



CASMAN Alternative Academy

Student/Parent Handbook

2023/24

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, grades 7-12.

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

Shelly VanVoorst Director

2023 - 2024 Staff

Director	Shelly VanVoorst
Administration	Cindy Turk
Student Services	Gabriel Evans
English Language Arts	Chris Heidel
Social Studies	Bill Kinnunen
Math	Stacey O'Dell
Science	Morgan Smith
Computer Lab	Casey Kamaloski
Special Education	Kimberly Evans
Paraprofessional	Melinda Gudme

MISSION OF THE SCHOOL

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

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, everyone has 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 to meet those responsibilities is competence in using the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as initially 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 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 the 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 applying 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 of our existence and strongly encourages all staff members to do likewise to set 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 to get 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 students and staff feel safe.
- F. Preparing youth for adulthood consists of teaching the values of promptness, hard work, respect for others, community service, and 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.

Important Information

District Website: casman.manistee.org

Board Policies are available on the website at: [Board of Education Bylaws and Policies](#)

School Address: 225 9th Street, Manistee MI 49660

School Phone: 231-723-4981

School Fax: 231-723-1555

School Board Members:

Layne Godzina

Ben Beaumont

Debby Major

Laurie Blevins

Deb Nichols

Julie Lapinski

Board meetings are every other month on the 4th Monday of the month, starting at 5:30 pm in the conference room at the school (unless otherwise posted).

CASMAN School Calendar 23-24 SY

August 22, 23, 24	Staff Professional Development
August 23	Open House from 12 pm - 3 pm
Aug. 29	First Day of School (Start Quarter One - Semester One)
Sept. 1 and 4	No School - Labor Day Holiday
Sept. 29	Flex Friday
Oct. 12	Parent Teacher Conferences - 3:30 pm - 7 pm
Oct. 13	No School - Fall break
Oct. 27	Flex Friday - End of Quarter One
Oct. 30	Start Quarter Two
Nov. 17	Flex Friday
Nov. 22	No Students - Professional Development Staff (online)
Nov. 23-24	No School - Thanksgiving break
Nov. 29	No School - Professional Development Staff
Dec. 8	No School - Professional Development Staff (SIP #1)
Dec. 15	Flex Friday
Dec. 22	School Dismissed at 11:51 am
Dec. 25 - Jan 5	Winter Holiday Break
Jan 8	School resumes
Jan 12	Flex Friday - last day of Quarter Two
Jan. 15	First Day of Quarter Three - Semester Two
Feb. 16	Flex Friday
Feb 19	No School - President's Day
March 8	No School - Professional Development Staff (SIP #2)
March 15	Flex Friday - Last Day of Quarter Three
Mar 18	First Day of Quarter 4
March 25 - April 1	No School - Spring Break
April 19	Flex Friday
May 17	Flex Friday - Senior Last Day
May 22	Senior Decision Day/Awards
May 23	Graduation 1 pm - Student's last school day
May 24	Staff Work Day - 8 am - 11 am
May 28	Professional Development Staff (SIP #3)

Classes times: Mon - Thurs.: 8:15 am - 2:55 pm Friday: 8:15 am - 11:51 am

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District Policies and Procedures

Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

An automated call will be sent to the phone number/s provided by parents on enrollment forms. Please make sure your information is up to date.

The information will be carried on: ***Radio 101.5 FM & 1340 AM and Television channels 7/4 and 9/10, and on our CASMAN Academy Facebook page.***

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District's Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Bill Kinnunen or Cindy Turk
225 9th Street, Manistee, MI 49660
(231)723-4981

kinnunenw@manistee.org cturk@manistee.org

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with

Bill Kinnunen or Cindy Turk
225 9th Street, Manistee, MI 49660
(231)723-4981

kinnunenw@manistee.org cturk@manistee.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with

Bill Kinnunen or Cindy Turk
225 9th Street, Manistee, MI 49660
(231)723-4981

kinnunenw@manistee.org cturk@manistee.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

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. In most cases, this work must 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 physician/therapist appointments, official government business, funerals, or court. The excuse must 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. Text messages will not be accepted.

