

# CALEDONIA COMMUNITY SCHOOLS DISTRICT HANDBOOK



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# TABLE OF CONTENTS

[Contacts](#)

[Introduction](#)

[District Calendar](#)

[CCS Expectations](#)

[Rights & Responsibilities](#)

[Student Well-Being](#)

[Injury & Illness](#)

[Attendance Policy & Regulation](#)

[Homebound Services](#)

[Homeless Children & Youth](#)

[Enrollment](#)

[Immunizations](#)

[Communicable Diseases](#)

[Review Policies](#)

[Drills & Emergency Procedures](#)

[Grades & Graduation Requirements](#)

[Extra Opportunities](#)

[Clubs & Activities](#)

[Off-Campus Events](#)

[Expression & Free Speech](#)

[Dress Expectations](#)

[Extra-Curricular](#)

[Technology](#)

[Artificial Intelligence](#)

[School Bus Expectations](#)

[Disciplinary Guidelines](#)

[Disciplinary Action](#)

[Student Code of Conduct](#)

[Behavioral Threat Assessment](#)

[Restorative Practices](#)

[Searches & Seizures](#)

[Prohibited Use](#)

[Physical Intervention/Seclusion](#)

[Bullying, Intimidation & Other  
Aggressive Behavior](#)

[Behavior Offenses](#)

[Suspension](#)

[Expulsion](#)

[Appeal Procedure](#)

[Grievance Procedure](#)

[Notice of Nondiscrimination Policy](#)

# CONTACTS

## EARLY CHILDHOOD CENTER



616-891-6220



9751 Duncan Lake Ave.



Principal: Whitney Krusniak

## CALEDONIA ELEMENTARY



616-891-8181



9770 Duncan Lake Ave.



Principal: Brent Huck

## DUTTON ELEMENTARY



616-698-8982



7700 Patterson Ave. SE



Principal: Shawn Veitch

## EMMONS LAKE ELEMENTARY



616-528-8100



8950 Kraft Ave.



Principal: Nathan Walters

## KETTLE LAKE ELEMENTARY



616-868-6113



8451 Garbow Dr.



Principal: Megan Ballmer

## PARIS RIDGE ELEMENTARY



616-891-7003



4690 Paris Ridge Ave.



Principal: Lance Jones

## KRAFT MEADOWS INTERMEDIATE



616-891-8649



9230 Kraft Ave.



Principal: Steve Uyl

## DUNCAN LAKE MIDDLE SCHOOL



616-891-1380



9758 Kraft Ave.



Principal: Jaym Abraham

## CALEDONIA HIGH SCHOOL



616-891-8129



9050 Kraft Ave.



Principal: Bill Martin

## TRANSPORTATION / BUS GARAGE



616-891-0224



8944 Kraft Ave.

## ADMINISTRATION OFFICE



616-891-8185



8948 Kraft Ave.

## CALEDONIA RESOURCE CENTER



616-891-8117



9757 Kraft Ave.

# INTRODUCTION

The Board of Education takes very seriously its responsibility to provide a safe and secure environment for the students and staff entrusted to its care. A respectful atmosphere is critical to the education process. The Board of Education adopted this Student Handbook to provide the standards and structure necessary to foster a safe educational environment in which students can learn as they mature mentally, physically, emotionally, and socially.

The following principles were used in developing the Student Handbook:

1. The handbook provides the order necessary for learning. Lack of order interferes with the focus on education. However, the handbook should not restrict creativity or the excitement of learning.
2. The handbook protects student and parent rights while also acknowledging their responsibilities.
3. The handbook includes guidelines for addressing problem behaviors before they become severe. The code does not just focus on resolving extreme student misconduct problems.
4. The process is built on mutual teacher-principal-student-parent respect. The process does not compromise individual dignity.
5. Parents are responsible for the conduct of their students and must be involved in solving student problems. Students who have reached the age of 18 may elect to be responsible for their own conduct.
6. This handbook considers the importance of restorative practices, Capturing Kids Hearts, and Positive Behavior Intervention Supports as frameworks for addressing negative behaviors and promoting positive school culture and climate.

## **Annual Notification for Parents & Guardians**

Each year, Caledonia Community Schools shares important information with families, as required by state and federal law. We provide these notifications through our district and building handbooks as well as the district website. These annual notifications include policies, procedures, and required disclosures that help ensure a safe and supportive learning environment for all students.

Parents and guardians can find any related forms in the PowerSchool Parent Portal, where they complete required notices, authorizations, and acknowledgment forms each year.

## **Vision**

Cultivate Agile Learners who are empowered with 21st Century Skills and prepared to compete in a global environment.

## **Mission**

Empower and equip all persons to achieve their best by ensuring the highest quality system for learning.



## **Individuals with Disabilities**

This handbook complies with all relevant Michigan Department of Education policies as well as state and federal statutes regarding the disciplining of general education/special education students. The handbook does not diminish the due process rights under federal or state law of students who have been determined to be eligible for special education programs and services or reasonable accommodation for their disabilities.

### **Throughout this Handbook, the Term:**

- Parent shall be interpreted to include "parent or legal guardian."
- Principal shall be interpreted to include "the principal or designee."
- Teacher shall be interpreted to include "teacher, school substitute, or long-term substitute."

## **Who is Bound by this Handbook?**

All students attending Caledonia Community Schools are bound by the principles of this handbook.

## **K-12 Students**

In order to maintain a positive school climate for learning, a Uniform Discipline Code with Levels of Misconduct and Disciplinary Action has been developed. The Principal shall notify parent(s)/guardian(s) of any suspension before it occurs. The student shall be assigned homework during the period of suspension for completion and submission to the classroom teacher on the day of readmission. Note: the district reserves the right to recommend more severe discipline based on the nature of the violation.

It is necessary for students and Parent(s)/Guardian(s) to understand that deviations from expected behavior may result in disciplinary action. The Principal (or designee) is responsible for recommending all disciplinary action, including in-school and out-of-school/program suspension. In each situation, the question of whether or not an act of misconduct occurred that warrants disciplinary action shall be determined administratively, by a school administrator or otherwise noted designee.

# The 2025-2026 Calendar can be found on the [District Calendar page](#) of our website.

As of September 2025

## July

M T W T F

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## October

M T W T F

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## November

M T W T F

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## December

M T W T F

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

# 2025

## January

M T W T F

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## February

M T W T F

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## March

M T W T F

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## April

M T W T F

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## May

M T W T F

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## June

M T W T F

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- Summer Break
- No School - Staff PD
- Student Half Day
- First Day of School
- No School
- New Teacher Induction

## AUGUST

12	New Teacher Induction
13 & 14	Teacher Prof Development
15	Teacher (Building) Work Day
16	No School
19	First Day for Students
23	No School
30	No School - Labor Day Break

## SEPTEMBER

2	No School - Labor Day Break
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## OCTOBER

31	AM Half Day for Students PM Teacher Prof Development
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## NOVEMBER

27-29	No School - Thanksgiving Break
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## DECEMBER

20	AM Half Day for Students PM Teacher Records Day
23 - Jan 3	No School - Holiday Break

## JANUARY

6	School Resumes
20	No School - All Day Teacher Prof Development

## FEBRUARY

17-18	No School - Mid-Winter Break (Snow day make-up, if needed 2/18)
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## MARCH

14	No School - All Day Teacher Prof Development
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## APRIL

4-11	No School - Spring Break
14	School Resumes
28	AM Half Day for Students PM Teacher Prof Development

## MAY

26	No School - Memorial Day
30	Last Day of School: AM Half Day for Students PM Teacher Records Day

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# CCS EXPECTATIONS

The Caledonia Community Schools' Board of Education expects students to behave in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

## General School Expectations

This handbook seeks to ensure that the following expectations are followed:

- Students will attend school every day, be on time, and prepared to learn
- Students will demonstrate common courtesy, friendliness, and respect to other students and adults
- Students will act in a manner that reflects pride in themselves, their family, and in their school
- Students will respect the ideas, beliefs, and cultures of other people with an open mind and polite attention
- Students will use appropriate and respectful language or gestures when addressing other students and adults
- Students will be cooperative, attentive and supportive in class and in the halls
- Students will help to maintain a school environment that is safe, friendly and productive
- Students will identify themselves to school personnel upon request





## Equal Education Opportunity

It is the policy of this school district to provide an equal education opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Human Resources Director / Assistant Superintendent at the Administration Offices.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat of retaliation. The Assistant Superintendent can provide additional information concerning equal access to educational opportunity.



## Parent Involvement

Caledonia Community Schools welcomes the participation of parents/guardians in support of student learning and recognizes that parental involvement increases the opportunities for student success. It is the policy of Caledonia Community Schools to foster and maintain ongoing communication with parents/guardians concerning their opportunities for involvement, their children's eligibility for special programs, their children's educational progress, the professional qualifications of their children's teachers, and the status of the children's schools. For more information, visit the transparency page of the district website to view the district Parent & Family Engagement Policy.

## Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of Caledonia Community Schools (CCS). It is, therefore, the policy of CCS that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by CCS. Questions regarding English language support should be directed to the school principal.



# STUDENT & PARENT RIGHTS & RESPONSIBILITIES

● The rules and procedures of the schools are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment, as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their behavior.

● Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child accomplish their educational goals.

● Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student and/or family should seek help from the principal, teacher, or secretary of the school community.

## RIGHTS

Policy 5780

- To be educated in a healthy and safe environment
- To participate in the educational process in a climate that is free from fear, harassment, intimidation, disruption, and violence
- To expect that school rules will be enforced in a consistent, fair, and reasonable manner
- To review the student's cumulative records and request amendment(s)
- To expect that school staff will investigate reports of any infringement upon student and parent rights and respond in a timely manner
- To make up all work missed due to an absence or suspension
- To request an educational conference with school personnel
- To present complaints, incidents, problems, grievances, or petitions to the Principal and to receive an initial response within three (3) school days after receipt of same by the principal
- To receive accommodations for health issues and concerns, especially for students with chronic health conditions (i.e. medications, wellness checks, and interventions)

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. The District does not tolerate sexual harassment or other forms of unlawful harassment. This commitment applies to all School District operations, academic, and extra-curricular programs and activities.

