaching the values of promptness, hard work, respect for others, and community service as well as academic achievement.

G. Different learning styles should be celebrated.

H. Students are part of diverse family systems and appropriate parental partnerships can facilitate learning.

I. Respect by students for themselves, their peers, staff, and the physical facility is essential to the education process.

J. Students should leave CASMAN with a positive dream for the future and the tools to get there.

PARENT INVOLVEMENT IN THE ACADEMY PROGRAM

Reference: Sec. 1112, 1118 ESEA

MCL 380.1294

The Board of Directors recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

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

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;

2. providing professional development for school staff that helps build partnerships between families and schools; 1,2

3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; 1,2

4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. 2

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;

2. providing information to families about school policies, procedures, programs, and activities; 1,2

3. promoting regular and open communication between school personnel and students' family members;

4. communicating with families in a format and language that is understandable, to the extent practicable; 1,2

5. providing information and involving families in monitoring student progress; 2

6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; 1,2

7. preparing families to be involved in meaningful discussions and meetings with school staff. 1,2

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; 2

2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. 2

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; 1,2

2. helping families to provide a school and home environment that encourages learning and extends learning at home. 1

E. Involving Families in Decision Making and Advocacy

1. involving families as partners in the process of school review and continuous improvement planning; 2

2. involving families in the development of its Academy-wide parent involvement policy and plan, and distributing the policy and plan to families. 1,2

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; 1,2

2. coordinating and integrating family involvement programs and activities with Academy initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. 1,2

Implementation

The Director will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the Academy's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the Academy plan.

CASMAN Alternative Academy Parent Involvement Policy – Implementation Plan

The CASMAN Alternative Academy regards parent involvement and communication to be the cornerstone of a successful school program. Therefore, the board of education has established a parent involvement policy and the school will implement the policy in accordance with the requirements of Section 118 of Title 1 Programs, committing to:

A. The school expects the parents to be involved in the program, including their participation in the development of the plan.

B. Meetings will be conducted with parents including provision for flexible scheduling and whatever assistance the building may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand.
C. Meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain.
D. Opportunities for parents to formulate suggestions interact and share experiences with other parents, participate appropriately in the decision-making about the program and revisions to the plan.
E. Parents will be involved in the planning, review, and improvement of the Title 1 program.
F. Information concerning school performance profiles and their child's individual performance will be communicated to parents.
G. Parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching, providing adequate time and the proper environment for homework, guiding nutritional and healthy practices, and the like.
H. Timely responses will be given to parental questions, concerns, and recommendations.
I. The Principal will provide coordination, technical assistance and other support necessary to assist the Title 1 School in the development of effective parental participation activities to improve academic achievement.
J. An annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.). and devising strategies to improve parental involvement.

K. Other activities will be conducted as appropriate to the plan.

The Director shall also assure that the school:

A. convenes an annual meeting at a convenient time to which parents of participating children are invited to attend to explain the parents rights to be involved and the schools obligations to develop an involvement plan;
B. Will devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;
C. Will involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;
D. Will provide participating students' parents with:
    a. Timely information about Title 1 programs;
    b. An explanation of the curriculum, the forms of academic assessment and the proficiency levels expected;
    c. Regular meetings, upon request, to make suggestions and receive response regarding their student's education;
E. Develops jointly with parents a school-parent compact which outlines the responsibilities of the school staff the parents and the student for academic improvement, including:
    a. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;
    b. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;

the importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents: reasonable access to the staff and opportunities to observe and participate in classroom activities

Title 1 – School/Parent Compact

CASMAN Alternative Academy and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) (participating students), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year.

School Responsibilities-
CASMAN Alternative Academy will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

   All students will participate in the curriculum which is driven by the Grade Level Content Expectations or the High School Content Expectations of the State of Michigan (Common Core). Students will be supported in a learning environment that provides multiple levels of instruction and considers a variety of learning styles.

2. **Hold parent-teacher conferences, during which this compact will be discussed as it relates to the individual child's achievement.**

   Parent-teacher conferences will be held in the fall of each school year. Written conference updates will be mailed in the winter/spring of each school year.

3. **Provide parents with frequent reports on their children's progress.**

   Student progress will be reported to parents at least every eight to nine weeks with report cards. Parents will be given individual updates on student achievement following each whole-school assessment period. NWEA is considered a whole-school assessment and will be given three times a year: fall, winter, and spring.

4. **Provide parents reasonable access to staff.**

   Staff will be available to parents during parent/teacher conferences, during the time provided before and after school, by phone and email as needed.

5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

   Parents may participate in their student's classroom by: chaperoning field trips, classroom parties/activities, assisting during lunch.

   Parents are encouraged to volunteer in a variety of academic support areas.

Parent Responsibilities-
We, as parents, will support our children's learning in the following ways:

1. Monitoring my student's attendance.
2. Making sure that homework is completed.
3. Participating, as appropriate, in decisions relating to my children's education.
4. Promoting positive use of my child's extracurricular time.
5. Volunteering in my child's classroom.
6. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child, or by mail/email/text, and responding as appropriate.
7. Serving, to the extent possible, on policy advisory groups, such as being the Title 1, Part A parent representative on the school's School Improvement Team, or other school advisory or policy groups.

Student Responsibilities-

I, as a student, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

1. Do my homework every day and ask for help when I need to.
2. Actively participate in classroom activities/discussions/lessons every day.
3. Read every day outside of school time.

Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.

Academic Information

Diplomas and Certificates

In order to participate in the graduation ceremony, seniors must be enrolled and in good standing during their final semester and qualify for a diploma or a certificate of completion.