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 the 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 School Resource Officer for appropriate action. The referral may also include sending a notice to the prosecuting attorney and the Department of Human Resources.

Students must attend for at least half of the school day 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 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 a class will result in a referral to the Responsible Thinking Room for the creation of a plan for success.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy can be found in the Board Policy Manual 5517.01.

Cell Phone and Other Electronic Device Use

Students may use cell phones or other electronic devices in the classroom at the discretion of the teacher only. Inappropriate use and/or continued disruption to the educational process will be grounds for disciplinary action. Cell phones must be stored in a student's backpack, or in the cell phone holder located in each classroom.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices in locker rooms, restrooms, or any other area where others may reasonably expect privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates the Board Policy, the student code of conduct, or any applicable building or classroom rule. The administrator or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to,

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by dishonest or deceptive means.
- Copying another person's work or answers.
- Discuss with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who reports suspected child abuse or neglect is confidential and will not be disclosed.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include but are not limited to diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Shelly VanVoorst, Homeless Liaison
225 9th Street, Manistee, MI 49660
231-723-4981
svanvoorst@manistee.org

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement, consistent with Policy 5201. School officials may question students at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need to administer medication at school. When a student requires a prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the required dosage whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to the medication.
- All medications must be in the original container.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or

designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions for the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Motor Vehicle Regulations

Students should be aware that using a motor vehicle for transportation to and from school is a privilege that can be revoked if unsafe driving occurs on and around school property. Student vehicles must be properly parked only in areas designated for student parking which is the back parking lot accessible from Ramsdell Street.

Students who drive to school must adhere to all school parking regulations, including handicapped parking.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for lawful purposes, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by a district employee or applicable law.

Academics and Student Code of Conduct

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 the 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

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 one week before 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 one week before the commencement date.

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	9:32
2nd	9:36	10:36
3rd	10:40	11:40

Lunch	11:40	11:59
4 th	12:02	1:04
5th	1:08	2:08
6th	2:12	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, the start and end of the Quarter, and school vacations.

Full Schedule Requirement

All students will be enrolled in a full schedule of classes each quarter/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.

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.

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.

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 - 3.5
B	89 - 80%	3.4 - 2.5
C	79 - 70%	2.4 - 1.5
NC	69 - 0%	1.4 - 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.

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.

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.

Backpacks

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

Search and Seizure

From time to time, school property, such as desks, lockers, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or the student's parents. The privacy rights of students will be respected regarding any items found during a search that are not illegal or otherwise against School District policy or administrative regulations.

The School District makes parking available to students who are licensed drivers. School District personnel condition this privilege on students' consent, in advance, to

the search of their vehicles at any time, for any reason, with or without notice to the student.

School District personnel may, to the full extent permitted by law, search and seize students and their personal effects.

Illegal items and items inappropriate in the educational environment may be confiscated by School District personnel and, when appropriate, delivered to police authorities or parents.

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. The style and manner in which a student dresses while attending school and school-related functions is largely the responsibility of the student and the student's parents. The School District, however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom the student attends school. 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, sagging pants that expose underwear or bare skin, or other revealing clothing articles.

3. Dangerous accessories that could be interpreted, as weapons are not permitted.
4. 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 handholding is allowed, embracing and any form of kissing is not.

Hall Passes Required

Students in the hall during class time must have a pass.

Busing and Bus Conduct

CASMAN Academy provides free busing services to its students within certain mileage restrictions and at school-designated pick-up spots/times. Students who are riding to and from school on transportation provided by other school districts or private providers 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 student(s) and the parent(s) involved in the incident.

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/Vaping

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 person 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. 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 Northwest 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. CASMAN Academy operates with a closed campus policy, and disciplinary action could result from students violating that policy.

Educational Supplies

According to state requirements, each local school district pays the cost of providing non-consumable supplies to students on a loan basis. Students are expected to exercise reasonable care for school 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.