All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct that occurs during an academic or extra-curricular activity sponsored by Caledonia Community Schools, on school property, a school bus, or at another location if such conduct occurs during an event or activity sponsored by Caledonia Community Schools.

Any individual wishing to report a violation of the harassment policy should contact a school employee, or the Title IX Coordinators (Assistant Superintendent or Director of Special Programs).

Caledonia Community Schools, where appropriate, will provide additional support to students reported to be victims of sexual harassment or sexual assault. This support includes (but is not limited to) no-contact orders or changes in student schedules to protect the student. Additionally, the district will offer counseling support, supplemental academic support, and resources to students who have been involved with sexual-based harassment.

Students or employees who retaliate against individuals who report sexual harassment will be promptly disciplined. If circumstances warrant, such discipline may include suspension or expulsion of a student, or suspension or termination of an employee.

# RESPONSIBILITIES

- To respect self and others, as well as district and community property
- To respect school rules and participate in discipline proceedings when appropriate
- To schedule an appointment to review records at a mutually acceptable time
- To report any violation of student/parent rights to school staff
- To make up work resulting from an absence or suspension
- To participate in an educational conference with school personnel
- To pursue grievances through established procedures
- To adhere to the guidelines regarding when to keep a sick child at home
- To provide medication information to the school offices (i.e. the school nurse) including medical documentation of need for accommodations (It is important that a completed and signed medical authorization form be on file at school for prescription medication)
- To provide workable phone numbers and reliable emergency contacts for emergencies

# STUDENT WELL-BEING

- Student safety is a responsibility of our staff. All staff members are required to be familiar with emergency procedures such as fire, lock down, tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.
- State law requires that all students must have medical information completed 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 deliver a written notice regarding such needs, along with proper documentation provided by a physician, to the school office.

## **Mandated Reporting of Child Abuse or Neglect** Policy 8462

Caledonia Community Schools adheres to the Michigan Child Protection Law requiring certain people to report their suspicions of child abuse or neglect to Children's Protective Services. Please see the Michigan Legislative [website](#) and [Child Protection Law - DHS Pub-3](#) for more information.

## **Mental Health Support**

Caledonia Community Schools prioritize care of the Whole Child to ensure that the comprehensive needs of its students are identified and supported. This commitment includes universal access to free mental health services.

You are encouraged to utilize our partnership with Arbor Circle to receive confidential therapeutic referral services. Arbor Circle is available at all times — including nights, weekends, and holidays — in 200+ languages to explain your options and coordinate care.



### **Arbor Circle**

<https://arborcircle.org/>  
616-456-6571

\*Arbor Circle is a mental health services provider.

For life threatening emergencies, seek medical attention at the nearest emergency room, call 911 or the National Suicide Prevention Lifeline at 988.

# INJURY & ILLNESS

1. All injuries must be reported to a teacher or the office. If the injury is 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.
2. When a child becomes too ill to participate in regular activities or shows symptoms of a contagious disease, parents will be contacted to take their child home. If the parent cannot be reached, the emergency contact person(s) will be called to take the child home. Any child experiencing the following symptoms will be sent home:
  - **Severely ill:** A child that is lethargic or less responsive, has difficulty breathing, or has a rapidly spreading rash.
  - **Fever:** A child with a temperature of 101°F or greater. Staff may use their best judgement if the child does not have a fever greater than 101°F, but still appears significantly ill.
  - **Diarrhea:** A child has two loose or watery stools.
  - **Vomiting**
  - **Abdominal pain:** A child with abdominal pain that continues for more than two hours or intermittent pain associated with fever or other symptoms.
  - **Rash:** The child with a rash AND has a fever or a change in behavior.
  - **Skin sores:** A child with weeping sores on an exposed area that cannot be covered with a waterproof dressing.



## Returning to school after an illness:

Your child should remain at home until the contagious period of an illness has ended.

This is for the health and safety of all the children. Your child may return if:

1. There have been no fever/symptoms of illness for 24 hours (without the use of medication)
2. The child has been on prescribed medication, such as antibiotics, for at least 24 hours.

Notify the school and inform them that your child is ill. The school may require a doctor's note for your child to safely return to school.



# ATTENDANCE POLICY & REGULATIONS

It is the mission of Caledonia Community Schools to advance student achievement by promoting a culture of positive attendance, cultivating a growth mindset, and providing equitable learning opportunities.

Attendance is a key factor in student achievement; any absences from school represent an educational loss to the student. Regular and punctual patterns of attendance shall be expected of each student enrolled in Caledonia Community Schools.

Students are expected to arrive at school before school begins each day. The importance of regular attendance is a significant lesson to be learned in school. Learning is taking place each day in class. These learning experiences can never be duplicated. When a student is not in attendance, they are missing a valuable portion of their education.

Student attendance at school is the joint responsibility of the parent/guardian and student. In order for parents/guardians to fulfill their responsibility, the school will keep them informed of student absences and attendance patterns.

An adequate and comprehensive system of attendance records shall be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in their classroom. The Principal shall be accountable for ensuring the accuracy of all attendance records for his/her school.

Absences, even those verified by the parent/guardian, which are excessive and/or interfere with the student's educational program, will be investigated by school district personnel.

All students shall have the opportunity to make up schoolwork missed due to absences. However, it shall be the student's responsibility to secure the assignments and return them within the time agreed upon with each teacher.

## EXCUSED ABSENCES

While it is recognized that absence from school is necessary under certain conditions, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardies to a minimum. In fact, Caledonia has taken part in a larger county campaign described as, "Strive for Less Than 5." Missing school is missing out! Even a series of appointments during school hours or leaving school early a few times a month can interfere with student learning. Thus, please make every effort to keep absences to less than five.

## Excused absences include:

1. Illness (personal or family member) - A school official may request a doctor's confirmation if they deem it advisable but is not a requirement to be considered excused.
2. Recovery from an accident.
3. Required court attendance.
4. Professional appointments - Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, when a student is to be absent for part of the day the student shall have a written or verbal statement to that effect from their parents.
5. Death in the immediate family.
6. Observation or celebration of a bona fide religious holiday - Any student shall be excused for the purpose of observing a religious holiday consistent with their creed or belief.
7. Other appropriate reasons made acceptable to the Superintendent

## Tardiness

Please take school-starting time seriously. Students are expected to be in class, ready to begin the school day on time. It is the responsibility of the student to keep track of the time throughout the day. Should a student arrive late, they need to check in at the school office. Prompt arrival to all classes is an expectation at school. Students not in the classroom at the designated time will be informed by the classroom teacher that they are tardy. If accompanied by a signed pass from a staff member, late students will not be considered tardy or absent.

## Early Dismissal

In the event that a school is dismissed before the regular time, school personnel will contact parents through phone calls, text messages, and emails by way of the student information directory. Thereafter, students will be dismissed for pick-up (authorized persons) or transport. We encourage you to discuss emergency plans with your children and ensure your contact information is kept up to date in the school management system portal.



# ATTENDANCE PROCEDURES

## Procedures for Grades K-4

1. Parents/legal guardians will be responsible for contacting the school office by 9AM if the student will be absent. Results of that contact will be noted on the official attendance record.
2. School personnel will contact the home if the parent/legal guardian has not called to verify the reason for the student's absence(s) by 9AM. Results of that contact will be noted on the official attendance record.
3. School personnel may request a signed note from the parent/legal guardian stating the reason for the absence(s).
4. The school staff will make contact with the parent/legal guardian when the student has attended less than 90% of scheduled days.
5. School personnel will attempt to create a plan with the student to promote increased school attendance.
6. If all of the above fail to correct the attendance problem, school staff will proceed with legal or other appropriate action against the parent.

## Procedures for Grades 5-12

1. Parents/legal guardians will be responsible for contacting the school office by 9AM if the student will be absent. Results of that contact will be noted on the official attendance record.
2. School personnel will contact the home if the parent/legal guardian has not called to verify the reason for the student's absence(s) by 9AM. Results of that contact will be noted on the official attendance record.
3. School personnel may request a signed note from the parent/legal guardian stating the reason for the absence(s).
4. If late, students should immediately report to the school office.
5. All absences must be excused within 24 hours or it will be considered unexcused.
6. The school staff will make contact with the parent/legal guardian when the student has attended less than 90% of scheduled days.
7. School personnel will attempt to create a plan with the student to promote increased school/course attendance.
8. If all of the above fail to correct the attendance problem, school staff will proceed with legal or other appropriate action against the parent.



# HOMEBOUND SERVICES

If your child has been diagnosed by their doctor with a medical condition preventing them from attending school (5 or more consecutive days), you may qualify for homebound services.

## What Are Homebound Services?

Caledonia Community Schools offers homebound services to those students who are receiving medical treatment that prevents regular school attendance. As such, a certified homebound teacher will provide instructional assistance in the student's home.

## Eligibility Requirements:

- Have a medical diagnosis that prevents full-time attendance, but can participate in instructional activities while at home or medical facility
- Have a physician referral form from a qualifying medical professional (M.D., D.O., or a Certified Physician's Assistant)
- Have medical absences exceeding five (5) consecutive days at home or at a medical facility
- Be enrolled in Caledonia Community Schools

## The Power Of Collaboration

A homebound teacher will collaborate with your child's classroom teacher in order to deliver the needed materials and assignments to your student. Your child's classroom teacher will remain the teacher of record for your child.

## Homebound Teachers Will:

- Schedule services with the parent
- Provide instructional support by delivering assignments, textbooks, and teacher resources to the homebound student
- Return completed work to the school
- Serve as a liaison between your family and your child's school.

## How do I Enroll My Child in Homebound Services?

Contact and request the verification form from your child's school. The Special Programs Department will follow-up to determine possible options for appropriate instructional services for your child.



# HOMELESS CHILDREN & YOUTH

The McKinney-Vento Homeless Education Act ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability.

The Act defines homeless students as those who fall under any of the following categories:

- Lack a fixed, regular, and adequate nighttime residence;
- Share the housing of other persons, live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters;
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; OR
- Are migratory and live in the conditions set forth in items 2-4 above.