Diploma Requirement

A student receiving a diploma from CASMAN Academy must meet all state and locally established academic requirements for graduation. A state endorsed high school diploma shall be awarded to all students meeting the graduation requirements.

Subject	**Credits Needed for Graduation**
English	4
Mathematics	4
Science	3
Social Studies	3
Physical Education / Health	1
Foreign Language	2
Visual, Performing, and Applied Arts	1
Elective Courses	4
TOTAL CREDITS	22

Four-Year Requirement

All students shall expect to take four years to complete graduation requirements.
Students finishing earlier or later than four years must have approval from administration.

Grade classification will be determined by the number of credits earned at the end of the school year.

0-5 credits	-----	9th grade/Freshman
5-11 credits	-----	10th grade/Sophomore
11-17 credits	-----	11th grade/Junior
17 + credits	-----	12th grade/Senior

Required Classes for Diploma

1. All Courses are granted one-fourth (1/4) credit per Course per Quarter.
2. A student must be enrolled as a full-time student at CASMAN Academy at least one full semester in order to receive a diploma.
3. Any diploma recipient must be enrolled in school and have completed all requirements by the Commencement date. All students must be enrolled in a minimum of six classes unless it is in the best educational interest of the student to be on a reduced or modified schedule as determined by the parent or responsible adult, student (if an adult) and Director.

Certificate of Completion

Certificates of Completion may be awarded to qualified Special Education students. In such circumstances when Michigan Merit Curriculum diploma requirements will not be met, an individual educational planning committee will decide the requirements for completion and graduation.

Completion Deadline

Students receiving a diploma or certificate from CASMAN Academy must have completed all requirements by the third Friday of May.

Bridge to College

Students interested in earning college credit during high school should contact the Dean of Students to obtain the necessary information. Eligible students may enroll in post secondary courses for high school credit or college credit or both. Those students choosing to receive high school credit will receive one-half semester high school credit for each

semester college class completed with a passing grade. Such grades will be calculated into the student's cumulative grade point average and will be posted on the student's transcript.

Daily Schedule

Students are expected to be in their first period classroom to begin the day at 8:15 am. It is important for students to be here and on time every day.

Bell Schedule – Monday thru Thursday

Period	Start	End
1st	8:15	9:20
2nd	9:24	10:05
3rd	10:09	11:14
4 th	11:18	12:21
Lunch	12:21	12:40
5th	12:43	1:47
6th	1:51	2:55

Bell Schedule – Friday

Period	Start	End
1st	8:15	8:55
3rd	8:59	9:39
4 th	9:43	10:23
5th	10:27	11:07
6th	11:11	11:51
Lunch	11:51	12:15

The CASMAN calendar is available in the office and online (www.casman.manistee.org). Please note Flex Friday dates, start and end of Quarter, and school vacations.

Full Schedule Requirement

All students will be enrolled in a full schedule of classes each semester at CASMAN Academy unless the Director grants special circumstances or exceptions.

Flex Friday

CASMAN Academy offers a program called Flex Friday. Flex Friday is designed to improve student achievement and attendance. Flex Friday offers students the opportunity to receive one on one and small group instruction by their teachers. Students are expected to attend school Monday through Friday and maintain the high academic standards we require. If these goals are met, students will have choice to opt out of attending school on Flex Friday. Students who are required to attend school on Flex Friday will be informed on the preceding Thursday. Parents will also be notified by an automated telephone call.

If a student is expected to attend Flex Friday and chooses not to come to school then they will not received credit for their incomplete assignments.

Excused absences for Flex Friday are court, doctor's appointment or governmental official business. Excused absences are to be documented, signed and returned to school.

This unique program has been approved by the Michigan Department of Education.

Foreign Exchange Credit

CASMAN Academy students who participate in an accredited foreign exchange student program will receive credit for course work completed. Grades earned in the exchange program will not be computed in the student's GPA. CASMAN Academy students enrolled in an accredited foreign exchange student program will maintain their grade point average and the appropriate ranking in the class.

Transfer Credit Policy

CASMAN Academy will only accept credit from other institutions issuing transcripts. Upon receiving transcripts, credits will be evaluated and an appropriate placement will be made for each student to best ensure his or her success. Non-accredited home-schooled courses will NOT be awarded credit toward graduation from CASMAN Academy.

New Students

Attendance, transcripts, current grades and discipline records from a student's previous school are always requested. Birth Certificate and Immunization are required. Enrollment paperwork must be completed prior to student's first day.

Grading System

Assessment of students' assignments is one of the most important functions of a teacher. CASMAN Academy uses the ABC-NC method of grading assignments. Students will receive an A, B, C, or an NC for No Credit on their report card. Individual teachers have slight differences in how they grade, however all teachers expect 70% proficiency in order to gain credit. The accepted marking system and honor points at CASMAN Academy are as follows:

A	100 – 90%	4.00 – 3.7
B	89 – 80%	3.33 – 2.7
C	79 – 70%	2.33 – 1.7
NC	69 – 0%	1.33 – 0.0

Report Cards

CASMAN Academy provides academic report cards following the completion of each of its four academic quarters during the year. Report cards will be mailed to the student's primary address on file in the central office.

Repeating a Class

Students repeating a class with identical course content can only earn credit one time, but will have the higher of the two grades reflected in the cumulative grade point average.

Academic Honesty

While cooperative learning and working, as a team is an integral part of the learning environment at CASMAN Academy, there are many times when the teaching staff needs to assess individual achievement. We expect students to be honest in all they do. Plagiarism and cheating are not acceptable practices and are subject to academic penalties as well as disciplinary action. Lifting non-referenced passages from other persons, publications or the Internet and submitting them as a student's own work will be cause for disciplinary action.

