

# COMSTOCK

## PUBLIC SCHOOLS



**2021-22 Student / Parent Handbook**

[www.ComstockPS.org/Handbook](http://www.ComstockPS.org/Handbook)

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## ADMINISTRATION & DEPARTMENTS

### ADMINISTRATION OFFICES

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# BOARD OF EDUCATION

2021-2022

Saralyn Brown, Trustee

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Karen Howes, Trustee

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Paul Lamphear, Treasurer

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Kayleen O'Donnell, Trustee

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Dori Scholly, Secretary

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Matthew Schreiner, Trustee

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## Student Hand Book Revised August 2021

<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed in 2009. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://www.comstockps.org">www.comstockps.org</a> by clicking on the specific policy or administrative guideline in the Table of Contents for that section.
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## FOREWORD

This student/parent handbook was developed to answer many of the commonly asked questions that you and your parent(s)/legal guardian(s) may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parent(s)/legal guardian(s). If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the current school year. If any of the policies or administrative guidelines referenced herein are revised after the publishing of the Comstock Public Schools' Student/Parent Handbook, the language in the most current policy or administrative guideline prevails.

## MISSION

The mission of Comstock Public Schools is to serve our community by empowering, inspiring, and challenging every person within the school district to reach their full potential, and to ensure all students learn and thrive in a safe and healthy environment.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes they have been discriminated against on the basis of their race, color, disability, religion, sex, or national origin, while at school or a school activity should immediately contact the School District's Administration Office.

Complaints will be investigated in accordance with the procedures as described in [Board Policy 5202](#). Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Administration Office can provide additional information concerning equal access to educational opportunity.

## HIGHLY QUALIFIED STAFF

Comstock Public Schools ensures all core academic teachers will meet the highly qualified requirements of Elementary and Secondary Education Act (ESEA), and all Title I teachers and paraprofessionals meet Section 1119 qualification requirements of the ESEA.



# ENROLLMENT, TRANSFER & WITHDRAWAL

## ENROLLING IN THE SCHOOL

In general, state law requires students to enroll in the school district in which their parent(s)/legal guardian(s) resides, unless enrolling under a Schools of Choice or other permissible arrangement.

New students under the age of eighteen (18) must be enrolled by their parent(s)/legal guardian(s). When enrolling, parent(s)/legal guardian(s) must provide copies of the following:

- A. original birth certificate,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. two (2) proofs of residency (lease agreement, utility bill, or other bill that services the household),
- D. proof of immunizations,
- E. record of education services

Under certain circumstances, temporary enrollment may be permitted. In such cases, parent(s)/legal guardian(s) will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by the parent(s)/legal guardian(s) when enrolling. When residing with a parent(s)/legal guardian(s), these students are encouraged to include the parent(s)/legal guardian(s) in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent(s)/legal guardian(s).

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

## TRANSFER OUT OF THE DISTRICT

Parent(s)/legal guardian(s) must notify the principal about plans to transfer their child(ren) to another school. If a student plans to transfer from Comstock Public Schools, the parent(s)/legal

guardian(s) must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parent(s)/legal guardian(s) are encouraged to contact the school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parent(s)/legal guardian(s) and/or in accordance with applicable state law or court orders.

## PRIVACY & RIGHTS

### STUDENT RECORDS

The district maintains many student records including both directory information and confidential information.

Neither the Board, nor its employees, shall permit the release of the social security number of a student, or other individual, except as authorized by law (see [AG 8350](#)). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, as determined by board policy and the Michigan Records Retention and Disposal Schedule, they shall be shredded by an employee who has authorized access to such records.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of the parent(s)/legal guardian(s). Parent(s)/legal guardian(s) may refuse to allow the Board to disclose any, or all, of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be [found on the District’s Annual Notifications webpage](#).

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in state and federal law, the district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parent(s)/legal guardian(s), or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parent(s)/legal guardian(s) have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent(s)/legal guardian(s). To review student records please provide a written notice identifying requested student records to the school office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parent(s)/legal guardian(s) and adult students have the right to amend a student record when they believe any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent(s)/legal guardian(s) or adult student must request the amendment of a student record in writing and if the request is denied, the parent(s)/legal guardian(s) or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe the district has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parent(s)/legal guardian(s), to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parent(s)/legal guardian(s);
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parent(s)/legal guardian(s); or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, the superintendent shall ensure that procedures are established whereby parent(s)/legal guardian(s) may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parent(s)/legal guardian(s) have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent(s)/legal guardian(s) will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The superintendent will provide notice directly to parent(s)/legal guardian(s) of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the superintendent is directed to notify the parent(s)/legal guardian(s) of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A - H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parent(s)/legal guardian(s) and/or eligible students who believe their rights have been

violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
<https://studentprivacy.ed.gov/file-a-complaint>

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov); and  
[PPRA.Complaints@ed.gov](mailto:PPRA.Complaints@ed.gov)

## STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves in the school setting, in accordance with established rules and without disrupting the educational environment. 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. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event,
  - 5. 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.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal prior to display.