Homeless students have certain educational rights and can:

- Enroll without delay in school (zoned or school of origin) without proof of residency or permanent address, immunization, school records, or other documents or while documentation is being obtained;
- Choose between the local school where they are living or the school last attended before becoming homeless, when requested by the parent/guardian and determined by the district to be feasible and in the student's best interest;
- Attend school and participate in school programs with children who are not homeless; and receive all the school services available to other students including transportation services, special educational services where applicable, and other supportive services (food, housing, clothing, etc.).

For more information regarding homeless services and resources, including checking your eligibility and enrollment, check out our website at <https://www.calschools.org/departments/familiesinneed/>.

# ENROLLMENT

Should you live within Caledonia Community Schools, enrolling your child(ren) is easy. Simply contact the Administration Office at 616-891-8185 or check out the district website at [calschools.org/enrollment/](https://calschools.org/enrollment/).



## **Schedule & Class Assignment**

Each year, the school principal will schedule and assign appropriate student placement based on appropriate input.



## **Transferring Out of the District**

Should your family move to another school district, please notify your child(ren)'s school principal, so they can make sure the transition process goes as smoothly as possible.



## **Withdrawing From School**

Whenever a student wishes to withdraw from school, efforts should be made to determine the underlying reason for such action and the resources of the District should be used, when and as appropriate, to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent.

# IMMUNIZATIONS

Michigan law requires each student to have an up-to-date certificate of immunization at the time of registration (or no later than the first day of school) for entry into kindergarten or at time of enrollment into a new school. Schools within Michigan are required to report immunization information. Any student who fails to meet the MDHHS immunization requirements shall not be admitted or able to participate in school classes without prior consent.



## Vaccines Required for School Entry in Michigan

Whenever children are in group settings, there is a chance for disease to spread. Parents must follow state vaccine laws in order for their children to attend school. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect children from serious diseases is to follow the recommended vaccination schedule at [www.CDC.gov/Vaccines](http://www.CDC.gov/Vaccines). When following the recommended schedule children are fully protected and any school vaccination requirements are met.



	All kindergartners and 4–6-year-old transfer students	All 7th graders and 7–18-year-old transfer students
Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap) <sup>1</sup>	4 doses DTP or DTaP 1 dose must be at or after 4 years of age	4 doses diphtheria and tetanus or 3 doses if 1 <sup>st</sup> dose given on or after 1 year of age 1 dose Tdap at 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher
Polio <sup>1</sup>	4 doses or 3 doses if dose 3 was given on or after 4 years of age	
Measles, Mumps, Rubella (MMR) <sup>1, 2</sup>	2 doses at or after 12 months of age	
Hepatitis B <sup>1, 2</sup>	3 doses	
Meningococcal Conjugate (MenACWY) <sup>1</sup>	None	1 dose at 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher
Varicella (Chickenpox) <sup>1, 2</sup>	2 doses at or after 12 months of age or current lab immunity or history of varicella disease	

1 Vaccines should be given at certain ages and at certain times (follow [CDC Immunization Schedule](http://www.CDC.gov/ImmunizationSchedule) for the recommended number of doses, correct spacing, and ages); this chart is based on Michigan school immunization requirements. We strongly encourage parents and providers to follow the CDC recommended schedule because school requirements are the minimum for protection. Follow this chart when assessing immunization status for school immunization requirements.

2 If the child has not received these vaccines, documented immunity/waiver is required. During disease outbreaks, incompletely vaccinated children may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at [www.michigan.gov/immunize](http://www.michigan.gov/immunize). The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy. MDHHS-Pub-1378 (Rev. 02-24)

# COMMUNICABLE DISEASES

## **Control of Casual-Contact Communicable Diseases**

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Michigan Department of Community/Public Health.

In order to protect the health and safety of the students, school personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a communicable disease, the Principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

## **Control of Non-Casual-Contact Communicable Diseases**

In the case of other communicable diseases (i.e., non-casual), the school has the obligation to protect the safety of the staff and students. In these situations, the person in question will have a case review to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. These types of diseases include, but are not limited to hepatitis and other blood-borne pathogens.

As required by Federal law, parents may be requested to have their child's blood checked for blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

In addition, the Board of Education has adopted a comprehensive Health Education Program which includes education on human sexuality and venereal and other non-casual-contact communicable diseases such as HIV/AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health. The program also includes instruction in abstinence from sex as a responsible method for preventing unwanted pregnancy and sexually-transmitted diseases and as a positive lifestyle for unmarried young people.

In compliance with state law and with its desire to maintain effective communication with parents and the community, the Board of Education has made arrangements for the programs to be available for review by any parent(s).

Your child is required to participate in Health Education programming, but the law allows you the right to have your child excused from participating in classes which include instruction in sex education, reproductive health, family planning, and AIDS education. The Board of Education's policy is to honor parents' written requests that their child be excused from certain classes in any course. We encourage you to personally review the program lessons and materials and return a letter excusing your child from participation to your school principal, so appropriate alternative activities can be provided during the times of those classes.

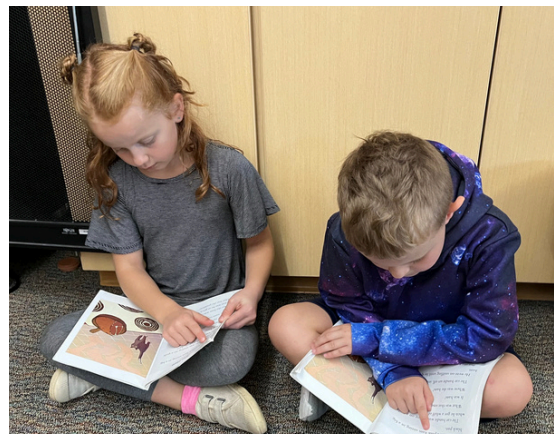
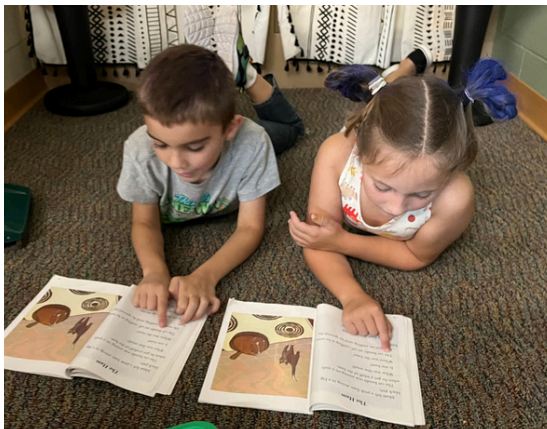


# REVIEW POLICIES

## Student Records

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term parents includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.



## Instructional Materials & Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.



## Directory Information

Each year the Superintendent shall provide a 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;
- height and weight, if a member of an athletic team;
- dates of attendance;
- date of graduation;
- honor rolls;
- telephone numbers only for inclusion in school or PTO directories;
- school photographs or videos of students participating in school activities, events, or programs.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" by completing the "Directory Nondisclosure" form in PowerSchool within ten (10) days after receipt of the District's public notice via the Handbook including the "opt out" option for armed forces of the United States and the service academies of the armed forces of the United States.

## Media Release

In order for your student's photo/image/schoolwork/video to be used by Caledonia Community Schools at school, in print, or other physical forms, on the Caledonia website, yearbook, Facebook, Instagram, or other media outlets, permission must be granted by a parent/guardian or \*eligible student (student age 18 or older). This will remain in effect until revoked via the "Photo/Media Release" form in PowerSchool.

Please note: After September 30, all photo/media release forms not completed will be marked as permission granted.

## Survey Participation

All parents and guardians of students under 18 years of age and all students 18 years of age or over will be given prior notice of any student survey that contains items listed in the Board of Education Policy 2416 or any survey produced by a third-party. Notification will be made of substantial changes to the policy.

# DRILLS & EMERGENCY PROCEDURES

## **Emergency Closings & Delays**

In the event of emergency closings or delays, parents will be notified through phone calls, text messages, emails, or alerts on our school website. Please ensure your contact information is up to date. Expect notifications the night before or early in the morning. Check local news stations for updates if direct notifications are unavailable. Closings may occur due to severe weather or power outages, and alternative virtual learning may be arranged for long-term closures. When delays or early dismissals occur, we aim to minimize disruption. In the case of early dismissal, you will be notified, and we ask that you follow the school's guidelines for student dismissal. We encourage you to discuss emergency plans with your children.

## **Fire, Lockdown & Tornado Drills**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown and tornado drills as well as accident reporting procedures.

Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

## **Evacuation Drills**

At Caledonia Community Schools, the safety of our students and staff is our top priority. As part of our emergency preparedness, we conduct regular drills to ensure everyone knows how to respond quickly and effectively in case of an emergency. These drills help students and staff understand evacuation procedures and promote calm, organized responses during an actual emergency. Students and staff are familiarized with designated exit routes from each classroom and common area. These routes are posted throughout the school.

## **Preparedness for Toxic and Asbestos Hazards**

We follow strict safety protocols and have emergency response plans in place. To this end, we regularly inspect and maintain our facilities to prevent exposure. If any toxic or asbestos hazards are detected, we will take immediate action and notify parents through phone calls, text messages, and emails. In the event of an exposure or hazard, we will follow established emergency procedures to protect students and staff. This includes evacuation, medical evaluation, and any necessary building closures.



# GRADES & GRADS REQUIREMENTS

## Report Cards and Grades

Grades are an essential measure of your child's academic progress and performance in school. Our grading system reflects achievement in various subjects and assessments throughout a semester and/or school year. Report cards are issued at regular intervals, and can be monitored via the child's online portal. We encourage open communication with teachers to discuss any concerns about student grades. One of the most impactful ways to support student success is through consistent study habits and celebrating academic achievements. For questions about grading policies or specific grades, please reach out to your child's teacher.