Honor Roll

At the end of each Quarter an Honor Roll will be compiled for filing, posting, and publication in the newspaper. The purpose of the Honor Roll is to give recognition to those students of CASMAN Academy who have done outstanding work during that marking period. To be included on the honor roll, a student must average a 'B' across all courses. A student is not permitted to drop any subject or change classes without approval from the Director. Changes of schedule should be completed prior to the beginning of the semester or during the first five days of the semester.

Transfers and Withdrawals from School

If a student plans to transfer to another school or to withdraw from school, he/she should notify the CASMAN Academy Office of the decision. A confirming telephone call will be made to the parents in accordance with revised School Code Section 1135, all disciplinary records, including suspension and expulsion, will be sent to a requesting school district.

The Director and Assistant Director of CASMAN Academy, is the Custodian of Records and is responsible for the supervision of student records at the school. Student records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student 18 years of age or older, and those authorized by Federal Law and District regulations.

Student Records

A formal request to review student records needs to be made and the office has 72 hours to grant your request. Student records are not allowed to leave the Office.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within twenty (20) days from the date of this notification that she/he will not permit distribution of any or all such information.

A parent or adult student has the right to:

1. Inspect and review the student's education records within forty-five (45) days after receipt of the request. CASMAN Academy has a student record request form, which can be used to submit a record request. The Custodian of Records will notify the parent or adult student of the time and place where the record can be viewed. If the parent or adult student believe the record is inaccurate, misleading, or otherwise in violation of the student's rights a Request for Amendment can be completed. The Request for Amendment form is used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

2. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's administrative guideline 8330 describes whose exceptions and is available upon request.

3. Challenge District compliance with a parent's or adult student's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity

4. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington D.C. 20202.

5. Obtain a copy of the District's policy and administrative guideline on student records (#8330). The District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; major field of study; participation in officially recognized activities and sports, height and weight, if a member of an athletic team; date of graduation; awards received; honor.

STUDENT LIFE/CODE OF CONDUCT

Backpacks

Book bags, backpacks and totes are allowed to and from school.

Search and Seizure

To maintain order and discipline in schools and to protect the safety and welfare of students and school personnel, school authorities may search a student and their belongings under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Students should not expect privacy regarding items placed in general school property areas like the office because school property is subject to search at any time by school officials. School authorities for any reason, may conduct general inspection of school property at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

School Dress

It is a goal of CASMAN Academy that all students will become responsible citizens. Responsibility is a life skill that involves making good choices. It is important that students understand and learn that particular activities require proper dress. We ask that students use common sense when dressing for school. Acceptable and appropriate attire for school

means that students clothing is clean and doesn't distract others from learning. The following specific rules for student dress have been developed:

1. Clothing should be worn as designed.

2. The following clothing articles are not appropriate for school and should not be worn: articles with profanity or vulgar suggestions, articles advertising alcohol or illegal substances, bandanas, conspicuously thin garments, short shorts, spaghetti strap tops, cleavage revealing necklines, exposed midriffs or belly area, or other revealing clothing articles.

3. Dangerous accessories that could be interpreted, as weapons are not permitted.

4. Students are not allowed to expose their underwear.

5. Hats need to be worn straight forward, or straight back.

Any student in violation of these guidelines may not be permitted to attend class until the dress violation has been corrected. Students may also retrieve appropriate clothing from the clothing closet located within the Student Services Room.

Public Displays of Affection

Students are to refrain from inappropriate contact. While hand holding is allowed, embracing and any form of kissing is not.

Hall Passes Required

Students in the hall during class time must have a pass. A clipboard will be used with the classroom student roster attached. Passes are at teacher/class discretion.

Busing and Bus Conduct

CASMAN Academy provides free busing services to its students within certain mileage restrictions. Students who are riding to and from school on transportation provided by other school districts or private provider are required to follow the same rules that the provider has established for any rider. The busing provider also has the right to decide disciplinary action related to busing incidents.

Dial-a-Ride charges CASMAN Academy for "repair costs resulting from damage to the bus caused by students . . . and adds a cost per hour for excessive cleaning." These charges will in turn; be passed on to the parent(s).

Drug Free School

In accordance with Federal Law, the Board of Directors prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State Statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State Law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services

available in the community. Students and their parents should contact the Director or counseling office whenever such help is needed.

Policy on Smoking for Students

Staff and students have a right to work in or attend school in an environment free of second-hand smoke. The district has the responsibility to enforce compliance with the law by prohibiting the use of any tobacco product on school property. CASMAN Academy will be in compliance with the legal requirements and acknowledge their responsibility to provide a healthy environment in which students can learn and staff can work, limit the possibility of students seeing adult role models smoke, work cooperatively with the Manistee City Police, Michigan State Police and the Manistee Sheriff Department; and promote healthier behaviors among staff and students.

Staff, students, or any other persons are not to use tobacco products at any time in any district buildings owned or operated by CASMAN Academy. The use of tobacco products by any persons in violation of this policy will result in disciplinary action. This policy includes vaping and/or related products.

The Tobacco-Free Schools Law makes the violation of this policy a misdemeanor with a fine of $50.00. The above mentioned law enforcement agencies will be notified of an infraction.

Entrance and Exit

The only open entrance to the building is the main entrance at the front west end of the building. Students are expected to exit the building from the main hallway in the front of the building. Throughout the building are emergency exits that may only be used in emergency situations.

