



**CASMAN
ACADEMY**

**STUDENT / PARENT
HANDBOOK
2017-2018**

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Welcome

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

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

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

Shelly VanVoorst
Director

2017 - 2018 Staff

Director	Shelly VanVoorst
Administration	Cindy Turk
Dean of Students	Rebecca Keilen
English Language Arts	Elizabeth Lakins
Social Studies	William Kinnean
Math	Daphne Solis
Science	Lynn Mertz
Title 1	Lynn Mertz
Special Education	Kimberly Evans
Paraprofessionals	Wendy Batdorff-Miller
	Debora Nichols
	Cathy Olson

Real people – Real Diploma!

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

www.casman.manistee.org

Academic Information

Diplomas and Certificates

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

Diploma Requirement

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

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

Four-Year Requirement

All students shall expect to take four years to complete graduation requirements.

Students finishing earlier or later than four years must have approval from administration.

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

Required Classes for Diploma

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

Certificate of Completion

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

Completion Deadline

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

Bridge to College

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

grades will be calculated into the student's cumulative grade point average and will be posted on the student's transcript.

Daily Schedule

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

Bell Schedule - Monday thru Thursday

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

Bell Schedule - Friday

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

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

Full Schedule Requirement

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

Foreign Exchange Credit

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

Transfer Credit Policy

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

New Students

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

Grading System

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

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

Report Cards

CASMAN Academy provides academic report cards following the completion of each of its four academic quarters during the year.

Repeating a Class

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

Academic Honesty

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

Honor Roll

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

Transfers and Withdrawals from School

If a student plans to transfer to another school or to withdraw from school, he/she should notify the CASMAN Academy Office of the decision. A confirming telephone call will be made to the parents in accordance with revised School Code Section 1135, all disciplinary records, including suspension and expulsion, will be sent to a requesting school district. The Director and Assistant Director of CASMAN Academy, is the Custodian of Records and is responsible for the supervision of student records at the school. Student records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student 18 years of age or older, and those authorized by Federal Law and District regulations.

Student Records

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

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

A parent or adult student has the right to:

1. Inspect and review the student's education records within forty-five (45) days after receipt of the request. CASMAN Academy has a student record request form, which can be used to submit a record request. The Custodian of Records will notify the parent or adult student of the time and place where the record can be viewed. If the parent or adult student believe the

record is inaccurate, misleading, or otherwise in violation of the student's rights a Request for Amendment can be completed. The Request for Amendment form is used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

2. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's administrative guideline 8330 describes whose exceptions and is available upon request.
3. Challenge District compliance with a parent's or adult student's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity
4. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington D.C. 20202.
5. Obtain a copy of the District's policy and administrative guideline on student records (#8330). The District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; major field of study; participation in officially recognized activities and sports, height and weight, if a member of an athletic team; date of graduation; awards received; honor.

Flex Friday

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

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

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

This unique program has been approved by the Michigan Department of Education. CASMAN Academy continues to evaluate the effectiveness of out programs.

CASMAN Academy students are expected to be respectful and well-behaved at all times. Our general expectations for students include exhibiting respect to other students, staff members, and members of the community, and to the CASMAN Academy facility. The information below is intended to clarify specific policies that affect student life at CASMAN Academy.

STUDENT LIFE/CODE OF CONDUCT

Backpacks

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

Search and Seizure

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

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

materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

School Dress

It is a goal of CASMAN Academy that all students will become responsible citizens. Responsibility is a life skill that involves making good choices. It is important that students understand and learn that particular activities require proper dress. We ask that students use common sense when dressing for school. Acceptable and appropriate attire for school means that students clothing is clean and doesn't distract others from learning. The following specific rules for student dress have been developed:

1. Clothing should be worn as designed.
2. The following clothing articles are not appropriate for school and should not be worn: articles with profanity or vulgar suggestions, articles advertising alcohol or illegal substances, bandanas, conspicuously thin garments, short shorts, spaghetti strap tops, cleavage revealing necklines, or other sexually revealing clothing articles.
3. Dangerous accessories that could be interpreted, as weapons are not permitted.
4. Students are not allowed to expose their underwear.

Any student in violation of these guidelines may not be permitted to attend class until the dress violation has been corrected.

Hall Passes Required

Students in the hall during class time must have a pass. A clipboard will be used with the classroom student roster attached. Students will be given one pass/per week/per class.

Busing and Bus Conduct

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

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

Drug Free School

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

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

should contact the Director or counseling office whenever such help is needed.

Policy on Smoking for Students

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

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

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

Entrance and Exit

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

Campus Boundaries

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

Educational Supplies

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

Food Service

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

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

Other Food

Food may be brought in from the outside for students to consume at lunchtime by a parent or adult caregiver. This food is to be dropped off at the office by 11:30 am. No other outside food deliveries from any other source are accepted.