## Graduation Requirements

Caledonia High School's graduation requirements are aligned with the Michigan Merit Curriculum (MMC), which was approved by the Michigan Legislature in 2014. The requirements are designed to adequately prepare students for the Scholastic Aptitude Test (SAT) and Michigan Student Test of Educational Process (M-STEP). More information can be found in the Caledonia High School Handbook (Part B) or on the Caledonia High School website.

## Student Assessment

The School Board, in conjunction with current legislation and rules of the State Board of Education, assesses student learning in designated subject areas for the purpose of determining instructional methods and delivery. The assessments are provided multiple times throughout the school year. Procedures for such assessments will include, but not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and otherwise acceptable means.



# EXTRA OPPORTUNITIES

## Dual Enrollment

The School Board recognizes the value to students and to the District for students to participate in programs offered by accredited and degree-granting colleges and universities. Eligible postsecondary institutions shall include state universities, community colleges, and independent nonprofit degree-granting colleges or universities located in Michigan and that choose to comply with the Postsecondary Enrollment Options Act and out-of-state colleges satisfying the requirements of M.C.L. 388.513 that choose to comply with the Postsecondary Enrollment Options Act.

The Board will allow eligible high school students who meet the criteria established in the Superintendent's guidelines to enroll in eligible postsecondary programs while in attendance in the District (dual enrollment). The Superintendent shall allow a student, upon written request of his/her parent to take approved readiness assessment(s) in order to establish eligibility for postsecondary enrollment. Any tests are to be administered free of charge in accordance with the District's testing schedule. Students will be eligible to receive appropriate credit for completing any of these programs providing they meet all requirements for the type of credit they wish to earn.

## Field Trips

Field trips offer enriching educational experiences for students. Parents will be notified in advance with details about the trip, including date, time, location, and educational purpose. Permission slips and emergency medical authorization forms must be signed ahead of time and returned by the specified deadline for students to participate. CCS ensures adequate supervision with a proper student-to-chaperone ratio. Please make sure your child dresses appropriately and brings any required items.





# CLUBS & ACTIVITIES

## **School Sponsored Clubs and Activities**

Caledonia Community Schools provides students the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as sports, drama, clubs, etc. All students are permitted to participate in or tryout for the activities of their choosing so long as they meet the eligibility requirements. A listing of activities is available through the main office or via the school's website. Students that take part in school sponsored activities are held to participation standards as determined by the sponsor and/or school.

## **Non-School Sponsored Activities**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event during the work day, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot. For more information about student-initiated non-curricular clubs, including how to form a club, see the school principal.

# OFF CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to abide by the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events. While traveling away from our school, students should remember that they represent their school and are expected to exhibit good sportsmanship and positive behavior.

## **Supervision**

In order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. In the case of misbehavior, students may be required to only attend athletic events when their parents are present. School officials will not be able to supervise unaccompanied students nor will they be responsible for students who arrive without an adult chaperone. Students may not remain after school without the direct supervision of an adult. Students must comply with the code of conduct at school events, regardless of the location.

# EXPRESSION & FREE SPEECH

## **Student Rights of Expression & Freedom of Speech**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials with the prior approval of the principal.

All items must meet the following school guidelines:

1. A material cannot be displayed if it:
  - is obscene to minors, libelous, indecent, or vulgar
  - advertises any product or service not permitted to minors by law
  - intends to be insulting or harassing
  - intends to incite fighting or presents a likelihood of disrupting school or a school event
  - presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act
2. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the school.

Students who wish to display materials must present them to the Principal for approval at least forty-eight (48) hours prior to display.

## **Cultural Competence**

Cultural competence is having an awareness of one's own cultural identity and views about difference, and the ability to learn and build on the varying cultural and community norms of students and their families. At Caledonia Community Schools, we believe that it is the ability to understand the within-group differences that make each student unique, while celebrating the between-group variations that make our community special.

## Advertising Outside Activities

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

## Distribution of Printed Materials

Only materials that have been approved by the principal may be posted or distributed.

The principal or designee will establish specific times and locations for the distribution of printed materials by students. All materials distributed must bear the name of the sponsoring person or organization and indicate the author or printer.

The principal or designee may confiscate any materials which are not pre-approved.

## Student Concerns, Suggestions, and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, or grievances may be directed to the principal.

# DRESS EXPECTATIONS

Clothing - worn in school and/or school sponsored activities - should be appropriate.

- It should not be revealing in coverage or texture, vulgar, or depict profanity, illegal activities, illegal substances (i.e., alcohol, drugs, tobacco, etc.), offensive words or pictures, gang emblems, symbols, or messages.
- Students are not to wear heavy or large link wallet chains or spiked bracelets.
- Insignias or ornaments that project messages of or identify organizations that are known to mistreat people based on race, ethnicity, national origin, color, sex, sexual orientation, age, religion, or mental or physical disability, are also prohibited.

Students, together with their parents, have the responsibility to dress and groom themselves in a manner appropriate for school.





# EXTRA-CURRICULAR

## Band, Choir, Orchestra, Academic Teams, and Athletics

Any student of Caledonia is a student first. Thus, in the classroom, athletes and other students participating in extra-curricular activities are expected to be hard working and responsive to classroom expectations. All students representing Caledonia Community Schools in competitions encompassing music, mock trial, athletics, and more, will be gracious in defeat, modest in victory and will be expected to always congratulate their competitors.

Individual coaches or sponsors of these groups may establish additional rules for participants with prior approval from the principal. If a set of rules is established, the rules must be in writing and be provided to the participants prior to the activity/sport season. Copies of the rules signed by each participant and parent must be on file in the principal's office.



The Athletic Handbook outlines the foundational rules, procedures, and practices that define expectations for student athletes. Effective administration of sports programming is performed by the Athletic Director and Assistant Athletic Director in conjunction with the principal.





# TECHNOLOGY

## Electronic Communication Devices

- ECDs are all electronic devices used to communicate with others and include, but are not limited to, cell phones, iPads, personal computers, airpods, and smart watches. Use of ECDs in an unauthorized manner may result in disciplinary action, including confiscation, depending on the nature of the prohibited activity and/or whether it is a repeated offense for that student. The administration reserves the right to modify the consequences as appropriate. ECDs must be surrendered to an administrator or designee upon request.
- Inappropriate use of any ECD is strictly prohibited. ECDs may not be “on” or otherwise used in school locker rooms or restrooms, whether here or at another school district where a school activity or athletic event is occurring. Any device of this type will be confiscated and the student subject to disciplinary action. Students who possess an ECD shall assume responsibility for its care.
- Videotaping and taking photographs of other students/staff without their knowledge and consent during the school day or at school events is strictly prohibited. Doing so against their knowledge or without consent will lead to disciplinary action that could include suspension from school and loss of ECD or cell phone privilege at school, as will the sharing or posting of such videos or images on social media. Videotaping and taking photographs of other students/staff in the bathroom or locker rooms is strictly prohibited even with their consent. Students must be aware that such actions could lead to legal action as well.
- With regard to cell phones (and airpods), there are two practices in place for district schools. For grades, 9-12, the respectful, non-disruptive use of cell phones and airpods is permitted in the school cafeteria during lunch period and passing time. As soon as the threshold of the classroom or any prohibited area is crossed, cell phones and airpods need to be put away into cell phone holders located in the classroom and made completely undetectable (i.e. silenced without vibration). Cell phones will remain in the holders and are not permitted to leave the room when students use the bathroom. Violation of the cell phone policy as stated above will result in progressive disciplinary action.

## Violation of the cell phone policy

- For grades Y5-8, students may have cell phones in the building, but they must remain out of sight at all times, from beginning until the end of the day. Except as provided in the last part of this section, however, a cell phone may not be used in any manner during school hours. Thus, at all times when not permitted, the cell phone’s power, including its ring and vibrate functions must be completely turned off. Calls should not be initiated or answered and electronic communications or exchanges of information may not occur. A violation of the cell phone policy will result in progressive disciplinary action.
- During the school day, a Y5-8th grade student may not possess a paging device, smart watch, or communication device (other than a cell phone) on school premises without the express written permission of a school administrator and parent written request based on the student’s health or other unusual reasons.

## Reminders:

- Under no circumstance is photographing or video recording allowed anywhere on school property.
- Texting and cell phone use is permitted in halls during passing times and during the lunch period in the cafeteria. It is not permitted in classrooms, hallways, or bathrooms during class time.
- All cell phone use must be respectful and non-disruptive to students and staff.
- Phones must remain on silent at all times throughout the school day.
- Caledonia staff and administration requests your FULL cooperation with this practice. Students need to be engaged in the learning process while in school and not worried about whether or not they are being photographed, nor distracted by the noises that come with use of electronic devices.

## Use & Safety Rules

Use of technology in Caledonia Community Schools is a privilege extended to students. That privilege carries with it the responsibility to use technology in a manner that is consistent with this handbook, as well as all applicable laws and regulations. Technology use must comply with the mission of the district and is intended solely for the enhancement of the educational process. Technology refers to, but is not limited to, ECDs (e.g., cell phones), voicemail, computer hardware, software and peripherals, hand-held computing devices, calculators, science equipment, televisions, e-mail, intranet resources, and internet access.

Before any student may take advantage of the school's computer network and the Internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Handbook or referral to law enforcement authorities. A copy of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed to students and are valid throughout their school career unless otherwise noted.

## Virtual Learning Appropriate Usage of Technology

There are a number of sites that contain offensive, illegal, unethical, and inappropriate material which should not be viewed by students. Caledonia Community Schools will make every attempt possible to block these websites however; it is expected that students will only research the web using sites that are applicable to the course content. We will work in partnership with parents throughout the year.

# ARTIFICIAL INTELLIGENCE (AI)

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work.

The use of AI/NLP tools without the express permission/consent of a teacher undermines the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance.

A student's unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the student code of conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, and so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to, and not a replacement for, traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines 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 District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

# SCHOOL BUS BEHAVIOR

## Rules and Regulations for Safe School Bus Behavior

All provisions of the Caledonia Community Schools handbook apply to students who are school bus passengers. In addition, the following special rules must be observed because of the unique safety requirements presented by a moving school bus. Any student violating these rules or committing other acts of misconduct on the bus may be given a written conduct warning and/or suspension notice. A suspended student must receive authorization from the Principal and/or Director of Transportation before riding privileges can be reinstated.