Campus Boundaries

Students are to remain in the school building unless they obtain special permission from staff or are picked up by an approved adult during school hours.

Educational Supplies

According to state requirements, each local school district pays the cost for providing non-consumable supplies to students on a loan basis. Students are expected to exercise reasonable care for Board of Directors property and to return these materials to the classroom teacher at the close of the school year. Any time the material is not returned in acceptable condition, the student is responsible for its replacement cost. Parents or students who have questions regarding the return of materials are encouraged to call the Director's Office at 723-4981.

STUDENT FEES, FINES, AND SUPPLIES

Reference: MCL 388.1904 [Suggested/Referred to, but not required]

Fees

The Board of Directors may assess certain fees to pay the costs for extra-curricular and noncredit activities. Such fees might be made for expendable items such as magazines, workbook materials, paperback selections, laboratory supplies, materials for clubs, independent study or special projects, transportation costs, and admission/participation fees for School-sponsored trips and activities.

If an eligible student enrolled in an eligible course offered by a career and technical preparation program does not complete the course, other than for reasons related to a family or medical emergency, the student shall repay to the Academy any funds expended by the Academy for the course that are not refunded by the career and technical preparation program, and may also be subject to such sanctions as are

provided for in guidelines prepared by the Academy administration.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay. Fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the Director (or his/her designee) for each fee-based activity, at the conclusion of the activity, along with a record of the remission of any fees not expended.

Any fees owed to the school will need to be paid before credit will be awarded for successfully completed classes; before graduating students will receive their diploma; or before transcripts will be mailed to a transferring school.

Fines

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

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

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

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

Supplies

The Academy will provide all basic supplies needed by the student to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or to conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies.

Food Service

Food service is contracted with Manistee Area Schools for breakfast and lunch. Students wanting to take advantage of this service should order when they arrive in the morning, prior to 9:30 am.

There is a cost for breakfast and lunches unless the family completes and qualifies for the Free and Reduced Lunch Program. Families are required to complete the USDA eligibility form in order to qualify for the Free and Reduced priced lunches available to students. Online applications can be completed: www.lunchapp.com.

Other Food

Food may be brought in from the outside for students to consume at lunchtime by a parent or adult caregiver. This food is to be dropped off at the office by 12:15 pm. No other outside food deliveries from any other source are accepted.

ATTENDANCE/TARDINESS POLICY

Students are required to attend school Monday through Friday. If a student is absent for a day of school they have missed a day's worth of instruction. This work will, in most cases, need to be completed on a Flex Friday or at home.

Teachers will determine who will attend classes on Flex Friday. The only accepted and excused absence will be for a physician/therapist appointments, official government business, funeral, or court. The excuse is to be documented, signed, and returned to the school office.

Whenever a student leaves the building during the course of the school day, a parent/guardian/responsible adult must contact the school office BEFORE the student leaves the building. No student should leave the building without permission. Failure to receive parental permission and signing out of school will result in disciplinary action.

When returning to school after having properly signed out earlier in the day, the student must sign back in before returning to class.

Students and parents are responsible for being familiar with Attendance/Tardiness Policy.

Parents and students should make every effort to schedule vacations, family trips, medical and dental appointments, family related work, and other personal business at times when school is out of session.

The parent or guardian of the student will be contacted when a pattern of absenteeism is noticed. Contact may be by phone or mail.

When a student is absent, the parent or guardian should call the school on the day the student is absent.

If a student under the age of 18 years has continuous poor attendance a referral will be made to the Manistee Intermediate School District truancy officer for appropriate action. The referral may also include sending notice to the

prosecuting attorney as well as the Department of Human Resources.

Students must be in attendance for at least half of the school day in order to participate in or attend an extracurricular activity on that day. This rule may be waived due to a family emergency or if pre-arranged with the administration. Students who are serving out-of-school suspension will not be allowed to participate in or attend extracurricular activities on the day they are suspended.

A pattern of arriving late (tardy) for class will result in a referral to Responsible Thinking Room for the creation of a plan for success.

DISCIPLINE - EMERGENCY REMOVAL, SUSPENSION AND EXPULSION OF STUDENTS

Reference: MCL 380.1309; MCL 380.1312(8)&(9); MCL 37.1402; 20 USC §§ 5812, 5964, 5965, 7114, 7115, 7151; 42 USC § 290hh; State Board of Education, Resolution to Address School Discipline Issues Impacting Student Outcomes, Adopted June 12, 2012 [Note: MCL 380.1311a was held to be unconstitutionally overbroad in Smith ex rel. Smith v Mount Pleasant Public Academy, 285 F Supp 2d 987 (ED Mich, 2003).]

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

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

The Director shall establish Administrative Procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of

students at the school, on school provided transportation, and at school-related events.

This Policy shall be included in the code of student conduct, which shall be reviewed periodically. This Policy shall comply with all applicable law. Any conflict between this Policy and applicable law shall be resolved in favor of applicable law. The Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment which is, in part, reflected in the behavior of students.

The Board requires each student of this Academy to adhere to the Code of Conduct established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. Conform to reasonable standards of socially-acceptable behavior;

B. Respect the person and property of others;

C. Preserve the degree of order necessary to the educational program in which they are engaged;

D. Respect the rights of others;

E. Obey authority and respond to those who hold authority.

The Director shall develop procedures for student conduct that carry out the purposes of this policy and respect the individual rights constitutionally guaranteed to students.

