



**CARSONVILLE-PORT SANILAC
MS/HS**

Mission Statement:

The mission of CPS High School is to
facilitate all students to become
proficient, respectful life long
learners

**STUDENT HANDBOOK
2011-2012**

Scott Bular

Principal

Ann Binienda

Superintendent

100 North Goetze Road
Carsonville, MI 48419

Telephone
(810) 657-9394

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Michigan's Career Pathways



Arts Communications: careers related to humanities and the performing, visual, literary and media arts. Sample career titles include artist, journalist and graphic designer. These careers are interesting to people who value creativity.



Business, Management, Marketing & Technology: careers related to all aspects of business including accounting, business administration, finance, information processing and marketing. Examples of career titles in this pathway include accountant, business manager and auto salesperson. You may be interested in this career pathway if you're good with math and enjoy being the leader of a club or captain of a team.



Engineering/Manufacturing & Industrial Technology: careers related to technologies necessary to design, develop, install or maintain physical systems. Working with tools, equipment and other kinds of machinery are important to people who have careers in this pathway. Sample career titles include mechanic airplane pilot and engineer.



Health Sciences: careers related to the promotion of health as well as the treatment of injuries and disease. Examples of career titles in this pathway are physician, nurse and veterinarian.



Human Services: careers in child care, civil service, education, hospitality and the social services. Career titles in this pathway include counselor, teacher and religious leader (rabbi, priest, minister).



Natural Resources and Agriscience: careers related to natural resources, agriculture and the environment. Fish and game warden, marine biologist and farmer are career titles in this pathway

Suggested Programs

If your Career Pathway requires a 4-year University Degree it is suggested you complete at least:

- * 4 credits of Language Arts: **English 9, 10, 11, 12, or World Literature**
- * 4 credits of Mathematics: **Geometry, Algebra I & II, Pre-Calc, Consumer Math**
- * 4 credits of Science: **Physical Science, Biology, Chemistry and Physics**
- * 4 credits of Social Studies: **U.S. History/Geography, World History/Geography, Economics/ Topics and Civics/Government**
- * 2-3 credits of: **Foreign Language**
- * 1-2 credits of: **Computer Services Technology**
- * 1 credit of: **Physical Education/Health**
- * 2 credits of Fine Arts: **Art or Music**

If your Career Pathway requires additional training in a college, vocational, or technical school, military, or an apprenticeship, you should include:

- * 4 credits of Language Arts: **English 9, 10, 11, 12**
- * 3 credits of Mathematics: **Algebra I & II, Geometry or 1 additional Math credit**
- * 3 credits of Science: **Earth Science, Biology, or Chemistry**
- * 4 credits of Social Studies: **U.S. History, World History, Economics/ Topics, and Civics/Government**
- * 1 credit of: **Computer Services Technology**
- * 2 credits of Fine Arts: **Art & Music**
- * 2-3 credits of: **Foreign Language**
- * Online Learning Experience

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updated.**

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**Carsonville-Port Sanilac Schools
2011-2012 School Calendar**

August 31	Teacher Professional Development
September 1	Teacher Professional Development
September 6	First Day Students (Full Day)
November 4	End of 1 st 9 Week Marking Period
November 10	Parent/Teacher Conferences 5:30 p.m. – 8:00 p.m.
November 11	Teacher Professional Development (No Students)
November 15	Teacher Professional Development (No Students)
November 23	Teacher Professional Development (No Students)
November 24-25	Thanksgiving Break (No School)
November 28	School Resumes
December 22- January 2	Winter Break (No School)
January 3	School Resumes
January 20	End of 1 st Semester
February 17	President's Day – No School – Mid Winter Break
February 20	President's Day – No School - Mid Winter Break
March 23	End of 3 rd 9 Week Marking Period
April 2-6	Spring Break
April 9	School Resumes
May 28	Memorial Day (No School)
June 8	End of 2nd Semester - Last Day (1/2 Day Students/Full Teachers)
June 11	Snow Day Make - Up



The Star - Spangled Banner

O Say! Can you see,
by the dawn's early light,
What so proudly we hail'd
at the twilight's last gleaming?
Whose broad stripes and bright stars,
thro' the perilous fight,
O'er the ramparts we watch'd,
were so gallantly streaming?
And the rockets' red glare,
the bombs bursting in air,
Gave proof thro' the night
that our flag was still there.
O say, does that star - spangled
banner yet wave
O'er the land of the free
and the home of the brave?

-Francis Scott Key, 1814



School Song

Hail to the conquering heroes
Hail to our Alma Mater
Hail, Hail, to C.P.S.
The Champions of the Thumb
Rah! Rah! Rah!
We are great and we are bold
Dressed in our blue and gold,
Marching to Victory!
We're sure you will agree
We are Great!
Tigers, you are the best,
You stand out from all the rest
Marching to Victory!
The Champions of the Thumb
Tigers!!!!

Board of Education

President	Mary Anne Magri
Vice President	Craig Schneider
Secretary	Louise Blasius
Treasurer	Cliff Amey
Trustee	Cathy Knaggs
Trustee	Paul Ganley
Trustee	Karen Davis

Administration

Superintendent/Title IX Coordinator/Human Resources	Ann Binienda
High School Principal	Scott Bular
Elementary Principal	Brenda Cutler
Dean of Students/Counselor	Anna Lopez
Support Services Specialist	Russell Clark
Athletic Director	Marj Fruge
Curriculum Coordinator	Scott Bular
Director of Special Education	Dawn Titus

Office Staff

Business Manager	Margie Crompton
Superintendent's Secretary	Susan Cole
Principal's Secretary	Tammy Wagester
Counselor's Secretary	Angela Hooper
Elementary/High School Library	Marj Fruge

Secondary Instructors

Jennifer Abbott	MS/HS Mathematics
Tim Brabant	Social Studies/MS Special Education
Nicole Conley	MS Science
Adam Dorland	Physical Education/Health
Robert Jeff Downs	MS/HS History
Carolyn Ford	Special Education
Jaymi Frizzle	Special Education
Febe Garcia	World Language
Jackie Houle	Publications/Learning Center/Virtual Academy
Calvin Laur	MS/HS English/Drama
Luann Maher	MS English
Brenda Nichol	HS English
George Smith	MS/HS Band
Scott Steele	Pre-Calc/Algebra/Geometry
Michael Steinhoff	HS Science
David Van Dyke	Government/Topics/World Cultures/Economics

Janitorial Staff

Neil Maher
Ed James
Fred Gageby

Kitchen Staff

Lindsey Carter
Beverly Herrington
Erica Gageby
Susan Heberling
Nancy Sampier

Grounds

Greg Fruge

STUDENT PLANNER

The following are the regulations by which our students and their parents are requested to abide in order to maintain a safe and orderly learning environment at CPS.