- The bus driver is responsible for the school bus and passenger safety. Students must cooperate with and listen to the driver at all times. To ensure the safety of the driver and passengers, students are prohibited from bringing glass and other objects which could be used as weapons (e.g., baseball bat, scooter, skateboard, etc.) onto a school bus.
- Loading and unloading the bus will be orchestrated through the actions of the driver, principal, and staff.
- The emergency exit will be used only as the Driver directs and is never to be touched at any other time.
- Students shall arrive at their bus stop five (5) minutes before the scheduled pickup time and wait in a safe area off the roadway. Students will enter the bus in an orderly fashion and remain seated and quiet until it is time to leave the vehicle. Heads and arms will be kept inside the bus windows; feet will be kept out of the center aisle and on the floor at all times. Students will be instructed to stop and look both ways before crossing in front of the school bus.
- A driver may require students to take assigned seats whenever it is necessary and may establish a seating chart for that purpose.
- Parents will be notified with information on bus stops and time schedules for all students that requested transportation services prior to the opening of the school year.
- Pets or other animals will not be allowed on the bus. Only authorized students are permitted on the bus.
- Visitors may not ride school buses (i.e. prospective students, parents, non-Caledonia Community Schools students).
- School bus routes, stops, and time schedules will be established by the Caledonia Community Schools Transportation Department. Any proposed changes will be discussed with the Caledonia Community Schools Director of Transportation.





## Procedures for Safe School Bus Behavior

Riding a school bus is a privilege, not a right. It is essential for students to observe a standard of safe conduct while riding a school bus. The bus driver will have the authority to issue a written conduct warning or a recommendation for suspension to any student who violates provisions of this Handbook or commits other acts of misconduct.

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the Principal and/or Director of Transportation and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

## Issuance of Negative Behavior Warnings

The Driver will address disruptive behavior. If the behavior is so severe as to cause continuing danger to the safety of the bus and its passengers, a suspension recommendation will be submitted to the principal.

## Issuance of Suspension Notices

Any written misconduct will go to the parents; it will need to be signed by the parent and the student, then returned to the bus driver.

- The Principal, in conjunction with input from the Transportation Dept., is responsible for issuing bus suspensions.
- A student whose riding privileges are suspended will not be able to board the bus for the term of the suspension. Drivers will be available for parent conferences at the Principal's request. A student suspended in the morning will be transported home on the bus that afternoon.
- A student will be suspended from the bus at the end of a bus run. In extreme cases, where the safety of others on the bus is in immediate jeopardy, secondary students may be suspended en-route. Such en-route suspensions will be communicated immediately to the Administration by the driver. In the event a student is suspended from the bus at school, it will be the Principal's responsibility to contact the parents and arrange for the student to get home after classes are dismissed. At no time will a student be sent home on foot without the knowledge and consent of the parent. A student suspended from riding a bus to and from school will still have access to regularly scheduled school district transportation arranged for field trips, extra-curricular activities, and other school-sponsored functions.

## Student Complaints

A student who feels a Bus Driver is executing his/her responsibilities in an unsafe or improper manner may file a complaint with the Principal, who will contact the Director of Transportation. The Director of Transportation will investigate the complaint and take whatever action is deemed necessary. Results of the investigation will be communicated to the parent either verbally or in writing as soon as is practical.



# DISCIPLINE GUIDELINES

## The Nature of Discipline

The nature of discipline implies the acceptance of rights and responsibilities by everyone involved in the process: student, parent, teacher, administrator, and all other school personnel. While the Administrator bears the primary responsibility for maintaining proper control and discipline within the school building and grounds, each teacher bears the primary responsibility for maintaining proper control and discipline within the classroom. Teachers also share responsibility for the maintenance of proper control and discipline in other areas of the school building and grounds. Disciplinary actions and methods shall be reasonable, just, prompt, and in accordance with the policies and procedures of the Caledonia Community Schools handbook.

## Virtual Learning Code of Conduct

Online school students receiving virtual instruction are subject to district policies in the code of conduct. There are additional rules and expectations of students during virtual learning to ensure the safety of all staff, parents, and students. All students are expected to use virtual learning in a manner that is respectful, legal, and sensitive towards the feelings of others.

## Discipline of Students with IEP's and 504 Plans

Students with disabilities, and have an Individualized Education Program (IEP), have additional procedural safeguards rights regarding discipline. The points below are not a replacement for the full procedural safeguards notice which may be found on the [Michigan.gov](http://Michigan.gov) website.

1. Students with IEPs may be disciplined for up to 10 school days. Educational services may be provided to the student, if the district provides services to all students who are similarly removed.
2. Prior to suspension, the suspending entity must consider the factors outlined in the Revised School Code.
3. When it is determined that a student with an IEP will be suspended for more than 10 days, on the date the school makes the decision to make a removal that is a change of placement of the student because of a violation within the student conduct code, the school district must notify the parents of that decision and provide the parents with the procedural safeguards notice. The student is then entitled to a Manifestation Determination Review (MDR). Each suspension thereafter may require a MDR.
4. MDRs must be completed by parent(s)/guardian(s), school staff, and relevant members of the student's IEP team within 10 school days of the date of the decision to change the student's placement.
5. In-school suspension would not be considered a part of the days of suspension as long as the student is afforded the opportunity to continue to appropriately progress in the general curriculum, continues to receive services specified on the student's IEP, and continues to participate with non-disabled students to the extent they would have in their current placement.
6. Should the suspension be more than 10 days, it is necessary to consult with the Department of Special Programs.

# DISCIPLINARY ACTION

The goal of Caledonia Community Schools is to provide a safe learning environment for all staff and students. This includes demonstrating respect for the school, personal property, and other people. In order to achieve this goal, there must be a shared commitment among families, staff, and students.

A major component of the Caledonia education program is to prepare students to become responsible members of society by learning how to conduct themselves in accordance with established standards. We expect appropriate behavior at school, which includes district transportation, and at all school-sponsored events.

Respect for the law and for those persons in authority shall be expected of all students. This includes adherence to school rules as well as general adherence to laws regarding minors. Members of the school community shall respect and work cooperatively with others, including people of every legally protected class. The district may discipline students who engage in misconduct, up to and including suspension or expulsion from school. The district will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The district will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an Administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school. Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The district reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The district will cooperate with those agencies in their investigations as permitted by law.

The district's rules and policies apply to any student who is on school property or school affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, corrective action should be prompt and equitable; consequences should match the severity of the incident.

# STUDENT CODE OF CONDUCT

This student code of conduct is meant to be a guide and is subject to the discretion of Administration and the Board. Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the district's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the district's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table.

Depending on the circumstances of a particular situation, separate athletic or extra-curricular sanctions may be imposed, in accordance with the applicable handbook or rules.

## **Corrective Action**

A student who exhibits behavior which interferes with teaching and learning may be temporarily removed from the classroom. In such cases, the teacher will document the situation and submit it to the Principal as promptly as teaching obligations allow, but in no case later than the end of the teacher day, unless extenuating circumstances dictate otherwise. Notice of the corrective action shall be recorded in the student's disciplinary file.

## **Parent Notification**

To encourage our students to develop safe and acceptable behavior, Administrators and School Staff may take appropriate action that may include counseling, restorative justice, mediation, conflict management, and/or referrals to community agencies. Parents should contact the Principal when they have concerns.

In every case resulting in suspension, the parent or guardian and student (if age 18+), will be notified by telephone and/or in writing the day of the suspension. In some cases of disciplinary action, a student may be suspended from school pending investigation of the incident. If disciplinary action involves suspension, no student will be sent out of the building during school hours unless a parent, guardian, or another responsible person listed as an emergency contact has been contacted. If a non-custodial parent, who is legally authorized for access to student records, wishes to have copies of suspension information mailed to their home, it is the responsibility of said parent to provide the school with the necessary address.



# BEHAVIORAL THREAT ASSESSMENT

## **Threat Assessments**

Student safety is a top priority for Caledonia Community Schools. To ensure this, the district has implemented a threat assessment process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat assessment process may include interviews with the student who expressed the threat, school staff, and classmates as well as a public source social media review to determine if the student in question is a threat to themselves or others. When threats occur, portions of the threat assessment process are entrusted to Kent Intermediate School District staff. The district identifies Kent ISD as school officials for purposes of conducting or collaborating in student threat assessments.

Because threat assessments involve students that may pose a threat of harm to themselves or others, they may in fact inquire about sensitive information. These threat assessments are not federally funded. While the district will endeavor to notify parents about threatening behavior as quickly as possible, a threat assessment may be conducted before parent consent can be obtained. If you would like to opt your child out of potential threat assessments that inquire about sensitive information, please contact your child's Principal.

## **Searches**

As noted in the Search and Seizure section of this handbook, any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched, as permitted by law, to protect the safety and welfare of the school community.

# RESTORATIVE PRACTICES

## Restorative Practices

Restorative Practices are based on principles that emphasize the importance of positive relationships in building a strong school community, and they involve processes that restore relationships when harm has occurred. Restorative Practices may be used during corrective action situations. They are intended to turn discipline and behavior management into learning opportunities for students. Restorative Practices create a school climate centered around accountability, respect, integrity, and engagement with one another. The goal is to teach students to understand where they have caused harm, how it affects their school climate, and ultimately gives them the opportunity to repair the harm and learn stronger personal self management skills.

Restorative practices may be an approach considered as a means for repairing the harm to a victim and/or the school community caused by a student's misconduct.

- The victim initiates Restorative Practices.
- Restorative Practices must be agreed upon by the victim and/or the victim's parent(s).
- All participants of Restorative Practices voluntarily participate in the process.
- Restorative Practices provide an opportunity for the offender to accept responsibility for the harm caused to those affected by their misconduct and participate in a process of determining how to repair the harm.
- Completing Restorative Practice may require the offender to apologize, complete community service, participate in counseling, pay restitution, restore material loss, or a combination of these restorative consequences.
- The agreed upon consequences and processes to repair the harm, including a timeframe for completing them, may be included in a written agreement that is signed by all participants.
- If the offender fails to complete the stipulations in the written agreement, the consequences of their misbehavior will be determined in accordance with all discipline policies within this handbook.