Academy administration shall designate sanctions, excluding corporal punishment, for the infraction of rules which shall:

A. Relate in kind and degree to the infraction;

B. Help the student learn to take responsibility for his/her actions;

C. Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Definitions Of Expel and Suspend

MCL 380.1310(d)

Expel: to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days.
Suspend: to exclude a pupil from school for disciplinary reasons of fewer than 60 school days.

Factors to be Considered Before Suspending or Expelling a Student

Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, if suspension or expulsion is considered, the Director shall consider the following factors:

A. the student's age

B. the student's disciplinary history

C. whether the student has a disability

D. the seriousness of the violation or behavior

E. whether the violation or behavior committed by the student threatened the safety of any student or staff member

F. whether restorative practices will be used to address the violation or behavior

G. whether a lesser intervention would properly address the violation or behavior

The Director will exercise discretion over whether or not to suspend or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Director can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Director will still consider the factors.

Restorative Practices

If the Academy determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

A. are initiated by the victim;

B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;

C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");

D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Persistent Disobedience or Gross Misconduct

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

The Board recognizes exclusion from the educational programs of the Academy, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a

student from a regular Academy program. The Director may suspend a student for a period not to exceed 10 school days.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the Academy. Students who are expelled may petition for reinstatement as provided below.

The Director shall recommend to the Board a long-term suspension or that a student be expelled.

No student, otherwise eligible for attendance, shall be excluded from an Academy program, unless that student has substantially interfered with the maintenance of good order or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the Director. A student so removed may not be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The Board designates the Director as its representative at any hearings regarding the appeal of a suspension.

The Board may either suspend a student for a period longer than ten (10) days or expel him/her.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed.

The Director shall develop procedures to implement this policy that shall include the following:

A. Strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the Academy's core curriculum;

B. Standards of behavior for all students in accordance with Academy Board

policy on student discipline;

C. Procedures that ensure due process; and

D. Provision for make-up work at home, when appropriate.

Possible Permanent Expulsion

The Academy will not tolerate behavior that creates an unsafe environment, a threat to safety, or undue disruption of the educational environment.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under federal law.

Physical and Verbal Assault/Threat

Unless a different determination is made after consideration of the factors identified above, the Academy shall permanently expel a student in grade six or above if that student commits physical assault at the Academy against a staff member, a volunteer, or a contractor.

Unless a different determination is made after consideration of the factors identified above, the Academy shall suspend or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at the Academy against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Unless a different determination is made after consideration of the factors identified above, the Academy may suspend or expel a student in grade six or above and may discipline, suspend or expel at student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a Academy employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Weapons, Arson, Criminal Sexual Conduct

In compliance with state and federal law, and unless a different determination is made after consideration of the factors identified above, the Academy shall expel any student (unless as noted below) who possesses a dangerous weapon, other than a firearm, in the Academy's weapon-free school zone or commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other Academy transportation.

In compliance with state and federal law, the Academy shall expel any student who possesses a firearm in the Academy's weapon-free school zone in violation of State law, unless the student can establish mitigating factors as explained below, by clear and convincing evidence.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

The Board need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following to the satisfaction of the Board:

A. The object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use as a weapon;

B. The weapon was not knowingly possessed;

C. The student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or

D. The weapon was possessed at the suggestion, request, direction of, or with the express permission of the Director or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Director determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson. For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Director shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral. Furthermore, if a student who is expelled is below the age of sixteen (16), the Director shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court. In compliance with federal law, the Director shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the Academy. In addition, the Director shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the Academy’s weapon-free school zone, together with the name of the Academy, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee,

volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Director.

E. Within ten (10) school days, the Director shall submit the request, together with any other information he/she deems pertinent, to a Board appointed committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative.

F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following:

1. The extent to which reinstatement would create a risk of harm to students or school staff;

2. The extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;

3. The age and maturity of the student;

4. The student's school record before the expulsion incident;

5. The student's attitude concerning the expulsion incident;

6. The student's behavior since the expulsion and the prospects for remediation;

7. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:

a. abide by a behavior contract involving the student, his/her parents, and an outside agency;

b. participate in an anger management program or other counseling activities;

c. cooperate in processing and discussing periodic progress reviews;

d. meet other conditions deemed appropriate by the committee;

e. accept the consequences for not fulfilling the agreed upon conditions.

8. The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this Academy, in making its decision, the Board shall follow the same procedure it has established in paragraphs A-F, above, for the reinstatement of a student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition or upon any standards and with any procedures it determines appropriate under the circumstances.

The Director shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

In-school Discipline

The purpose of this policy is to provide an alternative to out of school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the Director for offenses found in the Student Code of Conduct.

The Director is to establish procedures for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See BP 5630.01)

Due Process Rights

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

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

Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a

suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Director or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Director whose decision will be final.

Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and must also be given an opportunity to appear before the Board with a representative to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student/parent's request, the hearing shall be held in closed session, but the Board must act publicly. The Board shall act by providing a written decision on any appeal of an expulsion, a request for reinstatement, or a request for admission after permanent expulsion from another school.

The Director shall develop procedures to ensure all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights shall be placed in all student handbooks, in a manner that facilitates understanding by students and their parents.

Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or Academy through suspension or expulsion procedures.

Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

A. restrain or remove a student who refuses to comply with a request to behave or report to the office;

B. quell a disturbance threatening physical injury to self or others;

C. obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense; or

D. the protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the Academy contracts for services.

The Director shall provide guidelines, including a list of alternatives to corporal punishment.

Removal, Suspension and Expulsion of Students with Disabilities

The Academy shall abide by federal and state laws in matters relating to discipline, suspension, and expulsion of disabled students.