## ARMED FORCES RECRUITING

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed Forces" means the armed forces of the United States, their reserve components, and the United States Coast Guard.

If a student or the parent(s)/legal guardian(s) submits a signed, written request ([Form 8330 F13](#)) to the Board that indicates that the student or the parent(s)/legal guardian(s) does not want the student's directory information to be accessible to official recruiting representatives then the school's officials shall not allow access to the student's directory information. The Board shall

ensure that students and parent(s)/legal guardian(s) are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

## **CONDUCT & EXPECTATIONS**

### **STUDENT RIGHTS & RESPONSIBILITIES**

The rules and procedures of the school 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 within school rules and to fair treatment as long as they respect those rights for 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 his/her behavior.

Parent(s)/legal guardian(s) have the right to know how their child(ren) is/are 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. Parent(s)/legal guardian(s) are encouraged to build a two-way link with their child(ren)'s teachers and support staff by informing the staff of suggestions or concerns that may help their child(ren) better 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 should seek help from the office staff.

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parent(s)/legal guardian(s) in their educational program.

### **PARENT(S)/LEGAL GUARDIAN(S) RIGHTS & RESPONSIBILITIES**

Parent(s)/legal guardian(s) have the right to know how their child(ren) is/are 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. Parent(s)/legal guardian(s) are encouraged to build a two-way link with their child(ren)'s teachers and support staff by informing the staff of suggestions or concerns that may help their child(ren) better accomplish their educational goals.

It is the parent(s)/legal guardian(s) responsibility to ensure their students are prepared and in attendance each school day. It is also the responsibility of the parent(s)/legal guardian(s) to get students to school on time and ensure their students remain in attendance for the duration of the school day.

## TEACHER COURTESY & RESPECT

Courtesy is a reflection of the respect that one has for themselves and others. In the performance of their duties, teachers have a parental status. This is, they command, both from a legal and practical point of view, the same authority and respect in school the parent(s)/legal guardian(s) have in the home and family. Teachers are to be addressed at all times with the proper title of Mr., Mrs., or Miss. The teacher has the prime responsibility for directing the learning process and, as such, the responsibility and the authority for managing and directing the lesson.

It is necessary that students recognize the importance of knowing what the accepted rules and regulations are of each of their teachers, and abide by them in each respective class. Any teacher has the authority to reprimand any student who is misbehaving and violating school rules and regulations.

## MAKE-UP OF TESTS & OTHER SCHOOL WORK

Students who are excusably absent from school or have been suspended, shall be given the opportunity to make-up work that has been missed. The student should contact the school office as soon as possible to request assignments.

Requirements for make-up work should be arranged with the teacher, and completed within their deadline.

## STUDENT ATTENDANCE AT SCHOOL EVENTS

### Elementary & Middle School Only

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, students in grades K-5 shall be accompanied by the parent(s)/legal guardian(s) or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Student Code of Conduct on district property and at school events, regardless of the location.

## STUDENT CODE OF CONDUCT

A major component of the educational program at Comstock Public Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

- A. abide by national, state, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;

- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive; and
- H. act at all times in a manner that reflects pride in self, family, and in the school.

## DRESS & GROOMING

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

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Would I interview for a job in this outfit? (Yes)
5. Am I dressed appropriately for the weather? (Yes)

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

The following styles or manners of dress are required:

- A. All shirts must cover the back, sides, stomach, and cleavage. Spaghetti straps are prohibited;
- B. All pants will completely cover undergarments (no sagging);
- C. Shorts and skirts must extend to mid-thigh to the top of the knee (5" inseams are appropriate);
- D. Shoes are to be worn in school at all times;
- E. Hats, sunglasses, bandanas, or other items that cover the head must be removed before entering the building and are to be placed in lockers immediately. These items will be confiscated if viewed during school hours;
- F. No pajamas (tops or bottoms);
- G. Students are prohibited from wearing clothing that is indecent, vulgar, or obscene to minors or adults. This includes but is not limited to, drugs, alcohol, or gang related paraphernalia or symbols, or clothing that disrupts the educational environment; and
- H. Accessories that pose a risk of potential harm are not permitted.

Students who are representing Comstock Public Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school

cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

## **STUDENT MOTOR VEHICLE AND PARKING**

Students who are properly licensed to drive a motor vehicle may secure permission to drive to school after completing a registration form, with the signature of the parent(s)/legal guardian(s). This includes motorcycles and mopeds. Vehicles must be licensed.

All student automobiles in the student parking area will display a registration emblem in accordance with your building policy. Failure to display an emblem will revoke parking privileges. Parking stickers are available in the main office. There is no charge for the first sticker.

Students driving unsafely or parking in unauthorized areas, such as the circle drive, faculty lot, automotive areas, or in unlined portions of the student lot may be issued a discipline, have their cars towed away at their expense, and/or driving privileges revoked.

## **ADVERTISING OUTSIDE ACTIVITIES**

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

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent(s)/legal guardian(s).