GENERAL INFORMATION:

SCHOOL HOURS – Students can arrive at school as early as 6:30 a.m. The daily class schedule begins at 8:06 a.m. and the school day ends at 3:00 p.m.

The daily class schedule is as follows:

Middle School Hourly Schedule:

1 st Hour	8:06 – 9:06
2 nd Hour	9:10 – 10:00
3 rd Hour	10:04 – 10:54
Lunch	10:54 – 11:24
4 th Hour	11:28 – 12:18
5 th Hour	12:22 – 1:12
6 th Hour	1:16 – 2:06
7 th Hour	2:10 – 3:00

High School Hourly Schedule:

1 st Hour	8:06 – 9:06
2 nd Hour	9:10 – 10:00
3 rd Hour	10:04 – 10:54
4 th Hour	10:58 – 11:48
Lunch C-Center	11:35 – 12:00
Lunch	11:48 – 12:18
5 th Hour	12:22 – 1:12
6 th Hour	1:16 – 2:06
7 th Hour	2:10 – 3:00

- **BUILDING SECURITY:**

CPS Schools will lock the high school building down at 8:15 a.m. each morning that school is in session. The building remains locked until 3:00 p.m. when the students are dismissed for the day. Entry into the building between the hours of 8:15 a.m. and 3:00 p.m. can be requested at the south and west entrance doors. A white intercom and instructions are located at both entrances for visitors who request entry.

- **VISITORS:**

1. Visitors are welcome only on school business.
2. All visitors must have permission from the administrative offices to be in the building.
3. All visitors must obtain a visitors pass from the office, and have the pass visible at all times.
4. Student visitors wishing to accompany another student during their daily schedule is prohibited.
5. Guest students may visit at lunch time only and must be approved by the principal's office.

- **CLOSED CAMPUS:**

When students arrive at school, they are required to remain on the school campus until classes are dismissed at 3:00 p.m. (This includes lunch hours.)

- **Leaving Campus**

In the event of an emergency or pre-arranged activity a student may leave the campus site if they have parent permission verified by the administrative office.(Principal's Office)

1. Students must sign-out in the principal's office when leaving school for the day.
2. Students will be released only to the custodial parent unless a written note is presented to the HS office or by telephone contact.

(All students and emancipated minors must follow this policy.)

- **RESTRICTED AREA:**

Restricted areas are the parking lots, the east side of the school building, and the Learning Center locations. Students found in restricted areas during lock down hours will receive automatic suspension.

During lock down hours (Between 8:06 a.m. – 3:00 p.m.), all students are to remain in the building. (Suspension length to be determined by the HS Principal)

- **EMERGENCY DRILLS AND ALERTS:**

1. The School complies with all fire safety laws and will conduct fire drills in accordance with State Law.
2. Specific instructions on how to proceed will be provided to all students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.
3. Tornado drills will be conducted during the tornado season using procedures provided by the State.
4. The alarm system for tornado warnings is different from the alarm system for fires and consists of a verbal warning over the public announcement system.
5. Safety alerts for harmful intruders or devices have been explained and practiced.
6. On unannounced occasions and in conjunction with the Sanilac Sheriff's Department, the drug dog will be brought in to do a sweep of the school and parking lots.

- **EMERGENCY CLOSINGS AND DELAYS:**

School closings and delays due to inclement weather or other conditions shall be announced on the following radio and television stations: Parents can also check the CPS Web Page for school closing information.

WMIC 660 A.M. and 97.7 F.M.

WBTI 96.9 F.M.

WNEM – TV 5

WDIV - TV 4

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

- **ACTIVITIES AND ATHLETIC CONTESTS:**

When school is closed due to inclement weather, all activities, practices, and scheduled games shall also be cancelled. League varsity athletic contests shall be rescheduled on a different date.

- **Emergency Contact Authorization:**

Parents must complete and have on file with the HS office an Emergency Contact Form. These forms are mailed home to parents in the yearly student packet.

Attendance of Students

- **Attendance Ruling:**

In Opinion #5415, the Attorney General Frank Kelly ruled that school authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement. A school district, by its agents and employees, may consider attendance in determining a student's grade in a course.

- **Student Attendance:**

It is the statutory responsibility of parents of children under age 16 to ensure regular attendance. By this policy it is the responsibility of the parents of children over age 16 to ensure regular attendance.

1. Ten (10) consecutive days of absence by any student shall be reported for truancy, and the student shall be dropped from our enrollment.
2. Students are allotted nine (9) days of absence per semester. More than nine (9) days of absence per semester will result in loss of academic credit in that class, regardless of their level of work.
3. Students who are 15 or more minutes late to a class, or leave a class 15 minutes early, shall be counted as absent in that class.
4. Students who are tardy to class 3 times shall be charged one day of absence in that class.

- **The Principal** shall evaluate absences due to justifiable emergency circumstances to determine attendance credit.

No loss of attendance credit shall occur:

- a. Due to delays in school bus transportation.
- b. Due to participation in a school related activity.
- c. Due to participation in a non-school sponsored trip having educational value such as a college visitation. (Does not include hunting or travel vacations.)
- d. Due to verifiable serious long-term illnesses.
- e. Due to court appointments.
- f. Due to verified professional appointments which cannot be made after school.
- g. Due to death in the immediate family.
- h. Due to religious obligations.
- i. Due to any disciplinary suspensions.

- **Make-up Attendance Day:**

There shall be held two attendance make-up days for students who are within two (2) days of each semester's attendance maximum. Maximum days of absence each semester is nine (9) days. Students who have accumulated ten (10) to eleven (11) days may still earn credit by attending the scheduled attendance make-up day. Make-up days shall generally be the first day after the end of the semester.

- **Parent Attendance Authorization:**

1. The office requires that parents/guardians call or send a note when their student is late for school, to be dismissed early, or absent for any reason.
2. The office telephone number is 657-9394, and is manned by voicemail 24 hours a day.
3. Telephone or written notification from the parent/guardian or written verification of appointments, must be received the first day the student returns to school, or the day the absence is to be taken.

- **Pre-Arranged Absences**

Absences with parental permission and arranged through the building principal for personal conveniences, trips, meetings, or routine medical appointments. If a student wishes to participate in school activities on a day when they are not in school, they must have a pre-arranged avoidable absence. All absences, excused or avoidable excused, over 9 per semester must be made up. Exceptions for long term absences will be considered on a case by case basis by a committee appointed by the principal.

- **Absence make-up work:**

1. For each day a student is absent, they shall be allotted one day of make-up time to complete work missed without any point reduction penalty for work completed.
2. If parents request homework assignments be sent home, these assignments are due on the day the student returns to school. There shall be no extra days allotted for completion of this work. (Please refer to homework policy)

- **Incentives for Better Attendance:**

The purpose of an attendance policy is to also recognize and award students for excellent attendance. Thus the following program will be followed:

Students with three (3) or less absences for a school year will receive recognition from the Principal at the Academic Awards Night.