Responsible Thinking Process (RTP)

CASMAN Academy is actively implementing an environment where teachers can teach and students can learn. The Responsible Thinking Process (RTP) is a discipline plan that can help accomplish this goal. Students who misbehave within the school environment need to develop the skills required for getting along with others and following the rules. RTP is one-way students learn to think for them selves and become self-disciplined, which assures their long-term success.

In order to succeed, they need to be given the opportunity and time for self-reflection in a non-controlling, quiet environment, where they are able to look within themselves and decide how they want to be. Then, when they want help and are committed, they should be able to seek council with staff who can teach them how to structure their lives to achieve their own goals without violating the rights of others. This is a far cry from traditional behavior management programs where control and punishment are used.

Time spent in the Responsible Thinking Room (RTR) is for students to take ownership, look within themselves, and examine their choices. RTR is for social learning, reflection, and thinking. It is to be a quiet area where these tasks can be achieved. It is not punishment.

Students are provided quiet time and a chance to think.

- This time is to be used to reflect on the student's decisions, behaviors.
- This time is to be used for calming down.
- This time is then used to develop a student's plan to resolve the incident and resume his or her school day, right back on track.

Whenever an incident occurs the student does the following:

1. Come directly to RTR from wherever incident occurred.
2. Remain seated unless given permission by RTR staff.
3. Use wait-time to think about personal choices; remain quiet.
4. When ready, respectfully ask for a Student Plan and fill it out honestly.

The environment in the RTR needs to be calm and quiet so that students have every possibility and the necessary conditions to be able to successfully think.

Responsible Thinking Room (RTR) Rules:

1. Come directly to RTR.
2. Sit and remain in assigned seat silently facing the wall.
3. Use wait time to think about your choices.
4. When you are ready, ask for a student plan to complete.
5. No food or drink in RTR.
6. Have respect for the RTP process and the other people in the room.
7. Do not communicate with other students in the room.
8. If you have a cell phone, it must remain off, on the floor, under your chair, zipped up in a backpack, or given to the Dean of Students.
9. No earpieces, headphones, or music in RTR.
10. All referrals in RTR are majors, usually resulting in a suspension.
11. Throwing objects in RTR is an automatic referral, no questions will be asked.

Philosophy on Consequences

Students who choose to show disrespect to themselves, others, or the property should not be surprised when this behavior results in consequences. Whenever possible, students will be actively involved in creating an appropriate plan for themselves. Behaviors involving violence, drugs, or sexual harassment do not lend themselves to allowing students choices. In these cases, the Director or Dean of Students will make the choice of consequences. In these severe cases as well as behavioral issues that are repeated after several interventions, the student may be brought before the Board of Education for consequences.

Students are expected to respect themselves, others, and the property. They should come to class on time and be prepared to participate and do the required work. CASMAN has

adopted the Responsible Thinking Process to assist students in making appropriate social and behavioral choices. Students under suspension or who have been expelled are not allowed on school property, in any school building or admitted to any school function.

Minor Offenses

Minor offenses are typically incidences in which a disturbance does violate the rights of the teacher to teach and the other students to learn.

However, it does not include a level of intensity, which might include directed profanity at a staff or student, loud volume, excessive emotional outburst, violence, drug possession, destruction of property, blatant disregard for a staff direction, hate language, gang-related behavior, or other physical acting out.

Minor offenses will be dealt with in the classroom or school setting as often as possible using a variety of teacher interventions, one of which is Responsible Thinking Process (RTP). Although typically not dangerous in and of themselves, a series of three minor offenses within one school week will be considered the same as one major offense because of the frequency.

Major Offenses

Major Offenses indicate a pattern of minor offenses or are behaviors that reach a level of severity so that the school's educational climate and safety may be compromised. The discipline for a Major Offense is:

- 1 to 4 day suspension depending on the severity
- 5 to 10 day suspensions for repeat majors or behaviors involving violence, drugs, or sexual harassment, which may be referred to the Board of Education for review and possible expulsion.

- After 4 Major Offenses a referral is made to the CASMAN Academy Review Board.

Due to State law, certain behaviors carry an automatic expulsion from school, and these will be referred to the Board of Education for a hearing.

- Physical assault by a student against another student
- Physical assault by a student against a school employee
- Threats of assault by a student against a school employee
- Sexual Harassment by one student against another student

Due Process and Appeal

Due Process

Students may expect due process will be followed when administering disciplinary action. Essential parts of due process include the

- Prior notification and explanation of rules and regulations.
- Fair treatment of persons under the rules and regulations.
- The rights of the person affected to be heard.
- The right of a person accused if he/she chooses, to be accompanied or represented in an appeal process by a parent or
- In preparation for an appeal process the decision for which the appeal is being requested should be presented in writing to the next authority in the appeal process.

Appeal

Both students and parents have the right to appeal teaching, activity, and administrative decisions which they have good reason to believe are unjust and not in the best interest of

public education. The proper sequence of authorities to be followed in appealing a decision within the CASMAN Academy

Dean of Students – First Authority
Director – Second Authority
Board of Directors – Final Appeal

Appeal to the Dean of Students

Within three (3) days of the decision, submit a written appeal to the Dean of Students that explains the grievance. The Dean of Students must render a written response within three (3) school days of receipt

Appeal to the Director

Within ten (10) school days of receipt of the Dean of Student's response, submit a written appeal to the Director. The Director must render a written response within ten (10) school days of receipt of the appeal.