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.

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 9:00 am.

Other Food

No outside food deliveries from any source are accepted. Only exceptions will be made for parents/guardians dropping off food for students to the school at lunchtime.

Discipline and Code of Conduct

Discipline - Emergency Removal, Suspension and Expulsion of Students

GENERAL INFORMATION: SUSPENSIONS AND EXPULSIONS

The Revised School Code provides each school district with the authority to establish a local discipline policy. Each local school board or its designee has the authority to suspend or expel students guilty of “gross misdemeanor or persistent disobedience,” after considering the 7 factors, including lesser interventions. These 7 factors are:

- Student age
- Disciplinary history
- Disability
- Seriousness of behavior
- Safety risk
- Use of Restorative Practices
- Level of intervention

Districts shall develop and implement a code of student conduct and enforce its provisions regarding a pupil’s misconduct 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. MDE provides a Model Code of Student Conduct as a guide. A local or intermediate school district or a public school academy must develop and implement a code of student conduct and enforce the provisions of that code regarding misconduct [MCL 380.11a, 380.1311, 380.1312].

DUE PROCESS

Fairness dictates that students be given notice of the types of conduct which are prohibited and the potential consequences of the misconduct. A school’s rules and procedures for suspending or expelling a student should be outlined in the Code of Conduct or handbook adopted by the local board of education. Suspension –10 Days or Less While the ten-day limit for short-term suspension may be widely accepted, the evidence exists that excluding a student from two weeks of instruction can have a devastating effect on the student, school performance, and long-term success. Therefore, as part of its commitment to graduating well-educated students, MDE recommends the maximum length of short-term suspensions be five days. For a suspension of 10 days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student’s removal from school. If the student’s presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student’s removal from school as soon as possible.

Suspension – More Than 10 Days and Expulsions

A more formal due process procedure is required when serious disciplinary measures are alleged against a student. This includes rebuttable presumption and consideration of the “7 factors”. The student shall be given reasonable time to prepare for the hearing. The person conducting the disciplinary hearing must be impartial. The board of education, a school administrator or disciplinary panel may conduct the hearing as long as they are truly impartial.

Students with Disabilities

Students with disabilities are afforded specific due process protection in cases of suspension or expulsion under state and federal law. For further information, contact your local or intermediate special education director or the Office of Special Education and Early Intervention Services toll-free at (888) 320-8384 or mde-ose@michigan.gov.

TYPES OF SUSPENSIONS AND EXPULSIONS

Recognizing exclusionary discipline’s negative impact, the school community will reserve exclusion for only the most serious offenses. They will also employ positive behavioral expectations, restorative practices and discipline measures, and early intervention/diversion strategies that focus on screening and treatment to minimize suspended students’ time away from school and potential court involvement. Please note that when used to address a situation of serious misconduct, restorative justice should be administered by a fully trained practitioner. If criminal charges result from the incident, the school may choose to engage the affected parties in restorative justice after the case is resolved in the judicial system.

In considering students’ suspension or expulsion, a district shall comply with MCL 380.1310(c)(d) as follows:

A school board or its designee *shall consider* using restorative practices as an alternative or in addition to suspension or expulsion. If a school board or its designee suspends or expels a pupil under this act, the school board or its designee shall consider using restorative practices in addition to suspension or expulsion. If a school board or its designee decides not to suspend or expel a pupil for a disciplinary issue, the school board or its designee shall consider using restorative practices to address the disciplinary issue. Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

Before suspending or expelling a pupil the board of a school district or intermediate school district or board of directors of a public school academy, or a superintendent, school principal, or other designee under section 1311(1), shall consider the 7 factors.

In general, subject to 1310(d), Michigan law requires a school district to permanently expel (subject to possible reinstatement) a student who possesses a dangerous weapon in a weapon-free school zone unless that student meets one of four exceptions (listed below) provided in the law.

Michigan law also requires permanent expulsion (subject to possible reinstatement) of students who commit arson, criminal sexual conduct against another student (as defined in the law and noted below), or a physical assault against a school employee, contractor, or volunteer.