Student Health and Wellness:

- **Use Of Medications:**

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

1. The Medication Request and Authorization Form must be filed with the HS office before the student will be allowed to begin taking any medication during school hours.
2. All medications must be stored and properly secured in the HS office. Prescription drugs cannot be carried on a student, nor stored in their lockers.
3. All medications must be taken in the office, where time of intake, and dose can be recorded in a monitored medications log. This log will be maintained along with the physician's written request and the parent's written release.
4. The medications log will record time, date, dose, and personnel issuing medications.
5. **The Parent** shall instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medications.
6. Medications must be stored at school in their original prescription bottle.

- **Amount Of Medication:**

A two-to-four (2-4) week supply of medication is recommended.

- **Delivery of Medications:**

1. Medications may be conveyed to school directly by the parent.
2. Medications may be conveyed to school by another adult who has been given parent authorization to transport.
3. Medication **MAY NOT** be sent to school in a student's lunch bag, pocket, or other means on his/her person, except for emergency medication for asthma, allergies and/ or reactions.

- **Unused Medications**

Any unused medication, unclaimed by the parent will be destroyed by school personnel when the prescription is no longer to be administered, or at the end of the school year.

- **Drug Free Schools: (Includes possession of prescription drugs)**

Un-prescribed drug use is wrong and harmful. CPS will not tolerate drug use or possession. All prescription drugs used by students must be registered and kept in a secure location in the High School Office. They will be administered according to instructions on the students medication authorization form.

No student shall manufacture, possess, use, distribute, or dispense any controlled substance or alcohol at any time while on school district property or while involved in any school district related activity or event. Any student determined to be in violation of this policy shall be subject to disciplinary action. Upon request, the board shall provide parents and students with information regarding drug and alcohol counseling. If you have any questions, please call or send a note to your child's counselor.

An immediate ten (10) day suspension from school will be imposed for alcohol or drug involvement. Further action including expulsion from school and referral for prosecution will result. Compliance with these standards is mandatory.

- **Injury and Illness**

All injuries must be reported to a teacher or the high school office. If it is a minor injury 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 proper parental permission.***

- **Dress and Grooming**

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

1. Males and Females must wear their pants, slacks, trousers, and shorts at waist level. At no time are under garments to be visible. Males and Females wearing pants with holes above the knee shall be prohibited.
2. Shorts and Skirt lengths must be 2 inches above the knee, or an under-garment (tights) must be worn with the short or skirt.
3. Males and Females wearing bib over-alls must have them snapped over both shoulders.
4. Males and Females are to wear clothing that covers the midriff of the body.
5. Males and Females are to wear shirts that have sleeves.

5. Hats are not to be worn in the building during the school day.

All violators of the dress code will be requested to go home. They may return to school when clothing meets the dress code.

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

- **Student Valuables**

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

- **Care of Property**

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT CODE: REGULATIONS AND RULES:

- **Lockers - Search**

Students are assigned lockers that are part of the school building and, as such, are the property of the school and under the supervision and jurisdiction of school officials. Locks from home may not be used. It is recommended that valuables not be left in lockers. Leave all valuables at home.

Students should have no expectations of privacy for items left in their lockers. Student lockers may be searched by school officials (or law enforcement K-9 units in conjunction with school officials) at any time there is reason to believe that something illegal/improper may be concealed in them.

- **Use of Telephones:**

Office telephones are not to be used for personal calls. The HS office will approve emergency calls. Students will not be called to the office to receive a telephone call.

The use of cell phones or pagers during class time is prohibited. Cell phones are to be off during class time and hallway passage time. Cell phones may be used in the Principal's office and during the student's lunch hour.

Cell phones or pagers that are heard during class time are to be secured by the teacher and turned into the office. Students may pick them up after school. Repeated abuse of the cell phone/pager policy will result in prohibited use of cell phone/pager privileges.

- **Lunch Period**

CPS has a closed campus. Students and emancipated minors are restricted to the school building during lunch. The parking lot is "Off limits" to all students during lunch.

- **Graduated Driver's License**

2010 PA 268 was signed into law on December 14, 2010, and took effect on March 30, 2011. The law will amend the Michigan Vehicle Code in the following ways:

1. Prohibit a driver with a Level 2 graduated driver's license (GDL) from operating a motor vehicle carrying more than one passenger who is under 21 years of age, unless:
 - a. passengers are members of the driver's immediate family, or
 - b. travel is to or from school or a school-sanctioned event.
2. In addition, the nighttime restriction has been extended to 10:00 p.m. from the original midnight starting time. The new nighttime restriction is from 10:00 p.m. until 5:00 a.m. unless driving to or from employment.

Both of these restrictions remain for the duration of the Level 2 graduated driver's license. The sanctions for violating these new

provisions are:

- A civil infraction is entered and 2 points are added to the driving record.
- Notice of the civil infraction shall be sent to a designated parent or guardian.
- GDL Level 2 period is extended for 12 months.
- A driver reexamination will be scheduled with possible license suspension and/or additional restrictions imposed.

For additional information, please visit the Michigan Department of State website at www.Michigan.gov/sos. You may also contact them by telephone at 517-241-6850 or by email at DriverEd@Michigan.gov.

- CPS Schools will transport our students to scheduled events and back to our school after events. It will be the responsibility of the the parents to arrange for transportation home from the school.
- **Driving and Parking Regulations**

Driving to school is a privilege. Any student with a legal driver's license who wishes to drive to school must complete a vehicle registration form with the HS office. Once completed, the HS office will issue the student driver a vehicle parking permit. The vehicle-parking permit is a school authorized window cling which must be affixed to the inside of the upper left hand corner of the front windshield. Students in grades 9-11 will be assigned to the north parking lot (Parking Area A-located by the gymnasium). Seniors are assigned to the south parking lot (Parking Area B-located by the Superintendent's doors). All unregistered vehicles will be towed away.

All vehicles should be locked at all times when unoccupied. The school district will not assume any liability for damage, loss or theft. Off road vehicles, ATV's and snowmobiles are not permitted to be driven to school.

- **Food and Drink:**

CPS has various beverage machines located in the school. Students may purchase these drinks at various times throughout the day. Water is the only beverage allowed in the classroom. All other drinks may be consumed at the student's locker. All food must be consumed in the cafeteria.

- **Textbooks, Supplies and Computers**

The school does supply textbooks and other necessary materials to students. Whenever a student desires specialized material, when assigned material is abused, or when a student wishes to take project work home, a cost will be assessed to the student for these materials.