Appeal to the Board of Directors

Within fourteen (14) calendar days of receipt of the Director's response, submit a written appeal to the Board of Directors. The Board of Directors, or its designee, must render a written and final decision within fourteen (14) calendar days upon receipt of the written appeal. The decision of the Board of Directors shall be the final authority.

In the above procedure, an agreement may be reached at any step in the process to make further appeal unnecessary. Appeals will be held in abeyance when administrators or all board members are not available.

Sexual Harassment

Verbal

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or

threats to a fellow student, staff member, or other person associated with the District.

Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person

Ethnic/Religious/Disability Harassment

Verbal

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Academy. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Academy by refusing to have any form of social interaction with the person.

Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Academy.

Physical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Academy.

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 immediately take the following:

- If the alleged harasser is a student, staff member, or other person associated with the Academy other than the student's Director, the affected student should, as soon as possible after the incident, contact the Director
- If the alleged harasser is the student's Director, the affected student should, as soon as possible after the incident, contact the Assistant Director.

All information gathered from the student will be responded to in a professional manner. Every effort will be made to assure the privacy of the individual.

BULLYING

Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478

of 2014 (MCL § 380.1310b).

The Board believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the Academy to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying and Cyberbullying are Prohibited

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors and volunteers, is prohibited. All pupils are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

Definition of Bullying

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.

B. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.

B. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since "bullying" also includes "cyberbullying," any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school- sponsored activities or

events, in a school-related vehicle, or using telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. “Telecommunications access device” and “telecommunications service provider” mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying and cyberbullying that does not occur “at school,” as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the Director. Complaints against the Director shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The Director or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

The Board may utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

A. Are initiated by the victim;

B. Are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;

C. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team"); and

D. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and

the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Director is the school official responsible for ensuring that this policy is implemented.

Confidentiality

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The Director, or the Director's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publically disclosed.

Notification

This policy will be annually circulated to parents and students, and shall be posted on the Academy website.

Reporting

As required by state statute, the Academy shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

COMPUTER AND INTERNET POLICIES AND PROCEDURES

Internet access is available to students in the school district. We are very pleased to bring this access to CASMAN Academy and believe the Internet offers vast, diverse and unique resources to our students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting, such as profanity, information about illegal drugs, pornography and undesirable communications with adults whose intentions may be harmful.

CASMAN Academy has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and any student may come across some controversial material. CASMAN Academy firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

CASMAN Academy's purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work.

The use of the Internet must be support of education and research while being consistent with the educational objectives of the school district. Sending or receiving of any material in violation of any Federal, State or local regulation is prohibited. According to the Children's Internet Protection Act, CASMAN will ensure that protection measures are in place to block or filter Internet access to pictures that: a) are obscene, b) are child pornography, or c) are harmful to minors, for computers that are accessed

Laptop usage occurs in classrooms and is monitored by classroom teachers or staff. CASMAN, furthermore, has a policy in place to prevent the use of e-mail, chat rooms,

hacking, dissemination of personal information, and access to materials harmful to minors. Students caught misusing the Internet are subject to disciplinary action.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. The administration, faculty and staff of CASMAN Academy may deny, revoke or suspend specific user privileges.

Parents also have the option of denying their child individual access to the Computer Use/Network Etiquette:

- Each student and staff member will be given a unique username, and a password. The password must be kept secret.
- Users are responsible for any activity performed using their unique username.
- Students should save into their personal folders on the Google Doc.
- Individual students should not personalize computers, laptops and iPads that are the property of CASMAN Academy.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

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

P.L. 110-385, Title II, Protecting Children in the 21st Century Act 18 USC 1460 18 USC 2246 18 USC 2256 20 USC 6777, 9134 (2003) 20 USC 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003) 47 USC 254(h), (1), Communications Act of 1934, as amended (2003) 47 CFR 54.520

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Directors

provides Technology Resources (as defined by Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Academy Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Directors provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Academy's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with tis limited educational purpose.

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

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

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

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

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Director, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Academy also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. However, the Board is cognizant of the fact that such software and/or hardware is not perfect and relies on students to self-police (and immediately cease viewing) online activity that would otherwise be in conflict with these policies and to immediately report such to the Director. The technology protection measures may not be disabled at any time that students may be using Academy Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Director and/or Information Technology Director may temporarily or permanently unblock access to websites or online

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

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

The Educational Service Provider or Director is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by minors online.

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

A. safety and security while using e-mail, chat rooms, social media, and other

forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking", “harvesting”, “digital piracy”, “data mining”, etc), cyberbullying and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

The Board directs staff members to provide instruction for their students and the Educational Service Provider to implement procedures regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor and the Educational Service Provider will implement monitoring procedures for the online activities while students are at school.

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

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

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

Students are responsible for good behavior when using Academy Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in

nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

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

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

Internet Use

Access to the Internet is a privilege granted by the school; not a right. Unless the Director is otherwise advised, all students will have access to the Internet while at school. Any parent who wishes that his or her child not use the school's network and/or the Internet should notify the Director of the intent in writing. Although we cannot guarantee that the student will never violate his/her parents' wishes, the school will do its best to ensure that these wishes are abided.

Nothing on the computers is private and can be deleted by staff members when it is deemed inappropriate information. Staff members may periodically view student files.

Internet Access Policy

In short, students are not allowed to view, download, or create Internet pages of other online material that contain information that is in violation of the school's behavior policies.

This material includes, but is not limited to: violence, pornography, weapons, bomb making, cyber bullying, making threats, computer "hacking", or is offensive racially,

ethnically, or sexually. Any student activity that is detected which is illegal will be reported to law enforcement officials at once. A full copy of the official board policy is available. Contact the school office to request a copy.