ATTENDANCE/TARDINESS POLICY

Students are required to attend school Monday through Thursday. If a student is absent for a day of school they have missed a day's worth of instruction. This work will, in most cases, need to be completed on Flex Friday. Teachers will determine who will attend classes on Flex Friday. The only accepted and excused absence will be for a physician/therapist appointments, official government business, funeral, or court. The excuse is to be documented and signed

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

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

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

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

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

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

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

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

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

Responsible Thinking Process (RTP)

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

In order to succeed, they need to be given the opportunity and time for self-reflection in a non-controlling, quiet environment, where they are able to look within themselves and decide how they want to be. Then, when they want help

and are committed, they should be able to seek council with staff who can teach them how to structure their lives to achieve their own goals without violating the rights of others. This is a far cry from traditional behavior management programs where control and punishment are used. For a more detailed accounting of the Responsible Thinking Process, please see the Dean of Students.

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

Students are provided quiet time and a chance to think.

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

Whenever an incident occurs the student does the following:

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

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

DISCIPLINE

Philosophy on Consequences

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

Students are expected to respect themselves, others, and the property. They should come to class on time and be prepared to participate and do the required work. CASMAN has adopted the Responsible Thinking Process to assist students in making appropriate social and behavioral choices. Students under suspension or who have been expelled are not allowed on school property, in any school building or admitted to any school function.

Minor Offenses

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

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

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

Major Offenses

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

- 1 to 4 day suspension depending on the severity
- 5 to 10 day suspensions for repeat majors or behaviors involving violence, drugs, or sexual harassment, which may be referred to the Board of Education for review and possible expulsion.
- After 4 Major Offenses a referral is made to the CASMAN Academy Review Board.

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

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

Due Process and Appeal

Due Process

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

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

Appeal

Both students and parents have the right to appeal teaching, activity, and administrative decisions which they have good reason to believe are unjust and not in the best interest of public education. The proper sequence of authorities to be followed in appealing a decision within the CASMAN Academy

Dean of Students – First Authority

Director – Second Authority

Board of Directors – Final Appeal

Appeal to the Dean of Students

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

Appeal to the Director

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

Appeal to the Board of Directors

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

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

Sexual Harassment

Verbal

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

Nonverbal

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

Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the

body, or coerced sexual intercourse, with a fellow student, staff member, or other person

Ethnic/Religious/Disability Harassment

Verbal

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

Nonverbal

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

Physical

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

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should immediately take the following:

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

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

COMPUTER AND INTERNET POLICIES AND PROCEDURES

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

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

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

CASMAN Academy's purpose in providing access to the Internet is to support research and education by providing

access to unique resources and the opportunity for collaborative work.

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

Laptop usage occurs in classrooms and is monitored by classroom teachers or staff. CASMAN, furthermore, has a policy in place to prevent the use of e-mail, chat rooms, hacking, dissemination of personal information, and access to materials harmful to minors. Students caught misusing the Internet are subject to disciplinary action.

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

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

- Each student and staff member will be given a unique username, and a password. The password must be kept secret.
- Users are responsible for any activity performed using their unique username.
- Students should save into their personal folders on the Google Doc.

- Individual students should not personalize computers, laptops and iPads that are the property of CASMAN Academy.

Internet Use

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

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

Internet Access Policy

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

This material includes, but is not limited to: violence, pornography, weapons, bomb making, cyber bullying, making threats, computer "hacking", or is offensive racially, ethnically, or sexually. Any student activity that is detected which is illegal will be reported to law enforcement officials at once. A full copy of the official board policy is available. Contact the school office to request a copy.

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

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

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

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

Web Pages

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

Outside Software

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

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

Computers and the Internet are to supplement the current curriculum and are not to become the curriculum. Free time

to cruise the Internet with no expressed purpose is to be viewed as an unacceptable practice within the classroom.

Plagiarism

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

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

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

Cell Phones & ECD's

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided the device does not disturb the educational process.

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

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

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

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

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the Director. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have

their WCD confiscated and held until the end of the school year.

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

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

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

Any WCD confiscated by Academy staff will be marked in a removable manner with student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in Academy custody will not be searched or otherwise tampered with unless Academy officials reasonably suspect that the search is required to

discover evidence of a violation of the law or other Academy rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

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

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

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

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

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

School Telephone

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

Statement of Adoption

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

Non-Discrimination Policy

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

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

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

Other Important Information

Emergency Drills

Emergency drills (tornado, fire, and lock down) are held at regular intervals and are required by law as an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or goes to assigned areas as quickly as possible. The teacher in the classroom will give the students instructions.

Emergency Medical Cards

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

Facility Use

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

Illness or Injury

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

Motor Vehicle Regulations

Students should be aware that the use of a motor vehicle for transportation to and from school is a privilege that can be revoked if unsafe driving occurs in and around school property. Student vehicles must be properly parked only in areas designated for student parking. Students who drive to school will be expected to adhere to all school parking regulations, including handicapped parking.

Returned Checks

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

School Trips

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

Lost and Found

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

Visitors

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

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

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

Blood-Borne Pathogens

The Academy is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Academy who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.