CPS does not sanction (1) the illegal use nor unauthorized duplication of software in any form, (2) the unauthorized access to or tampering of electronic files and/or communications including safeguards, (3) hacking, (4) the unauthorized access to internet or prohibited internet resources, or (5) other violations of communications laws. Violation by any student may result in restitution, removal from class(es), suspension, or expulsion.

- **Student Activities and Regulations**

School-sponsored activities are chaperoned by school faculty and parents. The school reserves the right to refuse admittance to any person. Any student will be asked to leave a dance or other event for unbecoming behavior. Anyone leaving a dance will not be readmitted.

CPS reserves the right to establish the policy for wearing school emblems, letter and other awards.

All students are required to be in attendance for a full day of school in order to participate in any school-sponsored activity scheduled for that day or the adjacent weekend. The principal must approve special deviations from this policy.

Students who ride spectator buses to school-sponsored events must return on the bus, or lose all future privileges of riding busses to school functions, unless pre-arranged according to the CPS transportation policy which can be found in the athletic section.

- **Associations Not Related to School**

CPS does not permit fraternity, sorority, gang or hate group identification, association or activity. Students shall not engage in behaviors at school, while on school property, or a school related activity that promotes fraternities, sororities, gangs, hate groups or any other secret society. Disciplinary action may result for any activity deemed by the administration to be so related.

- **Student Records**

Directory information can be given to any person or organization for nonprofit making purposes when requested. Directory information is not considered harmful or an invasion of privacy if released. A parent can request in writing the restriction of their student's directory information. All requests should be directed to the high school principal.

Confidential Records contain educational and behavior information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan Law.

- **Right to Access and Privacy of Student Records**

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right pursuant to the Family Educational Rights and Privacy Act of 1974 to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parents or guardians of a student under 18 years of age, except: 1) teachers and officials of this school district who have a legitimate education interest in such information; 2) there has been a federal request for submission of student records in connection with a student's application for financial aid; or 3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

All requests for examination of records made by parents or guardians and eligible students shall be directed to the office of the principal.

Internet Use Guidelines – Carsonville-Port Sanilac

Statement: The Internet is an incredible resource for obtaining up-to-date information, but its use also includes some risk. The CPS Technology Committee recommends that through a program of education, surveillance and enforcement CPS students be guided in how to appropriately use this resource. In making the following recommendations, we feel that four (4) facts need to be made clear to all users of the system. 1) The CPS School District owns the computers and pays for their connections to the Internet so they have the right to determine what is an acceptable use. 2) The district has the right to monitor users of the system to insure that district policies are being followed. 3) The district has the right to examine any files placed on its computers. 4) The district has the right to suspend Internet privileges for anyone who fails to abide by these policies.

- **CPS Acceptable Use Policy**

The Internet shall not be used to visit websites that:

1. Promote the use of tobacco or alcohol products
2. Promote the use of illegal drugs or advertise or display drug paraphernalia. This includes the abuse of prescription or "over the counter" medications as well as any substance that has been linked to substance abuse.
3. Advocate illegal acts of any kind
4. Contain information on how to construct or obtain explosives or illegal weapons
5. Promote or display acts of violence against persons or animals (except hunting/fishing)
6. Promote the occult, Satanism, etc., except when studied as part of a class project approved by a teacher
7. Could be deemed as promoting religious, racial or ethnic hatred or intolerance
8. Display inappropriate material of a sexual or pornographic nature
9. Includes language that would be considered obscene or profane

Other Prohibited Uses:

1. Students may not use the Internet to enter or participate in "Chat Rooms."
2. Students may not have direct communication with other individuals via the Internet unless approved by and monitored by a teacher
3. Students may not download programs or documents from the Internet. Teachers may download such items for students but they must be educationally appropriate and scanned by anti-virus software during the download. Copying pictures or text for educational use is permitted if done with teacher approval. Printing is permitted with teacher permission.
4. Students must not attempt to install America Online TM or other Internet related software on any school computer.
5. Students must not attempt to change the settings on network or system software. "Hacking" in any form will not be tolerated.
6. Students may not use school computers to access web based e-mail services such as *Hotmail*.

• **Consequences of violating the CPS Acceptable Use Policy:**

1st Offense: Loss of Internet privileges for six weeks

2nd Offense: Loss of Internet privileges for 12 weeks

3rd Offense: Loss of Internet privileges for 18 weeks or the balance of the school year, whichever is longer

4th Offense: Permanent suspension of Internet privileges. Students may petition administration for reinstatement after one calendar year.

• **Hallway Passports**

This planner contains hallway passports that will be used in the following instances:

1. **Student Passes** - Are for travel initiated by students
2. **Staff Passes** - Are for travel initiated by and for teachers and administrators

Pass distribution is at the discretion of the high school staff and is subject to change based on evaluation of need. PASSES MUST BE FOR EMERGENCY USE ONLY.

Students will face disciplinary action for being in the hallways, or away from their assigned locations without an approved pass in their planner.

CARSONVILLE-PORT SANILAC DISCIPLINARY CODE & CONSEQUENCES:

• **Discipline of Students**

Purpose – To establish procedures in handling student discipline and to provide a guide for use by the student body, faculty, and residents of the district. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it does underlie the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. The format of this policy is to indicate various offenses, the level at which an intervention is to be made, and the possible consequence of rules violations. Keep in mind that the district is operated for the purpose of educating individuals and not denying them an education and of regarding education as being an increase of knowledge and an improvement of general behavior of pupils.

• **BULLYING:**

“What is bullying? It is our opinion that bullying behavior is aggressive behavior that is intentional, repeated over time and involves an imbalance of power or strength. Bullying can take many forms, such as hitting or punching, teasing or name-calling, intimidation through gestures, social exclusion and sending or posting insulting messages or pictures by cell phone or online (also known as cyber-bullying).” (As nationally reported in USA Weekend Magazine Feb. 4-6, 2011)

Procedure for reporting what a student believes is bullying:

- **Immediately** notify a teacher, counselor, or the building principal if you feel you are being bullied.
- The student should also speak to their parent about the bullying incident. It is recommended that the parent contact the parent of the bully to help find a resolve of the issue.
- Contacting the police is also an option for the parent of the child being bullied.

CPS Procedure for dealing with an identified bully:

First known offense: A meeting with the Principal will be conducted with both involved students.

Second known offense: A parent meeting the Principal will be conducted with both parents and students involved in the incident.

Third known offense: A suspension of one, three, or five days will be issued to one or all students involved in the incident.

Fourth known offense: A ten day suspension and hearing with the Superintendent of Schools for readmission to classes.

Fifth known offense: Expulsion and hearing with the Board of Education

Failure to report an incident of bullying only perpetuates being a victim and gives the bully more power to continue their bullying activities. CPS Schools will ensure a safe method for reporting bullying activity so that students can avoid any fear of retaliation.