Damage to or loss of school equipment undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parent(s)/legal guardian(s) will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **ATTENDANCE**

### **ATTENDANCE**

It is imperative students be in attendance each school day in order not to miss a significant portion of their education. Important knowledge and skills result from active participation in class and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is their dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.



Studies of student progress in school show a high relationship between attendance and success. Employers and institutions of higher education request attendance records as a part of student application data and weigh such records heavily in their decisions.

All students who wish to leave the school building during the school day must be signed out in the office. If the student does not have a written request, permission must be obtained from the parent(s)/legal guardian(s) before the student may be released. Leaving school without parent(s)/legal guardian(s) permission, or not signing out in the office, is considered an unexcused absence and could also be considered skipping.

## ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. illness;
- B. recovery from accident;
- C. required court attendance;
- D. professional appointments;
- E. death in the immediate family;
- F. observation or celebration of a bona fide religious holiday; or
- G. such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parent(s)/legal guardian(s) must provide an explanation for their child(ren)'s absence to the school office. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent(s)/legal guardian(s) should arrange to discuss the matter as many days as possible before the absence will occur so arrangements can be made to assist the student in making up the missed school work.

Students who are absent for multiple days in a grading period, regardless of the reasons, will be considered "frequently absent." If there is a pattern of frequent absence for "illness," the parent(s)/legal guardian(s) will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Ten (10) unexcused absences qualifies a student as truant under state law.

## TARDINESS

A student who is not in their assigned location designated by the teacher which may include, but is not limited to, desk, table, station computer workstation, or other area specified, by the time the bell rings shall be considered tardy and subject to the tardy discipline policy.

Each student is expected to be in their assigned location throughout the school day. Students who are more than ten (10) minutes late will be considered absent for that instructional period at the secondary level. Elementary students who sign in after 10:00 AM and sign out before 2:00 PM will be marked absent accordingly.

## TRUANCY

A student is considered truant during the school year when they have accumulated ten (10) or more full days of unexcused absences in a school year. Referrals to the Department of Health and Human Services (DHHS) and to the Kalamazoo County Truancy Officer may occur prior to a student accumulating ten (10) unexcused absences.

Unexcused absences from school (truancy) is not acceptable. Skipping class, or any part of the school day, is considered an unexcused absence. Students who are truant are in jeopardy of receiving no credit for school work that is missed. After multiple days of truancy in any grading period, a student will be considered a "habitual truant" which can result in:

- A. In-School Suspension (ISS) or Out of School (OSS);
- B. assignment to an alternative placement with loss of participation in school activities and events;
- C. a hearing before a judge in a court of law; and/or
- D. a report to local authorities concerning lack of parental/legal guardian responsibility in providing proper care and supervision of the child(ren).

## SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be recorded as such and will be neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended a student complete missed assignments during the suspension and turn them in to the teacher upon their return from school. Assignments may be requested from the school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests. Students that are suspended are to remain off all district property beyond the regular school day beginning at the time of notification. Should the suspension extend over a weekend, the student may not participate in any district related activities and must remain off all district property.

Days students are out of school due to unexpected school closures, (i.e., snow days) will not count toward the suspension days.

## VACATIONS DURING THE SCHOOL YEAR

Parent(s)/legal guardian(s) are encouraged to not take their child(ren) out of school for vacations. When a family vacation must be scheduled during the school year, the parent(s)/legal guardian(s) should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## HIGH SCHOOL ATTENDANCE POLICY

At Comstock High School, daily punctuality and attendance is necessary to avoid classroom disruption, maximize student learning, and is a basic principle of responsibility and common courtesy. On the day of an absence, please call 250-8700 to excuse your student from school. If the office is not notified within 24 hours the student's absence will be recorded as unexcused. The principal or their designee has the right to excuse absences for a given circumstance. Below is the

Attendance and Tardy Policy that will be in effect for the school year, with the intent of increasing student attendance and academic success at CHS.

### Attendance Policy

When a student reaches five (5) unexcused absences, a letter will be mailed. The letter will require the student, and possibly the parent(s)/legal guardian(s), to meet with the behavior interventionist. A warning will be issued and a Behavior Intervention Plan will be developed with the student and school staff.

When a student reaches ten (10) unexcused absences, there will be an automatic referral generated. The student's attendance violation may result in, but is not limited to: detention, meeting with parent(s)/legal guardian(s), referral to superintendent or truancy officer.

The parent(s)/legal guardian(s) responsibilities regarding attendance:

- A. The Michigan School Code states, with few exceptions, that it is the responsibility of parent(s)/legal guardian(s) to see that their child(ren) between the ages of six (6) and eighteen (18) are in regular attendance at school;
- B. All parent(s)/legal guardian(s) are encouraged to support their student's attendance in school regardless of age;
- C. It is the responsibility of the parent(s)/legal guardian(s) to notify the attendance office if the student is going to be absent and to explain the reasons for the absence within 24 hours of the absence. The school reserves the right to request verification for long term excused absences, medical and/or professional;
- D. To notify the student's administrative office if the parent(s)/legal guardian(s) wishes correspondence (progress reports, attendance letter, etc.) from school to be mailed to an address/email other than the one listed on the student's registration form which is completed at the beginning of each school year; and
- E. To notify the administrative office throughout the school year of any change in the student's home address or telephone number.