Other activities that are not allowed are the use of chat rooms, any games, e-mail, or bulletin boards/forums during the school day, unless specifically approved by a staff member.

Students may not download or save games or applications to either the computers or the file server.

No music or movies are permitted to be played on or downloaded to the computers without specific teacher permission and for educational purposes. Any student without specific teacher permission may not save music or movies to either the computers or the file server.

Students logging in using another's User Id and password may be removed from all computer privileges for a period of time.

Web Pages

Postings of school activities, including photos and first (or last) names of students may appear on the school website. The first and last names of students are not to be used together. Any parent who does not want their student's picture or name to appear on the website must notify the Director in writing

Outside Software

Because of licensing problems, and the risk of spreading computer viruses, students and staff will not be allowed to bring in outside software to use on the school computers unless approved by the Director. Anybody found installing unapproved software, vandalizing any computer, or

tampering with the computer security will be subject to the consequences listed below.

Laptops or other school-issued electronic equipment (iPads, laptops, etc.) is to be used as tools. If the tool is not needed in class, it should remain in the designated storage location until needed. Laptops, etc., may only be used in designated areas.

Computers and the Internet are to supplement the current curriculum and are not to become the curriculum. Free time to cruise the Internet with no expressed purpose is to be viewed as an unacceptable practice within the classroom.

Plagiarism

Students are reminded to follow copyright laws. Plagiarism includes such practices as copying information or papers from the Internet without proper documentation, using other people's work and claiming it as your own, or cutting and pasting another's work and using it for your own. Outside sources must be cited.

Some computer violations will violate other sections of the school handbook and will be disciplined under both sections. For example, a student downloading pornography will receive a suspension for Indecency/Obscenity and will lose computer privileges.

A student violating copyright laws while using a computer or the Internet will be disciplined for plagiarism and will lose computer. Consequences for misuse of the Internet, the network, or any school electronic equipment will occur and may include loss of privileges.

Cell Phones & ECD's

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related

functions, provided the device does not disturb the educational process.

This privilege of possession will be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. In addition, violations of this policy may result in disciplinary action against the student and/or confiscation of the cellular telephone or WCD.

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g. extracurricular activities) at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off.

Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the Director or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person

in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the Director. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building director. Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage,

or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Any WCD confiscated by Academy staff will be marked in a removable manner with student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in Academy custody will not be searched or otherwise tampered with unless Academy officials reasonably suspect that the search is required to discover evidence of a violation of the law or other Academy rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time.

If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the Academy office. Students may use Academy phones to contact parents/guardians during the school day with permission.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval.

The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

School Telephone

School telephones are primarily business telephones and are generally not to be used by students for personal calls. However, students may use the telephones with permission from staff.

Statement of Adoption

The CASMAN Academy Board of Directors has adopted the CASMAN Academy Handbook and the policies within.

Non-Discrimination Policy

It is the policy of the CASMAN Academy that no person shall, on the basis of religion, race, color, national origin, sex, age, or handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination in educational programs, activities, services, nor be denied equal opportunity for employment. Equal opportunity is the right of employment for all persons on the basis of job related standards of education, training, experience.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of

Questions, concerns, requests, or complaints that relate to these federal laws are to be directed to the Director of the CASMAN Academy, 225 Ninth Street, Manistee, MI 49660 231-723-4981.

Other Important Information

Emergency Drills

Emergency drills (tornado, fire, and lock down) are held at regular intervals and are required by law as an important

safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or goes to assigned areas as quickly as possible. The teacher in the classroom will give the students instructions.

Emergency Medical Cards

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs, should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed are to be delivered to the office and taken only with adult supervision.

Facility Use

Students are not allowed to use school facilities during non-school hours unless they have received permission from the school and are supervised by an approved adult sponsor or are attending a school function. School facility use should be arranged by contacting the office at 723-4981.

Illness or Injury

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without parent approval.

Motor Vehicle Regulations

Students should be aware that the use of a motor vehicle for transportation to and from school is a privilege that can be revoked if unsafe driving occurs in and around school property. Student vehicles must be properly parked only in

areas designated for student parking. Students who drive to school will be expected to adhere to all school parking regulations, including handicapped parking.

Returned Checks

There will be a fee of $25.00 for any returned checks.

School Trips

Field trips are a part of the educational program at CASMAN Academy. All school rules apply on all school sponsored trips.

Lost and Found

The lost and found area is in the Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be disposed of at the end of the year.

Visitors

Parents are welcome to visit. They are required to sign in at the office prior to entering a classroom. An appointment to confer with a teacher during his/her consultation period can be made by contacting the teacher directly. If a student wishes to bring a school age person to visit, he/must first obtain permission from the teacher and the director. If permission is given the guest is expected to follow established procedures and CASMAN Academy rules.

The visitor will be expected to remain with the student who is responsible for him/her. Passes are issued on a daily basis.

For the protection of students and school property, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

Blood-Borne Pathogens

The Academy is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human

immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Academy who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the Academy is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the Academy request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Academy to request that consent.

Work Permits

An application for a work permit may be obtained through the Academy. This must be filled out by the employer and returned to the school. Anyone under 18 years of age must have a work permit to be employed.

Pesticide Application

Parents and guardians of children attending CASMAN Academy who wish to be informed prior to any application of a pesticide should contact the office. Persons with concerns will be notified regarding application of the pesticides, the location of application and the date of the application. A pesticide is defined as a "substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant."

Displays in the Building

The Administration reserves the right to locate and remove any display as deemed inappropriate.