- **Weapons Law**

Students in possession of weapons will be expelled. Parents and law enforcement will be notified. Weapons used for hunting, even though properly secured, are not excluded from this law.

- **Offenses**

Violations of school rules fall into four general categories: 1) Tobacco, Alcohol and Other Drugs; 2) Violence; 3) Discipline; and, 4) Health and Safety. Unacceptable and inappropriate behavior including, but not limited to the following serve as examples of behavior that will be dealt with according to this policy.

- **Tobacco, Alcohol, Other Drugs**

(Suspension of 1, 3, 5, or 10 or more days as determined by the severity of the infraction, as evaluated by the administration.)

Possession, use, or sale of tobacco products or smoking materials. Possession, use, or sale of alcohol. Being under the influence of alcohol. Possession, use or sale of illegal drugs or other mind altering substances or its paraphernalia including "look-alikes," which is any substance either with or without its original packaging that is alleged to be a controlled drug. The discipline for "look-alikes" will be the same as if the substance were a controlled substance. Being under the influence of a controlled substance.

- **Violence**

(Suspension of 1, 3, 5, or 10 or more days as determined by the severity of the infraction, as evaluated by the administration.)

Aggressive behavior and/or fighting

Lack of respect and/or willful destruction of school property

Throwing objects or throwing food

Profanity, vulgarity, racial or ethnic slurs

Harassing, threatening, bullying, causing bodily harm to any student, teacher, or other school employee or causing damage to the personal property of such persons Extortion

Possession, use or sale of weapons, ammunition, volatile sprays or chemicals, pornographic material, or explosive material while under authority of school officials

Include unwelcome sexual advances, requests for sexual favors and other acts of criminal sexual conduct

- **Discipline**

(Detention, suspension of 1, 3, 5, or 10 or more days as determined by the severity of the infraction, as evaluated by the administration.)

Violation of attendance rules i.e., truancy, skipping, tardiness

Violation of classroom rules

Loitering or being in an unauthorized area

Style, manner of dress, or habits that are disruptive to the learning process, public display of affection

Disruption of educational process to other students, or to the teacher

Disruptive behavior in halls

Failure to fulfill disciplinary measures

Theft and/or possession of property, which does not belong to the student, insubordination or lack of cooperation with the administration or school personnel

Gambling

Forgery, plagiarism, and/or cheating

Immoral acts of behavior.

Persistent violation of school rules

- **Health and Safety**

(Suspension 3, 5, or 10 or more days) as determined by the severity of the infraction, as evaluated by the administration in reference to local school policy and state and federal laws.

Arson

False or misleading report of fire, bomb threat

Firecrackers, smoke bombs, stink bombs

Laser pens, pointers, or any other light amplification device is prohibited

- **Pupil Protest Standards**

Pupil protest can be an acceptable means of expression, if done so through established and acceptable means of behavior. No pupil shall exercise his/her rights in such a way as to infringe upon the rights of others. Acceptable means of protest are: protest to the Student Council at regular Student Council meetings; submit a petition to the Student Council or to the building administrator. Demonstrations are acceptable as long as they do not affect the continuation of the educational process, violate established policies, rules, or regulations, infringe upon the rights of others or cause the destruction of personal or school property.

- **Discipline Procedure: Intervention Points**

If a student should violate a classroom rule or a school rule an intervention will take place at the appropriate level in order to point out what was done wrong and the means to correct the problem. For each intervention, the student will accumulate points. Points do not reflect a particular value but, instead, provide a total of interventions that have occurred in order to correct discipline problems. Accumulated points provide a visual representation to the student and to the parent of persistent discipline problems and at what level an intervention is to occur.

It is the student's responsibility to make up work missed due to suspension from school. The student will take the initiative in completing the requirements for all classes missed as a result of discipline.

Points will accumulate in the following manner:

- **Middle School (grades 7 & 8)**

Infraction	Intervention	Points Accumulated
Detention (behavior)		1 point for each detention
Tardy Detention*		1 point (points accumulate 1 per 3 tardies)
Unexcused Absence*		1 point (points accumulate with 4th absence)
Violation of Behavior Plan	as stated in plan	
Suspension		1 point for each day/or principal discretion

High School (grades 9-12)

Infraction	Intervention	Points Accumulated
Detention (behavior)		1 point for each detention
Tardy Detention*		1 point (points accumulate 1 per 3 tardies)
Unexcused Absence*		1 point (points accumulate with 4th absence)
Violation of Probationary Contract	- as stated in the contract	
Suspension		1 point for each day/or Principal discretion

*Attendance policy and tardy policy will be the first step in the intervention process.

Persistent unexcused absence or persistent tardy will continue to be addressed by the appropriate policy, in addition, on the 4th incident, points will begin to accumulate.

- **Behavior Plan**

A Behavior Plan at the Middle School and a Probationary Contract at the High School Level are written instruments arrived at through the discussion with the principal and the director of special student services. This written instrument is an intervention designed to assist the student in overcoming problem areas. By signing the plan or contract, the student shows a commitment to follow school rules. The instrument will remain in effect whether or not the student signs.

- **Interventions**

Intervention Steps:

1. (Warning) or (Warning + 1 discipline point) or (Warning + 1 day of absence)
2. Behavior Packet + 1 discipline point
3. In-School Suspension + 1 discipline point for each day of in-school
4. Out of School Suspension + 1 discipline point for each day of suspension
5. Parent meeting + establishment of behavior plan
6. Superintendent + student meeting + adjustments if any to behavior plan
7. Referral to Board of Education Discipline Committee/Student + Parent
8. Hearing with the Board of Education/Student + Parent
9. Suspension or Expulsion from CPS Schools

An accumulation of points will force an intervention at the next level. Be advised that substance abuse issues attach an automatic ten-day suspension from school and will therefore move directly to the principal level or higher. Fighting/violence will result in an automatic suspension of one or more days. Weapons issues automatically attach an expulsion from school and will move directly to the School Board level.

Middle School and High School

Points	Intervention Level
0- 15	Principal
16-19	Principal and Superintendent
20-24	Board of Education Discipline Committee Hearing
25 Plus	Board of Education

High School

Points	Intervention Level
0-15	Principal
15-24	Superintendent
25 Plus	Superintendent/School Board

Administration Referral and Discipline - If the teacher feels the matter is sufficiently serious the situation may be referred directly to the building administrator. Discretion is granted to the building administration to make judgments of accelerated action when cases are serious enough to call for immediate or forceful action. The severity of the offense may warrant the disposition at a higher intervention level. The administration may refer the matter to external authorities such as police, mental health, social work agencies or the court. Wide latitude will be accorded administration in cases, which call for immediate, forceful action to preserve the health, safety and general welfare or property of pupils, employees, or the district.