## Intended Outcomes

Restorative Justice addresses the conflict at its root by:

- Imposing accountability on and empowering those who have done harm to correct the harm caused by their behavior;
- Empowering those who have been harmed to define what they need to heal from the harm done; teaches and engages students (and sometimes their families) in peaceful conflict resolution practices.

Restorative practices are an inclusionary, non-punitive discipline approach.

## **Due Process**

Students are entitled to due process rights to ensure fair treatment in disciplinary actions within the school. This includes the right to be informed of the charges against them, the opportunity to present their side of the story, and the right to appeal decisions. The district has developed procedures for handling disciplinary issues, ensuring transparency and fairness throughout the process. Through these due process rights, we foster a safe and equitable learning environment that respects the dignity and rights of all students.

# **SEARCHES & SEIZURES**

## **Searches**

Searches of students, personal property of students, lockers, and motorized vehicles shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school property.

## **Authorized Personnel**

Personnel authorized to conduct searches shall include any Principal, Assistant Principal, Officer, or any other school official specifically designated by the Principal to conduct searches.

## **Searches of Students**

Authorized school personnel may conduct a search of a student, bookbag, backpack, or any other student possession or belonging if they have reasonable suspicion for a search. In special circumstances, random searches may be necessary. Reasonable suspicion for a search refers to circumstances that would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

- Evidence of a violation of any local ordinance or state/federal law;
- Evidence of a violation of the handbook or any other Board of Education policy or administrative regulations;
- Any item which represents a danger of physical harm or illness to any student, staff, guest, or school property, whether on school property, at a school sponsored event, or going to/from school.

Upon reasonable suspicion, and in order to protect the health, safety, or welfare of the students under the supervision of the school district, the Principal or their designee may search students. Two adults shall be present during a search of a student.

If the student refuses to comply, an attempt will be made to contact a parent and the matter will be referred to the School Resource Officer or other law enforcement agency, as appropriate.

## **Locker Searches**

All lockers within Caledonia Community Schools are the property of the district and are under the supervision of the Principal or designated representative. At no time does the district relinquish its exclusive control of its lockers. Students are prohibited from placing private locks on school lockers. Authorized personnel shall remove any private locks placed on school lockers.

School lockers are assigned to students for their convenience and temporary use. Students are to use school lockers exclusively for storage of school-related resources and authorized personal items such as outer garments, footwear, health/beauty items, and lunch. Students are solely responsible for the contents of their lockers and may not share their locker or locker combination with other students.

Random searches of school lockers will be conducted. Authorized personnel may search lockers and locker contents at any time, without notice, and without student or parent/guardian consent. A certified detection dog and handler may be used to conduct random searches of lockers. Two (2) adults shall be present during a locker search.

If a Law Enforcement Officer desires to search a locker assigned to a student and has a search warrant for such search, the Principal or their designee shall immediately take such officer to the locker assigned to the student and permit them to search the locker. Whenever possible, such search shall be made in the presence of the Principal or their designee. A Law Enforcement Officer may search a locker without a search warrant if given consent to search by the person to whom the locker is assigned.

## **Seizures**

Items believed to be connected to illegal activity or violation of the handbook, Board policy, administrative regulation, or which represents a danger of physical harm or illness to any student, staff, guest, or school property may be seized by the person conducting the search. Any items seized as a result of a search shall be turned over to the School Resource Officer or other law enforcement agency representative(s). Confiscated items may not be returned.

## **Searches of Motor Vehicles**

Authorized personnel may search any motorized vehicles brought onto school property by a student at any time upon reasonable suspicion that the motorized vehicle contains:

- Evidence of a violation of any local ordinance or state/federal law;
- Evidence of a violation of the code or any other Board of Education policy or administrative regulations;
- Any item which represents a danger of physical harm or illness to any student, staff, guest, or school property, whether on school property, at a school sponsored event, or going to or from school.

If a student refuses to cooperate with the search, the student shall immediately lose their driving and parking privileges and may be subject to further disciplinary action as specified in the handbook.

To protect the health, safety, or welfare of the students and school community, Law Enforcement will be contacted to assist in searching a vehicle brought on to school property by a non-student. A certified detection dog and handler may be used to develop reasonable suspicion and initiate a search.



# PROHIBITED USE

## **Prohibition of Use of Tobacco & Vaping Paraphernalia**

Possession of tobacco or vaping paraphernalia is prohibited. This policy includes: the use, consumption, display, activation, promotion, sale, or possession of tobacco products by students in district buildings, on district property (owned or leased), in district vehicles, and at any district-related event. And in order to protect students and staff who choose not to use tobacco products from an environment noxious to them, the District prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco or tobacco substitute products by students at all times [twenty-four (24) hours a day, seven (7) days a week] on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

## **Prohibition of Pepper Spray**

Possession of Pepper Spray (or like substance) is prohibited within the school. Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

## **Prohibition of Drugs**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. School policy is reflected in the student/parent handbook with information on the identification, amelioration, and regulation of drug use in the schools.

"Drugs" shall mean the following: all dangerous controlled substances as so designated and prohibited by Michigan statute, all chemicals which release toxic vapors, all alcoholic beverages, any prescription or patented drug, except those for which permission to use in school has been granted pursuant to Board policy, "look-alikes", anabolic steroids, and any other illegal substances so designated and prohibited by law.

## **Amelioration – The Process of Improvement**

Caledonia Community Schools has a sincere interest in educating its students about drug use and misuse and will promote awareness through various programs and courses and requires notification to parents and students that compliance with the standards of conduct is mandatory.

Caledonia Community Schools will encourage, and in some cases require, that students in violation of the drug policy enlist the aid of a counselor for rehabilitative purposes. In the event that counseling services are needed, Caledonia Community Schools requests that a release be signed by the student and his/her parent/guardian(s) allowing the student's school to have contact with the counselor in an effort to support the rehabilitation and will provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs.

# PROHIBITED USE

The School will emphasize the prevention of drug use through the student's health classes to provide a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which addresses the legal, social, psychological, and health consequences of drug and alcohol use. The school will also provide information about effective techniques for resisting peer pressure to use illicit drugs, performance-enhancing drugs, and alcohol and that the use of illicit drugs and the unlawful possession, sale, and use of alcohol is wrong and harmful.

## **Regulation**

In accordance with Federal and State law, a "Drug-Free School Zone" has been established that extends 1000 feet from the boundary of any school property. Caledonia Community Schools prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or drug-related paraphernalia at any time on school property, within the Drug-Free School Zone, or at any district-related event.

School disciplinary action for the aforementioned offenses will be imposed on students who violate the school standards of conduct and shall range from suspension from school, up to and including expulsion from Caledonia Community Schools through Board action as well as a referral for prosecution. Public Act 102 requires that local law enforcement be notified of any violation involving drugs and/or drug paraphernalia.

School policy has taken all the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

## **Drug Prevention Memorandum**

In accordance with Federal Law, the Board of Education 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, 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 the student handbooks, 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 s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

# PHYSICAL INTERVENTION - SECLUSION BY STAFF

Local school districts are permitted to develop, adopt, and implement their own local policy consistent with state policy or use the state policy for the emergency use of seclusion and restraint. However, Caledonia Community Schools follows the general guidance of the Michigan Department of Education's (MDE) Emergency Use of Seclusion and Physical Restraint as approved by the State Board of Education on March 14, 2017 and updated in July 2017.

Caledonia Community Schools does not permit employees to use corporal punishment (the use of or threat of physical punishment to change behavior) on a student. Emergency Physical Restraint involves direct physical contact that prevents or significantly restricts a student's movement. Emergency Physical Restraint is a last resort emergency safety intervention.

Employees are permitted to use physical restraint (instead of 'force') upon a student to:

- Protect themselves or another person from physical attack
- Prevent the student from harming themselves or others
- Stop a disturbance that may result in physical injury to any person
- Obtain possession of a weapon or other dangerous object
- Protect property: If the act of destructing property causes imminent risk to the safety of a pupil or staff member, emergency use of seclusion and physical restraint is permissible

The intervention shall be safe, appropriate, proportionate, and sensitive to the severity of the behavior, the age and developmental stage of student, physical size, gender, physical medical and psychological conditions, and personal history (physical or sexual abuse or trauma).

# BULLYING, INTIMIDATION & OTHER AGGRESSIVE BEHAVIORS

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. It is the policy of the district to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the district, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

## **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.



## Implementation

This policy is not intended to, and should not be interpreted to, interfere with legitimate free speech rights of any individual. However, the district reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Principal should be filed with the Superintendent or Superintendent's designee. .

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the district may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

## **Procedure continued**

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or the designated administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the designated school officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying or other prohibited behavior, as well as any remedial action taken, to the Superintendent.

## **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as previously indicated.

## **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At school" is defined as 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. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the district.

## Definitions continued

"Bullying" is defined as a highly-varied form of aggression where there is systematic use of unwanted written, physical, cyber, or verbal behavior that is repeated, or has the potential to be repeated and involves a power imbalance. Regarding cyberbullying, this is a form of electronic communication including, but not limited to, electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or electronic communication devices that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

# DISCIPLINARY ACTION

## BEHAVIORS

The following are examples of offenses for which students may be disciplined. The specific disciplinary action will be determined according to the severity of the offense and the circumstances surrounding it.

### **Tier 1 — Minor Offenses**

Behaviors which have a negative impact on the school environment.

### **Tier 2 — Moderate/Repeat Offenses**

Behavior that is disruptive and significantly interferes with the school environment, but is not dangerous to students, others, or property, OR that does not result in significant injury.

### **Tier 3 — Major Offenses**

Behavior that is dangerous to the health and safety of the student, peers, staff, or property. Behavior that has been resistant to other interventions.

### **Abusive Language**

Verbal messages that use words in an inappropriate way and may include, but are not limited to, name-calling, and profanity.