Michigan law also requires school districts to suspend or expel a student in grades 6 and above who commits physical assault against another student. Those exclusions can last no more than 180 days.

In addition, Michigan law also allows any teacher to impose one-day “snap suspensions” from his/her class for students, and it establishes procedures the teacher must follow when exercising this option. Under the law, the suspending teacher must take a number of steps, outlined below.

Weapons, Arson, or Criminal Sexual Conduct Expulsion

School districts are required to permanently expel (subject to possible reinstatement) students who possess a dangerous weapon, commit arson, or engage in criminal sexual conduct in a school building or on school grounds. The law allows for possible reinstatement [MCL 380.1311]. The term “dangerous weapon” means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The term “criminal sexual conduct” is defined in the Michigan Penal Code, 1931, PA 328 MCL 750.520. It refers to sections that describe various levels of sexual penetration, sexual conduct, and assault with intent to commit criminal sexual conduct [MCL 750.520b, 520c, 520d, 520e, 520g].

The definition of “firearm” in section 380.1311 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law that defines “firearm” as

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer.
- Any destructive device.

Dangerous Weapon Exceptions

School boards are not required to expel a student if the student can establish in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
- The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

There is a rebuttable presumption that expulsion under subsection (2) for possession of a weapon is not justified if both of the following are met:

- The school board or its designee determines in writing at least 1 of the factors listed has been established in a clear and convincing manner.
- The pupil has no history of suspension or expulsion.

A student who possesses a weapon in a weapon-free school zone or commits arson or criminal sexual conduct at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students or unless the student is reinstated by the expelling board of education pursuant to the reinstatement procedure.

If a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that within three (3) days after the expulsion, an official of the school district refers the individual to the appropriate county department of health and human services or county department of community mental health agency, and notifies the individual's parent or legal guardian, or, if the individual is at least age 18 or an emancipated minor, notifies the individual of the referral. [MCL 380.1311(5)].

Teacher “Snap” Suspension

A teacher may suspend a student from the classroom for up to one day if the student creates a safety threat as defined by local policy. The policy shall be adopted as part of the school district's code of student conduct and specify the types of behavior for which a student may be suspended. If a student is retained in the school, the student must be under appropriate supervision. A parent-teacher conference shall follow the suspension as soon as possible and may include a school counselor, school psychologist, or school social worker. A student may return that school day to the classroom, subject to the activity for which he or she was suspended, with the concurrence of the teacher and the school principal [MCL 380.1309].

Bomb Threats or Similar Threat

If a student in grade six (6) or above makes a bomb threat, or similar threat, directed at a school building, other school property, or a school-related event, then the school board or the designee on behalf of the school board, as described in MCL 380.1311(1), shall suspend or expel the pupil from the school district for a period of time as determined at the discretion of the school board or its designee.

Physical Assault - Student to Student

A student in grade six (6) or above who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its designee, if the physical assault is reported to the school board, superintendent, or principal.

The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1310].

Physical Assault - Student to Employee or Volunteer/Other Adult

A student expelled for committing physical assault against an employee, contractor, or volunteer of a district at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students or unless the student is reinstated by the expelling board of education pursuant to the statutory reinstatement process.

The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1311a].

If a student in grade six (6) or above is expelled for committing a physical assault against a school employee, contractor, or volunteer, the school board shall ensure that within three days after the expulsion an official of the school district refers the individual to the appropriate county Department of Human Services or county Department of Community Mental Health agency, and notifies the individual’s parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral [MCL 380.1311(4)].

PETITIONING FOR REINSTATEMENT

Although the law calls for the “permanent” expulsion of a student who commits a physical assault against an employee or a volunteer of a district, at school or on school grounds, subsection (6) provides a process for petitioning for reinstatement to school. It is the responsibility of the petitioning person (a parent, legal guardian, or the expelled student (if they are at least 18 years of age or an emancipated minor), to prepare and submit the petition for reinstatement. The school board is not required to assist in the preparation of the petition. If a petition form is requested by a person wishing to be reinstated, the school board must make the petition form available.