- **Due Process**

Notice and Opportunity for Comment - Prior to any disciplinary action-taking place, due process, under normal circumstances, requires verbal or written notice of the charge of misconduct and an opportunity for the pupil to explain his/her version of the incident.

Student Advocate Appointment –Prior to implementing any due process procedures by any school official, except a teacher, the student charged with a violation under this policy and whose consequences are a minimum ten day suspension, shall have an opportunity to have an advocate appointed to represent him/her. The student and/or the parents may select the advocate or, if requested, one will be selected by the school administration.

Suspension and Expulsion Procedures - In case of a recommendation for a suspension for more than ten (10) school days, or expulsion, a more formal due process procedure is expected; including a written statement of charges, referral to the Board of Education and an opportunity for a hearing. These procedures generally should take place before the suspension or expulsion unless the pupil's presence threatens disruption of the academic process or endangers person or property. In which instance the notice and opportunity for a hearing should follow a suspension as soon as possible.

Under this policy, the pupil shall not be granted credit for the semester and a failing grade shall be entered on the school records as the final grade for all classes in which the pupil was enrolled for the semester which the expulsion takes place.

Suspension or Expulsion of a Handicapped Pupil - A pupil who is handicapped or is suspected of being handicapped shall be evaluated and an Individualized Educational Planning Committee (IEP) meeting shall be held prior to any suspension or more than ten consecutive school days or expulsion. The IEP shall determine that the behavior is not solely based on the pupil's handicapping condition.

- **Appeal Procedure**

Levels of Appeal - In all cases an appeal procedure is available to any pupil or his/her parents on behalf of the student. Normally, the appropriate appeal level is the level immediately above the level where the intervention occurred. The appeal levels are:

- A) Teacher/Coach
- B) Athletic Director-Athletic Committee
- C) Principal
- D) Superintendent
- E) Board Hearing Officer or Board of Education

- **Procedure of Appeals**

- A) An appeal shall be directed to the next level from that at which the intervention occurred.
- B) The request for an appeal must be initiated by the pupil or his/her parent within five (5) school days after the intervention occurred
- C) Appeals must be in writing and submitted to an authorized school official who shall give a dated and signed receipt of having received the appeal.
- D) The matter causing disciplinary action and the discipline imposed shall be summarized in writing in the appeal request
- E) The appeal shall be heard as soon as possible after the request has been made and all affected parties shall be notified of the date, time, and place of the appeal hearing
- F) The student may be represented by an advocate during proceedings
- G) All pertinent facts will be considered at the appeal hearing.
- H) Appeals heard by the full Board of Education shall be either open or closed at the option of the appellant

- **Counseling Service**

The purpose of the counseling office is to provide academic guidance. However, if you have a problem, discuss it with your counselor in preference to carrying it about you unsettled. The guidance counselor is to assist you in developing your educational plan. You may make an appointment to see your counselor in the guidance office.

Information shared by the student with the counselor will be kept confidential by the counselor except in the circumstances described below:

1. There is a clear and imminent danger to your child or others
2. The information relates to mental or physical child abuse
3. A court orders the release of the information
4. The information relates to criminal activity

Information contained in the student's record will not be released to a third party, other than under the circumstances described above or to a staff member with a legitimate educational interest in the information, unless the parent gives written consent for the release.

- **Schedule Changes**

After students have made course selections and registration has taken place, schedule changes will be discouraged except when necessary. Students who feel a change is necessary must see the guidance counselor for a schedule change form and approval.

Dropping a class after the tenth (10th) school day of a semester will result in a failing grade for that semester. Any exception to this policy must be approved by the principal.

- **Dual Enrollment**

The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if certain conditions are met. This is called "dual enrollment." If you believe you are eligible for dual enrollment, that you qualify for tuition and fee support, and you wish to participate, contact your guidance counselor to learn the criteria.

Grading Procedures

- **Transfer Students:**

Students who transfer from Carsonville-Port Sanilac High School during a semester and who are in good standing on the date of transfer shall have an estimated grade given for the work completed to date included with their student records.

Students transferring to CPS and who are in good standing at the school of prior attendance shall have current semester estimated grades evaluated in relation to the work they do at CPS for the balance of the semester. It is the intent of the administration to place such students in CPS courses equivalent to those previously enrolled in. However, all credits transferred to CPS are subject to review. Credit acceptance is based on equivalency of courses transferred to CPS.

A student transferring to CPS who has had disciplinary or attendance problems in the previous school may be required to enroll in an alternative setting or intervention program for grades 7 and 8. Upon completion of the semester, in good standing, the student may transfer into the regular high school program.

- **Progress Report**

Progress reports are sent home every 3 weeks to inform the parent of their student's progress. The report may request a parent-teacher conference for possible solutions to the problems.

- **Student Status**

At the beginning of the school year status will be awarded upon the following credits:

High School Student Status:

Senior Status	18 or more credits
Junior Status	11-17 credits
Sophomore Status	4-10 credits
Freshman Status	0-3 credits

Middle School Student Status:

Middle School students (grades 7 & 8) are required to pass the core subjects of Math, Science, Social Studies, English, and Computers before advancing to High School Classes.

- **Graduation Requirements**

Graduation requirements will be 24 units of credit and completion of eight (8) semesters in high school. Credits are earned at the rate of one unit per year per subject passed.

The following subjects (credits) are required for graduation from Carsonville-Port Sanilac High School:

- * 4 credits of Language Arts Including English 9, 10, 11, & 12
- * 4 credits of Mathematics including Algebra I & II, Geometry, & 1 math credit during senior year
- * 3 credits of Science including Physical Science 9, Biology 10, Chemistry 11
- * 4 credits of Social Studies including U.S. History 9, World History 10, Economics/Topics 11 and Civics/Government 12
- * 2 credits of Physical Education/Health-starting Freshman of 2011-2012 School Year
- * 2 credits of Foreign Language (credits must be earned in the same foreign language.)
- * Online Learning Experience

* 1 credit, Performing, or Applied Arts

Carsonville-Port Sanilac High School Course Description

Language Arts

English 9
English 10
English 11
English 12
AP English (Advanced Placement)
Creative Writing/Mythology
World Literature/Research
Publications

Social Studies

Topics in Social Studies
U.S. History
World Cultures
American Government
Psychology/Sociology
Global Studies/Economics

Mathematics

Algebra I
Algebra II
Mathematics

Technology Services

Geometry
 Practical Math
 Personal Finance
 Discrete Mathematics/Pre Calculus

Computer Services

Science

Physical Science
 Biology
 Chemistry
 Physics

Foreign Language

Spanish I
 Spanish II
 Spanish III

Art or Drama

Basic Art
 Advanced Art

Music

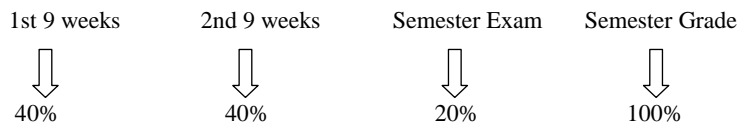
Senior Band

Physical Education

PE/Health (1st Year)
 Recreational PE (2nd Year)

• **Uniform Grading System**

- * Grading periods are nine weeks in length
- * Each grading period is an individual unit, weighted as 40% of a semester's grade.
- * Semester exams carry a weight of 20%
- * The semester grading would be as follows:



- * Grades will be determined by a grading scale used for determining official grade point averages

• **CPS Standard Grading Scale**

Percentage	Letter Grade	GPA
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	.67
55-59	E	0.00
	CR	0.00
	NCR	0.00
	INC	0.00

The required percentage to pass classes at CPS is 60% for the standard scale.