Student's Responsibility Regarding Attendance:

- A. It is the student's responsibility to inform the teacher(s) of any upcoming absences by using the "Absence Approval Form" located in the main office. When completed, the form is to be returned to the attendance office for approval;
- B. If a student arrives at school after their class begins, they must report to the attendance office for an admit slip;
- C. Early dismissal must be done through the attendance office; and
- D. Once a student signs out, they must leave campus unless given authorization by an administrator to remain on campus.

School's Responsibility Regarding Attendance:

- A. The teacher will be personally responsible for taking roll and maintaining accurate, daily attendance records;
- B. To monitor the entire attendance procedure and work closely with the parent(s)/legal guardian(s) to ensure student success in school;

- C. To monitor student tardiness and assign consequences in case of chronic tardiness;
- D. To notify the parent(s)/legal guardian(s) when a student reaches five (5) and ten (10) absences in a class; and
- E. To enlist the Kalamazoo County Juvenile Court in the event a student is chronically truant and under the age of 18.

## HIGH SCHOOL TARDY POLICY

Each semester, tardies will be accrued on a cumulative basis for all classes. This policy's goal is to inspire daily punctuality, instilling it as a valuable life skill for our students.

- A. **After every 3<sup>rd</sup> tardy** within a quarter a behavior plan may be developed with student and school staff, and/or the student may be assigned a detention.
- B. **After 12 or more tardies** within a quarter, the student's actions will be constituted as persistent disobedience and may result in a more severe consequence.

## STUDENT SUPPORT

### MEAL SERVICE

Each Comstock school building serves a nutritious and free hot lunch each full day during the year. We also offer free breakfast on all school days, in each building. Students may bring a sack lunch if they prefer, and milk is available for purchase if students bring a cold lunch from home (milk is only free when selected with breakfast or lunch). Students must pay for items sold that are not included with the free breakfast or free lunch program, and these items cannot be charged to the student's lunch account. The district has a zero-charge policy as it relates to food service.

All a la carte items available for purchase are listed on the district's website at [www.comstockps.org](http://www.comstockps.org). Monthly menus can be found on the district's Nutrislice website at <http://comstockps.nutrislice.com>.

Lunch period times are sent home to each parent(s)/legal guardian(s) at the beginning of the school year, or when your child(ren) enrolls.

Field trip sack lunches are available for purchase from food service for your child(ren)'s field trips. All lunches must be ordered 48 hours in advance and are usually coordinated and ordered by your child(ren)'s teacher.

Although all Comstock students have the option to receive free breakfast and lunch, it is still required that every family completes, and returns to the school, a Household Information Form each school year. These are sent home at the beginning of the school year, or can be printed and filled out from the district website at [www.comstockps.org](http://www.comstockps.org).

### LOST & FOUND

A lost and found area is in each building. Students who have lost items should check with the school office and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## STUDENT SUPPORT SERVICES

Student support staff is available to see students individually or in groups to assist them in making course selections, planning a career, post-secondary education, or to give help on personal problems and decision making. The office staff has information to share or may refer students to others who can provide help.

## LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the district. It is, therefore, the policy of this district that those students identified as having limited English proficiency be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parent(s)/legal guardian(s) should contact the building principal to inquire about evaluation procedures and programs offered by the district.

## INDIVIDUALS WITH DISABILITIES

The [Americans with Disabilities Act \(ADA\)](#) and [Section 504 of the Rehabilitation Act](#) provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent(s)/legal guardian(s) involvement in this procedure is important and required by federal (IDEA) and state law. Contact the Director of Student Support Services at 250-8920 to inquire about evaluation procedures and programs.

## HOMEBOUND INSTRUCTION

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parent(s)/legal guardian(s) should contact the school administration regarding procedures for such instruction. Applications must be submitted to the building principal and approved by the superintendent or designee. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent(s)/legal guardian(s), student, or other caregiver. A physician must:

- A. certify the nature and existence of a medical condition;
- B. state the probable duration of the confinement;
- C. request such instruction; and
- D. present evidence of the student's ability to participate in an educational program.

## PERSONAL CURRICULUM

Each student in the district may request a personal curriculum and each student will be provided a personal curriculum, if appropriate, upon request. A personal curriculum is a plan established by the student and the district that modifies the Michigan Merit Curriculum requirements for the individual student. A personal curriculum may allow students to go beyond the academic credit requirements to accelerate learning or, to the extent permitted by state law, to modify certain

requirements to allow the student to meet the Michigan Merit Curriculum requirements through other than traditional means. If you would like to request a personal curriculum, please contact your building principal.