### **Alcohol Possession**

Alcohol possession and use of alcohol and/or non-alcoholic products is prohibited. Alcohol, also known by its chemical name ethanol, is a psychoactive drug that is the active ingredient in drinks such as beer, wine, and distilled spirits (hard liquor). It is considered a recreational substance, causing the characteristic effects of alcohol intoxication ("drunkenness").

### **Arson**

The deliberate burning, or attempted burning, of any building or property belonging to, rented by, or on loan to the school district or property belonging to any person.

**Assault** (Physical) Intentionally causing or attempting to cause physical harm to another through force or violence (i.e. staff or students).

**Bomb Threat** Making a bomb threat or similar threat directed at a school building, other school property, or a school-related event.

**Bullying** is defined as any repeated written, verbal, or physical acts, including cyber bullying [i.e. any electronic communication, including, but not limited to, electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or electronic communication devices] that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:



- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- Adversely affecting the ability of a student to participate in, or benefit from, the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- Physical: hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings, extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal: taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological: spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to, notes, emails, social media postings, and graffiti.
- Cyber bullying: any electronic communication, including, but not limited to, electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or electronic communication device.
- Ethnic/Racial Harassment or Intimidation: The malicious and intentional act of harassing or intimidating another person due to that individual's color, ethnic origin, or race.
- Sexual Harassment or Intimidation: Unwelcome sexual advances, teasing, jokes, remarks, or questions, either verbal or physical, toward another person because of their sex or sexual orientation. Also includes a request for sexual favors or other verbal or physical conduct of a sexual nature where such conduct has the purpose or effect of unreasonably interfering with a student's educational performance by creating an intimidating, hostile, or offensive educational environment.

Caledonia Community Schools prohibits unlawful sexual harassment. This prohibition covers sexual misconduct towards students by students, district staff, Board members or school vendors, at school or at a school-sponsored event or activity.

Any student who believes they have been a subject of prohibited sexual harassment should immediately report to a principal or teacher. Parents may also report these concerns.

Students or employees found to have engaged in acts of sexual misconduct-which include unwelcome or coerced sexual acts or conduct of a sexual nature-will be promptly disciplined. Discipline may include, if circumstances warrant, suspension or expulsion of a student and suspension or termination of an employee.

**Cheating/Plagiarism** Falsely presenting work as your own original work or providing others with test responses or work to copy. The quality of the work will not be a consideration in determining disciplinary action.

**Disorderly Behavior** Any conduct in or around the school, including the classroom, which is dangerous or disruptive and threatens the safety of students, staff, or others, including that of the disorderly individual. This is to include but is not limited to: throwing snowballs, stones, or other objects; blocking security cameras; pushing; shoving; shouting; or running in the halls; and instigating, watching or escalating offenses for which students will be disciplined. Being a bystander in a bullying situation or at a fight could be considered disorderly conduct.

**Misuse of Electronic Communication Devices (ECDs)** An electronic device that has the ability to transmit messages via the use of the internet, data packages, or other Wi-Fi access points. Possession of ECDs is allowable to the degree referenced earlier in the handbook.

**Ethnic/Racial Harassment or Intimidation** The malicious and intentional act of harassing or intimidating another person due to that individual's color, ethnic origin or race.

**Explosives/Incendiary Devices** Sale, possession, or use of explosives or incendiary devices including bombs and fireworks.

**Extortion/Robbery** Obtaining money or property (something of value) from an unwilling person by either physical force or intimidation.

**False Alarms/911 Calls** Falsely activating the fire alarm system and/or maliciously dialing the 911 Emergency Center in any school building or on school property.

**False Claims of Sexual Assault or Harassment** Students intentionally making a false report, submitting a false Formal Complaint, or making a false statement or submitting false information during a Title IX grievance process is considered an offense violation of the handbook.

**Fighting** Physical contact in which blows are exchanged with another person. Please note the consequences for fighting vary according to the age and context of the actual incident.

**Forgery** Using or writing the name or identity of another person for purposes of gain, or falsifying times, dates, grades, addresses, or other information, including school forms.

**Gambling** Gambling is unlawful and will be subject to suspension. Gambling is accepting money or any valuable thing contingent on an uncertain event.

**Gang Activity** Displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership; initiating, advocating or promoting activities that threaten the safety or well-being of others or participating in activities intended to intimidate others; involvement in behaviors intended as initiation activities.

**Hazing** Subjecting others to ridicule or abuse which creates a risk of physical, mental, or emotional harm that must be tolerated to become a member of a class, organization, or group. Willingness of the person seeking initiation into the group will not be considered in determining disciplinary action.

**Insubordination** The failure to obey, comply with, or carry out a reasonable directive from any school employee (principal, teacher, secretary, custodian, cafeteria worker, security staff, assistant, or driver).

**Intimidation/Stalking/Threats** Placing another person in reasonable fear of bodily harm through the use of threatening words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Also includes any behavior (written, verbal, or physical) that has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

**Malicious Destruction** The deliberate destruction or defacing of property belonging to, rented by, or on loan to the school system or property (including automobiles) of people employed by the school or in attendance at the school.

**Marijuana and other Controlled Substances** Sale, Use, Possession, or Distribution of legal or illegal drugs, and/or drug paraphernalia is prohibited. This policy is inclusive of, but not limited to, controlled substance infused food/drinks (edibles, and look-alike drugs). The consequences for possession/use of legal or illegal drugs will be determined based on the context of the situation.

**Obscene or Lewd Behavior** The act of using obscene or profane language in verbal or written form, possessing pornographic pictures, performing offensive gestures or acts or engaging in conduct of a sexual nature on school property, a school bus or at a school sponsored event or activity.

**Possession or Use of a Toy Gun/Look Alike or a Facsimile Weapon/ Replica of a Firearm** Possession or use of a look-alike firearm/toy gun, or a facsimile/replica of a weapon. Examples include, but are not limited to: toy guns, movie or stage props, starter pistols, models, replicas or any other device designed or used to imitate a firearm. These look-alike firearms/toy guns are NOT capable of firing a projectile.

**Possession or Use of an Airsoft/BB Gun** Possession or use of an Airsoft Gun or any firearm/gun that fires a non-lethal projectile such as plastic pellets that are powered by gas, compressed air, or spring-loaded.

**Sexual Assault** Caledonia Community Schools will immediately investigate the report and determine the extent to which there has been any violation of the district's handbook. Caledonia Community Schools prohibits sexual contact between students at school, on a school bus, or at a school sponsored activity or event. The district will not tolerate acts against students that constitute sexual assault or sexual conduct of any nature.

Sexual Assault is legally/criminally defined as Criminal Sexual Conduct in degree's one (1) through four (4), which includes any sexual act directed against another person, forcibly and/or against that person's will, or any non-forcible sexual act against the person's will where the victim is incapable of giving consent and where force or coercion is used or threatened. Use of authority is a form of coercion.

A person age 15 or under cannot legally consent to sexual acts. Caledonia Community Schools prohibits sexual acts regardless of age. If such conduct occurs at school, on the school bus, or at a school sponsored event or activity, a student should report the conduct to the staff of Caledonia Community Schools (i.e., Principal, Teacher, or the district's Compliance Officers) and/or School Resource Officer. An investigation will be conducted by the district for determination of next steps and/or disciplinary action.

Title IX policy/interim measures may be applicable to instances that occurred outside of school, and/or before and after school.

All sexual activity or conduct between district employees and students is a violation of Board policy, is prohibited and must be reported by district employees, when known. Students are encouraged to promptly report all such conduct to the Principal or other trusted adult.

**Sexting and Child Pornography** The act of sharing or displaying lewd or nude pictures or images of self and/or other students, via social media or otherwise. Anyone who knowingly manufactures, distributes, or possesses child pornography is in violation of Michigan Penal Code (750.145c). Child pornographic material is any depiction, picture, film, slide, video, electronic visual image, computer or computer-generated image or sound recording which is of a child (under age 18) or appears to include a child engaging in a sexual act. An image may also include unexposed film or a negative.

Title IX policy/interim measures may be applicable to instances that occurred outside of school, and/or before and after school.

**Theft/Possession of Stolen Property** Unlawful taking, stealing or possession of money or property.

**Tobacco or Vaping Paraphernalia** Possession of Tobacco or Vaping Paraphernalia is prohibited. "This policy is inclusive of, but not limited to, all tobacco products, e-cigarettes, vaping devices, e-pipes, hookah pens, and other electronic nicotine delivery devices, etc.



**Unauthorized Presence/Trespassing/Loitering** Being in or around any area of the school when the student has no legitimate reason to be there; the act of congregating or lingering in a school building or on school property without permission of a staff member. This also includes unauthorized presence at any school property or community location during school hours when a student has traveled to or from a Caledonia Community Schools building or activity. Any student suspended or expelled from school is prohibited from being present on any property belonging to Caledonia Community Schools.

**Violations of City Ordinances, State or Federal Law, or Criminal Acts** Commission of or participation in any acts prohibited by federal or state law or local ordinance when such acts affect the safe and orderly operations of the school, regardless of whether criminal charges result.

**Weapons** Sale, possession, carrying, using, handling, storing, or threatening with weapons or other dangerous objects in a school or on school grounds may require expulsion. Weapons are identified in three categories:

- dangerous weapons that require expulsion: (firearm, dirk, dagger, stiletto, knife with a blade in excess of three (3) inches, knife opened by mechanical device, iron bar, brass knuckles);
- other weapons commonly used or designated to inflict bodily harm or to intimidate including, but not limited to: air guns (air guns can be lethal, and are different from airsoft guns), bb guns, blackjacks, billy clubs, bludgeons, tasers, gas-ejecting devices, knife with a blade three (3) inches or less in length, stun grenades, chains, clubs, and martial arts weapons;
- articles designated for other purposes that are used to inflict bodily harm or to intimidate, including but not limited to: belts, box-cutters, pencils, files, razors, and compasses.

# SUSPENSIONS

“Suspend” means to exclude a pupil from school for disciplinary reasons for a period of fewer than 60 school days.