Students earning a letter grade of E would be assigned a percentage of 55%-59%. However, if a student did not attempt at least 1/2 of their daily work in a marking period they would receive the equivalent percent score that they in turn earned. If a student refuses to take a semester exam they would receive 0 percentage for that exam. All teachers must give a scheduled semester exam. Exams will be a sampling of the entire semester's work. A final exam will be a sampling of the entire year's work.

Graduation Credits From Non Traditional Classes

- A. Two graduation credits can be earned from the School-To-Work program
- Only Juniors and Seniors in good standing are eligible for the School-To-Work program
 - Maximum school release time is two hours
Release time is work time. The Student MUST attend school to attend work. A student, who calls in sick to school, cannot attend work that day, and they must notify his/her employer. Missing work for school assemblies, school vacations, school sporting events must be arranged between student and employer. The home school will not arrange the student's absence.
 - The student's job must be related to the student's career choice. The student is responsible for the completion of all paperwork required for grading, and successful completion of this program. If a student loses their job placement, they will be returned to classes. They will receive credit for time worked. The student will not be placed in another job.
- B. One credit per summer may be earned through summer school.
- The student must attend summer school for 60 hours to earn 1/2 credit in the subject taken.
 - The maximum number of classes taken in summer school is (2) two per summer.
 - The maximum number of total summer school credits that can be earned toward graduation is four (4).
 - Summer school classes must be identified as repeated classes on the student's record. To replace a failing grade, students must take a credit recovery class, earn a grade of A in the recovery class, take the teacher prepared final exam of the failed class earning a grade of at least 85%. If these conditions have been met, the failing grade may be removed and replaced with the credit recovery grade.
- C. Two years of elective credit may be counted toward graduation in the following courses:
- Physical Education
 - Distance Learning
 - Publications
- D. Four completed seasons of varsity Athletics may equal one Physical Education credit.
- E. A maximum of two (2) credits toward graduation can be earned from correspondence and distance learning classes. All students enrolled in correspondence and distance learning classes must follow the guidelines established for these classes.
- F. Guided Academics credit shall be 1/2 credit per semester
Maximum credit earned per year is 1 credit
Maximum credit counted toward graduation is 4 credits (4 year total)

Personal Curriculum

The Michigan Merit Curriculum (MMC) requires that the student earn credits in certain subject areas in order to graduate from high school. Credits are earned when the student demonstrates competencies in content expectations in the given subject areas. The law allows certain modifications of these credits and/or expectations through the development of a Personal Curriculum (PC). A Personal Curriculum Committee will meet to determine eligibility. For more information, contact the Guidance Office.

Athletic Eligibility

- Middle School Activity Eligibility:

It is our belief that all extra-curricular activities be viewed as rewards for our students. Therefore, an eligibility standard for participation in these activities has been established as follows:

Middle school students must be passing all subjects to be eligible for participation in Middle School Activities. This includes Athletic participation, athletic game attendance, monthly Student Council planned activities (ski trip, activity nights, dances), and reward field trips.

Students will receive notice of their eligibility status for activities on Friday of the week prior to the activity.

“People have a way of becoming what you encourage them to be, not what you nag them to be.

Training and Eligibility Rules and Regulations

1. All athletics are fundamentally a health program. The use of tobacco, alcohol, or other drugs (unless prescribed by a licensed physician) at any time will not be tolerated and may mean dismissal from any athletic squad or activity, eliminating the athlete from further participation in any sport during the remainder of that season or school year. Athletes must demonstrate good sportsmanship at all times.

A. All athletes must use the following Judgment Rule concerning the use of tobacco, alcohol, or other drugs.

If an athlete arrives at an activity that offers the use of alcohol or drugs, the athlete must leave immediately or they shall be considered in violation of Eligibility Rule #1. Exception to the Judgment Rule would be family activities where the parent is present and the athlete is under the supervision of their parent. It is understood that the parent will abide by the guidelines of Eligibility Rule #1

2. On all occasions, whenever athletes are representing the Carsonville-Port Sanilac High School, the school, coaches, and administration has the right to expect athletes to act in a manner exhibiting both good sportsmanship and citizenship.

A. Any infringement of training rules #1 and #2, by the participant, may lead to the elimination of the athlete from further participation in any sport for the remainder of the school year and forfeiture of awards.

3. All athletes are subject to MHSAA regulations. The above rules and regulations are supplementary.

4. All athletes must have a physical before participating. The Athletic Director will have a physician present at least once annually to administer examination at a nominal fee.

5. All athletes must be passing all subjects to be eligible for interscholastic competition.

7. A student must be in school on the entire day of an activity or practice in order to participate. Any unusual circumstances must be cleared through the Principal or Athletic Director one (day in advance)

I agree to abide by these rules and regulations pertaining to athletics at Carsonville-Port Sanilac Schools and understand their meaning and consequences.

Athlete's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

**CPS High School/Middle School
Administration Regulation
Interscholastic Athletic Eligibility**

Philosophy - The CPS purpose for establishing an eligibility policy is to encourage student athletes to maintain a passing grade in all of their subjects. Students who fall below passing in any of their subjects will be given an opportunity to bring achievement levels up to the standard set by the Board of Education.

Standard - All athletes must be passing all subjects

Procedure:

1. Grades of student athletes will be monitored on a weekly basis by the high school office.
2. Status will be determined
 - a. Eligible - student athlete is passing all classes.
 - b. Warning - current indications are that the student athlete is not achieving academic standards and has one week to demonstrate accepted level of academic achievement or the student athlete will be declared ineligible for interscholastic competition. While on warning status the student athlete is expected to (1) maintain passing grades and (2) bring up grades in deficient areas to satisfactory level. Should passing grades fail during the warning period ineligibility will occur, even if deficient grades are brought up.
 - c. Ineligible - the student athlete has not maintained eligibility standards and may not participate in interscholastic competition.
3. At the end of each semester, the eligibility status of athletes shall be reviewed. If an athlete is determined to be ineligible at the end of a semester, they shall remain ineligible for the next semester. If they fail two or less classes, credit recovery is an option for eligibility. The athlete must be given a written warning as to the possibility of an ineligible status.