## TEACHERS TUTORING

Teachers are generally available after school Monday - Thursday to provide extra academic help to students who request it. Students who wish to stay after school for tutoring should make arrangements with teachers in advance.

## STUDENT CONCERNS, SUGGESTIONS & GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible, well-educated 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 or to the student government.

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 need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## CURRICULUM

### SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## GRADES

Comstock Public Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

### Grading System - Secondary Schools

- A = Excellent achievement (4.0)
- B = Good achievement (3.0)
- C = Satisfactory achievement (2.0)
- D = Minimum-Acceptable achievement (1.0)
- E = Failure (0.0)
- I = Incomplete
- CR = Credit
- NC = No Credit

### Grading System - Elementary Schools

- M = Mastered
- P = Making Progress
- W = Work in Progress

### Grade Point Average (GPA)

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Weighted grades for approved district identified courses will be applied to transcripts as follows:

- A = 5.0
- B = 4.0
- C = 3.0
- D = 2.0
- E = 0.0

### Grading Periods

Students shall receive a report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term.

Current grades can be viewed in the parent portal of the school's student information system (see office administrative assistant to obtain password). Progress Reports will be sent home in the middle of each marking period.

## HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## PROMOTION, PLACEMENT, AND RETENTION

### Elementary & Middle School

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity

## TESTING OUT

Students will have the opportunity to test out of classes subject to the following guidelines:

- A. Testing out option does not include those courses students are attending have failed, or classes which are participatory in nature such as Physical Education, Art, Band, or Choir.
- B. In order to earn credit, a student will need to attain a 77% or better on the credit assessment.

By taking advantage of this option, a student should be able to expand their opportunities to take classes at either the high school or college level. See your dean for more details.

Students of Comstock Public Schools who are enrolled in Kalamazoo RESA Education for the Arts (EFA) and Education for Employment (EFE) are occasionally showcased: student achievement, success, and event participation through news articles and photo opportunities in school newspapers, local newspapers, course catalogs, KRESA websites, and other educational promotional efforts. Kalamazoo RESA EFA and EFE may ask students to participate in written surveys used to evaluate and improve EFA/EFE programming. Surveys are voluntary and anonymous. Also, Kalamazoo RESA EFE provides student directories to colleges for articulation (college credit) purposes. Information used may include the student's name, photo, home school, grade level, activities and awards, enrolled program, etc. Comstock Public Schools' parent(s)/legal guardian(s) wishing to opt a student out of the above should contact Comstock High School.

## DUAL ENROLLMENT

Any student may request to enroll in a postsecondary program providing they meet the requirements established by law and by the district. Any interested student should contact the school office to obtain the necessary information.

## PHYSICAL EDUCATION CLASSES

All physical education students at the high school must provide a change of clothes that is appropriate for the physical activities in which they participate. Daily participation is required to receive credit.

## STATE MANDATED STUDENT ASSESSMENT

The State of Michigan requires all public school students to participate in State Mandated Assessment annually.



A state assessment program is administered to grades 3-11 in the subject areas of English Language Arts (ELA), Mathematics, Social Studies, and Science depending on the grade level. All students are required to participate.

Parent(s)/legal guardian(s) and students should watch the school newsletters and the local press for announced testing times.

## STUDENT ASSESSMENT

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected, or prepared, by teachers to assess how well the students have achieved specific objectives.

All high school students will take final exams. Students must take final exams when scheduled unless written permission is granted by the office.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the office staff.

Students will not be required, as part of the school program or district curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and federal guidelines.

Depending on the type of testing and specific information requested, parent(s)/legal guardian(s), or student, consent may need to be obtained. Comstock Public Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the high school office.

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without the parent(s)/legal guardian(s) consent.

All school rules apply to students attending field trips.

## STUDENT FEES, FINES & SUPPLIES

Comstock Public Schools charges specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or their family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes ([Policy 6152](#)).

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Comstock Public Schools pays for post-secondary programming for successful completion. If a student participating in the post-secondary program fails to successfully complete an eligible course, the student and their parent(s)/legal guardian(s) are responsible for reimbursing the district for such charges incurred by the district for such enrollment. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades, credits, and graduation participation and/or cap and gown.

## REVIEW OF INSTRUCTIONAL MATERIALS & ACTIVITIES

Parent(s)/legal guardian(s) have the right to review any instructional materials being used in the school, particularly those dealing with instruction in health and sex education. Any parent(s)/legal guardian(s) who wishes to review materials or observe instruction must contact the principal prior to coming to the school. All parent(s)/legal guardian(s) have the right to review teaching materials and instructional activities but they are subject to reasonable restrictions and limits.

# GRADUATION

## GRADUATION REQUIREMENTS

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and taking the state mandated tests. It is the student's responsibility to keep in contact with their grade level dean and teachers to ensure all requirements are being met. Information about credit and course requirements are available in the school office.