A parent, legal guardian, or the student (if they are at least 18 years of age or an emancipated minor) may initiate a petition any time after 150 school days following the date of expulsion. A student may be reinstated 180 school days following the date of expulsion. The local school board may include conditions in a petition for reinstatement. If the expelling school board denies a petition for reinstatement, the petitioner may petition another school board for reinstatement. The following timelines and procedures apply to reinstatement.

Committee Review and Recommendation

Within 10 school days after receiving a petition for reinstatement, the school board must appoint a committee comprised of two school board members, one school administrator, one teacher, and one parent of a student in the school district to review the petition and any supporting information submitted by the petitioner. During this time, the superintendent may prepare and submit information concerning the circumstances of the expulsion and any factors weighing in favor of or against reinstatement.

Not later than 10 school days after being appointed, the committee must review the petition and supporting information together with information provided by the school district and submit a recommendation to the school board. The committee may recommend unconditional reinstatement, conditional reinstatement, or against reinstatement. The recommendation must be accompanied by an explanation of the reasons for the recommendation. If the recommendation is for conditional reinstatement, it must include any recommended conditions.

The committee's recommendation must be based on all the following factors:

- The extent to which reinstatement of the student would create a risk of harm to pupils or school personnel.
- The extent to which reinstatement would create a risk of school district or individual liability for the school board or school district personnel.
- The age and maturity of the individual.
- The student's school record before the incident that caused the expulsion.
- The student's attitude concerning the incident that caused the expulsion.
- The student's behavior since the expulsion and the prospects for remediation.
- If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by, and that can be expected from, that person if the student is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

School Board Decision

After receiving the committee's recommendation, the school board must decide no later than the next regularly scheduled board meeting. The school board must decide

either to reinstate the student, conditionally reinstate the student, or deny reinstatement.

Before conditionally reinstating the student, a school board may require a student and the parent or legal guardian to agree in writing to specific conditions. The conditions may include, but are not limited to, the following:

- Agreement to a behavior contract which may involve the student, parent or legal guardian, and an outside agency.
- Participation in, or completion of, an anger management program or other appropriate counseling.
- Periodic progress reviews.
- Specified immediate consequences for failure to abide by a condition.

The law provides that the decision of the school board is final.

ALTERNATIVE EDUCATION

A school district may provide an alternative education for a student who has been suspended or expelled. The Michigan Attorney General issued an opinion cited as 1985 OAG 6271 which stated that the board of education of a school district which, in accordance with due process requirements, suspends for a lengthy period of time, or permanently expels, a non-handicapped student who is subject to the compulsory education requirements, is not mandated to provide an alternative education program for a student.

It is the responsibility of the parent or legal guardian to locate a suitable alternative education program and to enroll their child in a program during the expulsion. For further information regarding alternative education programs available in your area, contact your local or intermediate school district and go to the MDE School Health and Safety page.

A student who has been suspended or expelled from his or her resident district for any reason may attend a nonresident alternative education program without the resident district's approval [MCL 388.1606(6)(g)]. In addition, a student who previously dropped out of school, is pregnant or is a parent, or has been referred to the program by the court may attend a nonresident alternative education program without the resident district's approval.

Alternative Placement - Student to Employee or Volunteer Physical Assault Expulsion
Unless the school district operates or participates in an alternative education program appropriate for a student expelled pursuant to section 380.1311a(2) and at the school district's discretion admits the student to that program or a "strict discipline academy,"

the student is expelled from all Michigan public schools. A student cannot be enrolled unless a petition for reinstatement has been granted [MCL 380.1311a(2)].

A program operated for expelled students must ensure that a student is physically separated at all times during the school day from the general pupil population. If the student is not placed in an alternative education program or a “strict discipline academy,” the school district may provide or arrange for the intermediate school district to provide to the student with appropriate instructional services at home. Home-based services are designed to help students who are unable to attend school to keep up with their studies [MCL 388.1709].