Credit Recovery:

- a. The athlete shall be given the option of enrolling in a credit recovery class of the subject they have failed. Maximum number of credit recovery classes is two (2). The athlete must meet the state's eligibility requirement. The student must maintain eligible status (passing) in these classes as well as their other classes to maintain an eligible status.

• **Transportation Policy**

Athletes are required to travel to and from athletic events by the transportation provided by the Carsonville-Port Sanilac School District.

This requirement may be waived for extenuating circumstances by the parents of the athlete/participant submitting in writing, a request to the coach, or sponsor, athletic director, or Principal for non-athletic events, at least one day (eight hours) prior to the event.

Coaches/Sponsors will follow the procedure outlined below for certain extenuating circumstances where there may be eight or less participants attending an event. Each event will be evaluated and approved by the athletic director or Principal.

Procedure for consideration for transportation involving eight or fewer participants:

This consideration is only for extreme emergency situations where it may not be feasible for bus transportation. The Coach or Sponsor must be in attendance in at least one of the vehicles used.

Transportation requests that involve a MHSAA, league, or state tournament or non-athletic event will be considered according to the following procedures:

1. A written request must be submitted by the coach/sponsor of the event to the Athletic Director, or Principal two weeks prior to the event, or as soon as notification of the event has been received.
2. A copy of the designated driver's valid drivers' license and proof of insurance, must be on file in the Superintendent's office.
3. Approval from the brief background check will be available for review in the Superintendent's office.
4. A letter must be sent home and returned signed by the parent/guardian. This letter must be on file at least 24 hours prior to the event. A copy of this letter is to go with the coach/sponsor. This letter should include exact time of departure and approximate time of return. It will include information on whether the group will be stopping to eat. The name(s) of the driver their child will be riding with will also be listed in this letter.
5. Vehicle in which the student participants will be riding MUST be equipped with seatbelts for each rider. All riders must use the seatbelts.
6. The drivers (s) will only be reimbursed for mileage if the contest is a MHSAA, league, district, regional or state final tournaments. Only a maximum of three (3) vehicles will be reimbursed for mileage.
7. Each time an exception is requested this procedure must be repeated, even if driver(s) are the same.

Carsonville-Port Sanilac Bus Rules



The following rules for student conduct are necessary to insure the safety of all CPS students and employees. Therefore, all students are required to comply with these rules. Students should remember that the bus driver has complete authority and responsibility to control the conduct of bus passengers while in transit. Any violation may result in the suspension of bus riding privileges.

Required Student Conduct

1. Students/athletes must stay in their seats (in a sitting position) when the bus is in motion. Students may not leave their seats until the bus has come to a complete stop.
2. If it is necessary to cross the road after leaving the bus, students and athletes should observe the following rules:
 - a. Make sure the bus is completely stopped
 - b. On leaving, go to the front of the bus within sight of the driver
 - c. On a signal from the driver, look both ways and then (if safe) proceed across the highway
 - d. Walk (do not run) *in front* of the bus when crossing the road
3. Students/athletes are expected to help keep the bus clean and sanitary on the inside. Students who damage the bus in any way will pay for the damage and may lose bus privileges.
4. Students must be at their designated stop five minutes before the bus arrives. After the driver turns off the flashing red lights, they may not pick up any more students at that stop. Drivers may not wait for tardy students.
5. Each student/athlete boarding the bus will locate a seat, sit down and stay in that seat until arriving at their destination. Students are required to sit three in a seat when necessary.
6. Students must have permission to ride a bus other than their own. A note signed by a parent and approved by the building administrator is required.
7. Students must not change bus stops without prior permission

Prohibited Student/Athlete Contact

1. Actions detrimental to the health and safety of passengers
2. Throwing objects within the bus or out of the bus
3. Holding, touching, in any way, the outside of the bus
4. The use of tobacco, alcohol or narcotics
5. Vandalizing or defacing a bus in any manner
6. Fighting on the bus
7. Using the emergency door except in the case of an emergency
8. Loud or profane language
9. Extending anything out of the windows (books, arm, heads, etc.)
10. Tampering with any mechanism on the bus (including the doors)
11. Carrying weapons of any nature aboard the bus
12. Eating on the bus
13. Use of radios
14. Lowering of windows without driver permission
15. "Saving a seat" for friends
16. Bringing of animals on the bus (reptiles, pets, etc.)
17. Boarding a bus before it is completely stopped and the door is open
18. Placing objects of any kind in the aisles

Penalties for Violation of the Rules

Because behavior on the bus is so vital to safety, the following schedule will be used for all who violate bus rules and cause the bus to be unsafe:

1st ticket (written warning) – Students must return this ticket to the driver with a parent's signature before riding the bus again.

2nd ticket (three day suspension) – A hearing will be held with parent, principal, student, and driver.

3rd ticket (indefinite suspension) – A hearing between parent, principal, student, and driver will determine the length of the suspension.

4th ticket – Suspension for the remainder of the school year.

Note: In severe cases, when the driver believes lives are endangered, students will be suspended from riding the bus immediately until a hearing can be held with parent, principal, student, and driver.



- **Nondiscrimination Compliance**

Carsonville-Port Sanilac Schools hereby agrees that it will comply with the federal laws prohibiting discrimination and with all requirements imposed by, or pursuant to, regulations of the U.S. Department of Health and Human Services.

Therefore, it is the policy of the Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity for which the Board is responsible or for which it receives federal financial assistance from the Department of Health and Human Services or the Department of Education

Any questions concerning the nondiscrimination policy or its possible violation should be directed to either the principal or the superintendent or

Director, Office of Civil Rights
Department of Health and Human Services
Washington, D.C. 20201

The Professional Learning Community-Task Hour Monitoring Program

To ensure that students understand their responsibility toward their school work, CPS Schools has established a task monitoring program. Students are held responsible for completion of their daily class work and all students are given ample time and assistance in completing this school work.

Task Monitoring Program

1. Task time is held every day during the student's Guided Academics hour.
2. Students can be requested by their teachers to task time for assistance in doing make-up or missing work.
3. Students report and remain in task time until all work is completed.
4. During the Guided Academics class, students can receive tutoring services by either their teachers or the National Honor Society.

National Honor Society

The National Honor Society is a school organization that recognizes students on the basis of established criteria. In addition to grade point average (GPA), such traits as leadership, scholarship, character, and service are assessed. A panel of faculty members rates the prospective member in each of these areas. A prospective NHS member may be asked to write an essay as a part of attaining membership. Membership in NHS is not a right but an honor that is bestowed upon the student. In the case of non-selection, a student may appeal to the principal in writing.