## GRADUATION & COMMENCEMENT PARTICIPATION

To participate in graduation exercises seniors must:

- A. Have met all graduation credit requirements
- B. Maintain academic good-standing in all courses
- C. Not be in violation of the discipline code
- D. Demonstrate responsible attendance in all courses
- E. The senior student shall complete a minimum of two semesters of attendance in Comstock High School
  - a. In cases where a senior student transfers from another high school after the termination of the first semester, it would be deemed the responsibility of the preceding school to issue a diploma.
  - b. In cases where that school would refuse to issue the diploma, the principal of Comstock High School would then exercise his discretionary power. Some or all of the previous requirements may be waived to comply with state and/or federal law.
- F. High school is considered to be a four-year experience and must be spent in full-time attendance
- G. No diploma will be issued from this school on the basis of General Education Development (GED) test scores

- H. Conditions may be waived or altered upon the recommendations of the administration and approval of the Board of Education
- I. The high school principal has discretionary power in the case of transfer students or health cases in relation to the number of credits needed
- J. Participation in graduation exercises will be limited to seniors who have met all the guidelines established in the Board of Education's participation in graduation policy

## DIPLOMAS & ENDORSEMENTS

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits.

Completion opportunities offered by Comstock Public Schools include:

### Comstock High School

- A. Honors Diploma
- B. Traditional Diploma
- C. Michigan Merit Curriculum Diploma
- D. Early Middle College Diploma

### Compass High School

- A. Michigan Merit Curriculum Diploma
- B. General Educational Development Diploma (GED)

## CLUBS & ACTIVITIES

### STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes they must maintain a job in addition to going to school, they should first make contact with the school office to discuss any academic conflict and obtain a work permit.

### SCHOOL-SPONSORED CLUBS & ACTIVITIES

Comstock Public Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, and occurs as part of the class curriculum.

The district authorizes many curricular-related activities that are sponsored by a staff member.

Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## **NON-SCHOOL SPONSORED CLUBS & ACTIVITIES**

Non-school sponsored student-led groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Permission can be obtained from the principal. The activity must be initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, 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.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

## **ATHLETICS**

Comstock Public Schools provides a variety of athletic activities in which students may participate. Before a student can participate in the Comstock athletic program, the parent(s)/legal guardian(s)'s written permission, the doctor's physical exam, and the pay to participate fee must be on file. Students must maintain a minimum grade required for both MHSAA and Comstock High School. Student athletes must abide by the Athletic Code of Conduct to participate in athletics.

## **NATIONAL HONOR SOCIETY**

To be eligible for induction in the Bernadine Mott Chapter of the NHS, a student must have an overall grade point average (GPA) of 3.5. A faculty committee decides which junior or senior students meet stringent standards for participation in school and community activities, leadership and citizenship, and are eligible for induction.

## **STUDENT GOVERNMENT**

The Student Government assists in maintaining the high standards of the school, promoting better citizenship and enabling the student body to gain practical experience in self-government. Student Government members are elected representatives of the student body.

## **SCHOOL ACTIVITIES**

All regularly enrolled Comstock students must present their ID card in order to enter a school activity. High school students in good standing may bring a guest to dances if the guest permit is completed and approved by the office prior to the dance. Students are allowed one guest and are responsible for the actions for their guest. Middle school students are not allowed to attend high school dances.

Students or guests may not leave the building during a dance or activity and then return.

The provisions of the related Student Discipline and Conduct Code are to be adhered to during all school activities. Each person in attendance shall observe the general rules of courtesy and conduct at all times. This will include respect and cooperation with the faculty and chaperones.

## STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

- A. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- B. Students must not participate in a fundraising activity for a group in which they are not members without the approval of the principal or designee.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending themselves to the point of potential harm.
- E. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

## DISCIPLINE

### PHILOSOPHY OF DISCIPLINE & CONDUCT OF STUDENTS

The primary goal of Comstock Public Schools is to produce a school environment in which complete attention may be concentrated on teaching-learning activities. The school system has an obligation to assist each individual student to assume more responsibility for their own actions as they mature and gain experiences. Discipline and teaching of appropriate behavior applies to each individual student according to their age, maturity, experience, abilities, interests, and values.

In order to provide a safe environment for all school family members, this handbook is designed to provide the framework for student expectations and conduct. It should be noted, however, the information provided represents only a portion of the policies adopted by the district and should not be considered to the exclusion of said policies, state and federal laws, or administrative regulations. Administrators also have the right to adjust the guidelines as they address individual issues that arise.

It includes the entire program of adapting the individual student to life in society and involves two major emphasis:

- A. To guide the student so they enhance the immediate efforts of teachers and other students in the learning situation, and therefore, does not threaten either the classroom or the instruction which is taking place.
- B. To assist the student in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming their adult responsibilities. At least by the time they reach high school age, it is expected the student will assume personal responsibility for their own behavior.

The school system has a responsibility to assist each individual student to assume more responsibility for their own actions as they mature and gain experience.

For this reason, discipline and control must be treated as an individual matter for each student. Each student must be dealt with as an individual according to age, maturity, experience, abilities, interests, and values.