If there is no available alternative education program through his or her resident district, an expelled student may enroll in an adult education program [MCL 388.1707(2)(b)(ii)]. The expelled student must be at least 16 years of age on September 1 of the school year. The reason for expulsion must be due to weapons, arson, criminal sexual assault, or physical assault against an employee or a volunteer of the district.

Prohibited Acts

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws. This list may not be exhaustive but shows many of the most common prohibited acts.

1. Alcohol, Marijuana, and Chemical Substances

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substances for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

2. Arson

A student shall not burn or attempt to burn any tangible property intentionally set a fire on school property or cause or attempt to cause an explosion on school property. This section is supplemental to, and does not limit or supersede, paragraphs 3, 12, 22, and 35.

3. Arson Prohibited by Law

A student shall not commit an act of arson, prohibited by MCL750.71 through MCL 750.80.

4. Bullying and Hazing

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 5517.01. A corresponding administrative regulation 5517 has been developed to implement the policy.

“Hazing,” for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

5. Coercion, Extortion, and Blackmail

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

6. Copyrighted Material

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

7. Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

8. Criminal Sexual Conduct

Description. A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g.

Penalty. Administrative intervention to permanent expulsion, in accordance with MCL 380.1311. This section is supplemental to, and does not limit, numbers 9, 10, 14, 24, 25, and 34.

9. Discriminatory Harassment

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical

conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

10. *Disruption of School*

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

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

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

11. *Damage of Property or Theft/Possession*

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

12. *Dangerous Weapons*

A student shall not possess a dangerous weapon in a weapon-free school zone. This section is supplemental to and does not limit or supersede number 34 below.

13 *Dress*

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

14. *Drugs, Narcotic Drugs, and Counterfeit Substances*

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analog intended for human consumption. A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

15. *Electronic Communication Devices and Laser Pointers*

District-wide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy.

Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of the school administration.

· High School and Middle School. Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and in extra-curricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class, at school activities, or on buses.

16. *Failure to Cooperate*

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

17. *False Alarms*

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

18. False Allegations

A student shall not libel slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

19. Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

20. Fighting, Assault, and Battery on Another Person

A student shall not physically assault, cause, or behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

21. Fireworks, Explosives, and Chemical Substances

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

22. Gang Insignia/Activity

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or nonverbal, in furtherance of the interests of any gang or gang activity, including, but not limited to a) soliciting others for membership in any gang or gang-related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or are likely to cause disruption to the educational process.

23. *Improper Communications*

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

24. *Indecency*

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

25. *Lookalike Weapons*

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

26. *Misconduct Prior to Enrollment*

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

27. *Personal Protection Devices*

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

28. *Trespassing, Loitering*

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

29. *Scholastic Dishonesty*

A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual

giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

30. Smoking/Tobacco

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form.

This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless of whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

31. Suspended Student on School Property or Attending School Activities

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator. A student, while suspended, shall not participate in, or attend any school-related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

32. Violation of Acceptable Use Policy

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

33. Violations of Building's Rules and Regulations

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

34. Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

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 themselves 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 counsel from 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, and 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 the 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 your 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, 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 violates 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 the 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 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 Board of Education.

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.

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 support education and research while being consistent with the educational objectives of the school district. Sending or receiving 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 Google Docs.
- 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 CFR54.520

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 to support the educational and professional needs of its students and staff. With respect to students, Academy Technology Resources affords 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 do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of 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.

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 comments, 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 the 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 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 the 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 that 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 the 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 parent's 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 or 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, cyberbullying, 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.

Other activities that are not allowed are the use of chat rooms, social media, any games, personal 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 or indicate such on enrollment forms.

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 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.

Other Important Information

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.

Emergency Drills

Emergency drills (tornado, fire, and lockdown) 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, without expressed permission from both parent/guardian and school official. 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.

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.

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 the application of the pesticides, the location of the 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.

Statement of Adoption

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