Non-severe violations to the handbook may result in suspension from school. School principals may suspend a student for up to 9 days for any violation. Suspensions will be included in the student’s records, subject to future disciplinary action based on a pattern of behavior. Any recommended suspension for 10 or more days will require a referral to the Executive Director of Teaching & Learning with documentation of supporting factors and considerations.

A suspended student may not be on school property, attend any school-related activities, or participate in any extra-curricular school activities while on suspension, without permission of the Principal. The school must provide academic work for a suspended student during the suspension period. It is the parent's responsibility to contact the school about receiving such work which shall be made available to the parent 24 hours after the request has been received. Immediately upon returning to the school from a suspension, the student will be responsible for contacting each teacher to ensure that all missed classwork has been completed. The Principal may require a conference with the parent and student and, when appropriate, the Teacher(s) before a student returns. The goal of this conference is to create a plan for student success. A plan will be written, signed and provided to the student, parent and teacher(s), as well as filed at the school.

### **Teacher Snap Suspension**

While "Snap Suspension" is part of Michigan Compiled law, it should be used minimally, if at all. A Teacher may suspend a student from his/her classroom for up to one day. If a student is retained in the school, they must be under appropriate supervision. The law requires a teacher who imposes this option to immediately report the "snap suspension" to the office, then, as soon as possible, schedule a meeting with the suspended student's parent(s) or guardian(s) and attempt to include the School Counselor, Social Worker, or Psychologist. If an Administrator is requested to attend, the Teacher must inform the Administrator. A student may return that school day to the classroom, subject, or activity for which they were suspended, with the concurrence of the Teacher and the Principal.

### **Snap Suspension Guidelines**

People eligible to utilize snap suspensions include the Teachers in the district, responsible for the class, subject, or activity.

At the elementary level, a class, subject, or activity is defined as the time period that the Teacher is directly responsible for providing instruction or supervision. At the secondary level, a class, subject, or activity is defined as the single time period within a student's schedule for which a Teacher has the direct responsibility for providing instruction or supervision.

If the Teacher suspends the student, the Teacher must report the suspension and the reason for the suspension to the Principal in writing as promptly as teaching obligations allow, but in no case later than the end of the teacher day, using the appropriate form. The Teacher must send the student to the Principal for appropriate action. If the student remains in school, the Principal shall ensure that the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which they were suspended without the mutual agreement of the suspending Teacher and the Principal. A snap suspension may be for only one full school day at the elementary level or one full class period at the secondary level.

As soon as possible after the snap suspension, the Teacher should request a meeting with the student's parent to discuss the suspension. The Teacher shall report the outcome of the conference to the Principal no later than the following school day. Whenever practicable, a School Counselor, Psychologist, or Social Worker shall attend the conference. A Principal shall attend the conference at the request of the teacher or parent.

# EXPULSIONS

“Expel” means to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days. Severe or major violations may result in expulsion from the school district. The Superintendent or designee(s) makes the final decision on expulsions.

## State-Mandated Expulsions

State law suggests the Board of Education or its designee to consider permanent expulsion, subject to possible reinstatement by the Board of Education, for any student who:

- Possesses a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over three [3] inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles) in a weapon-free school zone;
- Commits arson in a school building or on school grounds;
- Commits criminal sexual conduct in a school building or on school grounds;
- Commits (in grade six or above) a physical assault against a school employee, volunteer, or contractor on school premises, or a school-related vehicle, or at a school-sponsored activity, regardless of location.

State law suggests that the student be expelled for the minimum duration noted below before possible reinstatement:

- Dangerous weapon (grades six or above): permanent expulsion
- Dangerous weapon (grades five or below):
  - Ninety (90) school days if a firearm or weapon is used to threaten another person
  - Ten (10) school days if not a firearm or if not used to threaten another person
- Physical assault to employee or volunteer:
  - Students grades six and above: permanent expulsion
  - Students grades five and below: discretion of the Board of Education or designee
- Criminal Sexual Conduct which qualifies as a felony under the Michigan Penal Code: One hundred eighty (180) days
- Arson: One hundred eighty (180) days
- The Superintendent of Schools shall ensure Board policies and procedures regarding due process are followed when dealing with a possible suspension or expulsion.

## Mandatory Factors to Consider

Except for use/possession of a firearm, consideration of the following factors is mandatory before suspending or expelling a student for 10 or more school days:

1. Student's Age
2. Disciplinary History
3. Status Disability
4. Seriousness of Behavior
5. Whether the behavior posed a safety risk
6. Whether or not restorative justice would change the behavior
7. Whether or not a lesser intervention would address the behavior

If a school suspends or expels a student, the school shall consider using restorative practices in addition to suspension or expulsion.

**Rebuttable Presumption for Weapons:**

- Board OR designee determines in writing that at least one of the weapons exemptions has been established in a clear and convincing manner AND
- Student has no history of suspension or expulsion

Caledonia Community Schools may exercise discretion with regard to suspension of more than 10 days or an expulsion. However, there will be a rebuttable presumption (an assumption that suspension is unnecessary based on evidence) that a suspension is not justified unless there is sufficient evidence.

**Non-Mandatory Expulsions**

As suggested by State Law, the Board or designee may suspend or expel, subject to possible reinstatement, a student in grades 6-12 who:

- Makes a bomb threat or similar threat directed at a school building, other school property or a school-related event.
- Commits a physical assault against another student on school premises, in a school-related vehicle or at a school-sponsored activity regardless of location.

Any behavior, grades K-12, which threatens the safety of the students and/or staff of Caledonia Community Schools may result in expulsion.

When appropriate, expelled students will be referred for prosecution. Students who believe they are victims of criminal sexual conduct may (1) pursue a formal or informal complaint with the District's Compliance Officers; (2) may pursue a criminal complaint with the appropriate law enforcement agency; or (3) pursue both types of complaints, simultaneously.



# APPEAL PROCEDURE

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines which District Administrators shall use when dealing with students:

## **Students subject to short-term suspension:**

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent or designee whose decision will be final.

## **Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons, therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Superintendent, and a summary of the facts to which the witnesses will testify. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610). At the student's request, the hearing may be private, but the Board must act publicly.

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard.

## **School Level Suspension**

1. The parent of a student under 18 years of age or a student that is 18 shall first appeal a disciplinary action to the Administrator who imposed the penalty.
2. At the secondary level, a further appeal may be made to the Principal.
3. Appeals beyond the school level will be directed to the Executive Director of Teaching & Learning or their designee.
4. Next, the appeal would be directed to the Assistant Superintendent/ designee or Superintendent/ designee.
5. Following, the Superintendent/ designee would refer the appeal to the Board of Education.

### **Superintendent or Designee Decisions - Long Term Suspension or Expulsion**

1. The parent of a student under 18 years of age or a student that is 18 shall request an appeal form.
2. The appeal form must be returned to the Administration Offices within five (5) school days of written receipt of the decision to suspend or expel.
3. The Superintendent will convene a hearing within ten (10) school days after the request, if filed.
4. The parent of a student under 18 years of age or a student that is 18 will receive written notification of the decision.

The Board of Education appeal decision is final. There is no further appeal process for this decision. All mandatory expulsions decided by the Caledonia Community Schools Board of Education are final and there is no appeal process.

### **Reinstatement**

A permanently expelled student may apply for reinstatement to the Board of Education as permitted by law, should they be eligible. Reinstated students are subject to readmission conditions as specified by the school staff.

# GRIEVANCE PROCEDURES

## Grievance Procedures

Title VI of the Education Amendment Act of 1972

Title IX of the Education Amendment Act of 1972

Section 504 of the Rehabilitation Act of 1973

FERPA (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment)

If any person believes that Caledonia Community Schools or any part of the school organization has inadequately applied principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, or (3) Section 504 Rehabilitation Act of 1973, (4) FERPA, he/she may bring forward a complaint, which shall be referred to as a grievance, to the district's Civil Rights Coordinators (or Compliance Officers) at the following address:

Assistant Superintendent

8948 Kraft Street, SE, Caledonia, MI 49316

616.891.8185

[titleixcoordinator@calschools.org](mailto:titleixcoordinator@calschools.org)

Special Programs Director

8948 Kraft Street, SE, Caledonia, MI 49316

616.891.8185

[titleixcoordinator@calschools.org](mailto:titleixcoordinator@calschools.org)

The person who believes he/she has a valid basis for grievance may discuss the grievance informally and on a verbal basis with the Compliance Officers, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

**Step 1** A written statement of the grievance signed by the complainant shall be submitted to the Compliance Officers (COs) within thirty (30) business days, when possible. The Compliance Officers shall further investigate the matters of grievance and reply in writing.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based; (i.e., when, where, and what occurred).; a list of potential witnesses; and the resolution sought by the Complainant.

Employees are required to report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level official who receives such a report shall file it with the Compliance Officers within two (2) days.

Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

**Step 2** If the complainant wishes to appeal the decision of the Compliance Officers, he/she may submit a single statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Compliance Officer's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within five (5) business days.

**Step 3** Further appeals or inquiries concerning the non-discrimination may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20201. Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office of Civil Rights, Department of Education, Washington, D.C. 20201. The local coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the acts and the regulations on which this notice is based may be found in the possession of the Compliance Officer.



# NOTICE OF NONDISCRIMINATION POLICY

It is the policy of Caledonia Community Schools (po2266) that no person shall on the basis of race, age, color, religious, national origin, sex (including sexual orientation and transgender identity), or disability, height, weight, marital or family status, ancestry, genetic information, or any other legally protected category, be excluded from participation including employment. Any questions concerning Title IX of the Educational Amendments of 1972, exclusive of athletic issues, which prohibits discrimination on the basis of sex, or inquiries to Section 73 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Assistant Superintendent  
8948 Kraft Street, SE, Caledonia, MI 49316  
(616) 891.8185  
[titleixcoordinator@calschools.org](mailto:titleixcoordinator@calschools.org)

Special Programs Director  
8948 Kraft Street, SE, Caledonia, MI 49316  
(616) 891.8185  
[titleixcoordinator@calschools.org](mailto:titleixcoordinator@calschools.org)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing. Any student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion.