The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including:

- A. The student's image of oneself;
- B. Active participation in both the curricular and extracurricular activities of the school;
- C. Motivation to learn; and
- D. Understanding and support received from parent(s)/legal guardian(s), teachers, and other adults.

## **DISCIPLINE**

It is important to remember the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and at other school districts. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### **Detention**

Detention is defined as detaining a student after school, during lunch, or asking them to come to school early. The student or their parent(s)/legal guardian(s) are responsible for transportation.

Most student suspensions will be in-school suspensions. However, sometimes suspensions will be served out-of-school or be a combination of in-school and out-of-school.

Building administrators have the authority to administer suspensions. Within the guidelines of the discipline and conduct code, administrators decide the length of suspensions. The suspension duration is indicated by date(s) listed on the referral and shall be included on any notification to parent(s)/legal guardian(s).

### **In-School Suspension**

In-School Suspension is defined as exclusion of a student from class with the student serving the suspension in a designated area in a school building. Students will not be able to attend their regular classes or participate in or attend extracurricular activities on the dates of the in-school suspension. Students that are in-school suspended may be directed to remain off all district property beyond the regular school day. Should the in-school suspension extend over a weekend, the student may not participate in any school related activities and must remain off district property.

The following rules shall apply to in-school suspension:

- A. Students are required to have class assignments with them;
- B. Students are not to communicate with each other unless given special permission to do so;

- C. Students are to remain in their designated seat at all times unless permission is granted otherwise;
- D. Students are not allowed to put their heads down or sleep;
- E. No radios, cards, magazines, or other recreational articles shall be allowed in the in-school suspension room; and
- F. No food or beverages shall be consumed, except in designated areas.

### **Out-of-School Suspension**

Out-of-School Suspension is defined as exclusion of a student from the regular school day and all school related activities during the duration of the suspension. Suspension from school for one (1) to ten (10) days may be used as a disciplinary option. Students who are out-of-school suspended are to remain off all properties of Comstock Public Schools and are ineligible to attend any Comstock Public Schools activities from the time of notification to the student until the day of reinstatement. Should the suspension extend over a weekend, the student may not participate in any school related activities and must remain off district property. If suspension exceeds the number of days remaining in the school year it will carry over into the school next year.

### **Long-Term Suspension**

Long-Term Suspension is defined as suspension from school for periods of time greater than ten (10) days. Students who are on long-term suspensions are to remain off all properties of Comstock Public Schools and are ineligible to attend any Comstock Public Schools activities from the time of notification to the student until the day of reinstatement. Should the suspension extend over a holiday the student may not participate in any school related activities and must remain off district property.

### **Expulsion**

Expulsion is defined as exclusion of a student from school by the board of education permanently.

Parent(s)/legal guardian(s) shall be notified of the suspension or expulsion of their child(ren). Parent(s)/legal guardian(s) shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the building administrator's office.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal with suspension for up to ten (10) school days, and possible expulsion from school. Suspensions may carry over into the next school year. Expulsions permanently remove the student from the district, unless the Board of Education specifically grants the student readmission to the district. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator or designee, prior to removal, at which time the student will be notified of the charges against them and given an opportunity to make a defense.

If a student is suspended, the parent(s)/legal guardian(s) may appeal the suspension, in writing, to the superintendent, and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parent(s)/legal guardian(s) will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion typically cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, they may be subject to school disciplinary action as well as action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the [Individuals with Disabilities Education Act \(I.D.E.A.\)](#) and the [Americans with Disabilities Act \(A.D.A.\)](#), or [Section 504 of the Rehabilitation Act of 1973](#).

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

#### “Snap Suspensions” – Class, Subject & Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the ability of other students to learn. The teacher must immediately report the suspension and the reason for the suspension to the school principal and send the student to the school principal or designee for appropriate action. As soon as possible after a suspension under this section, the teacher shall ask the parent(s)/legal guardian(s) of the student to attend a parent(s)/legal guardian(s)-teacher conference regarding the suspension.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which they were suspended from until the passage of one (1) full school day from the time of the student's infraction, unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education policy and the school's Student Code of Conduct.

#### Suspension of Ten (10) Days or Less



When a student is being considered for a suspension of ten (10) days or less, the administrator or their designee in charge will notify the student of the charges. The student will then be given an opportunity to explain their side and the administrator/designee will then provide the student the evidence supporting the charges. After that informal hearing, the principal/designee will make a decision whether or not to suspend. If a student is suspended, they and their parent(s)/legal guardian(s) will be notified, in writing, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school, or on school property.

When a student is suspended, they may make up work missed while on suspension by requesting work from the teacher or office staff.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

#### Long-Term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parent(s)/legal guardian(s) which will contain:

- A. the charge;
- B. the time and place of the hearing and subsequent meetings to be held;
- C. the length of the recommended suspension or a recommendation for expulsion;
- D. a statement that the student may bring parent(s)/legal guardian(s), and counsel (at the parent(s)/legal guardian(s)'s own cost); and
- E. a statement the student may make and present relevant evidence to the Board of Education.

Students being considered for long-term suspension or expulsion will be immediately removed from school.

Within ten (10) days (as in [AG 5610](#)) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the superintendent. Again, the right to representation is available. Except in certain circumstances, all opportunity to earn grades or credit ends when a student is expelled.

Comstock Public Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent(s)/legal guardian(s) have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

## RESTORATIVE JUSTICE PRACTICES

Administrators should consider using restorative practices as an alternative, or in addition to, suspension or expulsion. Restorative justice should be the first consideration for infractions such as

interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

Restorative justice practices may include target-offender conferences that:

- A. Are initiative by the target;
- B. Approved by the target's parent(s)/legal guardian(s) or, if the target is at least 15, by the target directly;
- C. Attended voluntarily by the target, a target advocate, the offender, members of the school community, and supporters of the target and the offender; and
- D. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm.

The attendees of the conference would be called a restorative practices team, and may require the student to apologize, participate in community service, restoration of emotional or material losses, or counseling pay restitution, or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

## DISCIPLINARY CONSEQUENCES

The below disciplinary consequences are not in strict order of severity; administrators have the full discretion to choose the appropriate consequence(s) to fit the behavioral infraction(s) in question

- A. Student conference
- B. Warning
- C. Reprimand
- D. Correction/Redirection
- E. Removal from class
- F. Denial of privilege
- G. Confiscation of property
- H. Restitution
- I. Detention (Lunch)
- J. Detention (After School)
- K. Grade or academic penalty
- L. Booting or towing of vehicle
- M. Parent(s)/legal guardian(s) phone conference
- N. Parent(s)/legal guardian(s) conference
- O. Parent(s)/legal guardian(s) chaperone
- P. Exclusion from participation in extracurricular activities
- Q. Removal/suspension from bus
- R. Community service
- S. Suspension (short-term one (1)-ten (10) days)
- T. Referral to substance abuse assessment
- U. Random drug screens
- V. Referral to agency/law enforcement (mandatory for all drug and alcohol related offenses)
- W. Referral to superintendent
- X. Suspension (long-term, eleven (11)-forty-five (45) days as assigned by the superintendent)
- Y. Expulsion (up to 365 days as decided by the Board)

- Z. Permanent expulsion (365 days with application for re-admittance as decided by the School Board)

## STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### Rationale

The purpose of this Student Code of Conduct is to foster an environment that is safe and conducive to learning. Within our school, the administration and all other school personnel are responsible for creating and supporting such an environment. To achieve this goal, faculty, staff, parent(s)/legal guardian(s), students, and other members of the community must have a clear understanding of the school's expectations for student behavior. The Comstock Public School's Student Code of Conduct provides those expectations by:

- A. Integrating various sources of authority including state law, Board of Education policies, and administration guidelines;
- B. Identifying expectations and responsibilities of students;
- C. Defining the conduct that violates those rights and responsibilities;
- D. Standardizing the procedures that the school will use in responding to conduct violations; and
- E. Assuring the rights and responsibilities of students when disciplinary action is taken.

### Application

The Student Code of Conduct applies to any student:

- A. On school property;
- B. Traveling on school-affiliated transportation, or to/from school;
- C. Attending school or involved in any school-affiliated activity;
- D. With respect to any misconduct toward any school employee or damage to their property, whether on or off school premises; and
- E. Whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of other students, school employees, or the school.

### Due Process Rights

Any student whose conduct may warrant suspension or expulsion will be provided due process.

Student:

- A. Notice of the alleged violation
- B. Opportunity to present their side of the story

- C. Opportunity for a speedy and impartial conference with the principal, assistant principal, or principal's designee

Parent(s)/legal guardian(s):

- A. Notification of the alleged violation
- B. Opportunity for a speedy and impartial conference with the principal, assistant principal, or principal's designee
- C. Written notification of the suspension/expulsion
- D. Opportunity to appeal the principal's decision to the superintendent or their designee

A student with an Individualized Education Program (IEP) or Section 504 Plan is also entitled to additional rights under state and federal law if facing a potential removal from school exceeding ten (10) school days.

### Suspension & Denial of Athletic & Extracurricular Activities

On any and all days a student is serving suspension, that student correspondingly is denied all participation and attendance at any district-sponsored athletic or extracurricular activity. If a suspension involves days that include a weekend, the denial extends to all district-sponsored or extracurricular activities during that weekend. If a student serving a suspension fails to adhere to this policy, it is considered trespassing per the Comstock Public Schools Student Code of Conduct and results in additional days of suspension.

### Suspension Appeal Process

The principal or their designee is authorized to suspend a student for up to ten (10) school days.

A suspension will continue to be implemented during the appeal process, until which time the decision is reversed, or the suspension has been served.

A suspension may be appealed by the student's parent(s)/legal guardian(s) in writing to the principal within two (2) school days of receipt of the suspension notification. The written appeal must contain the reasons(s) for the appeal.

Upon receipt of a written appeal, the principal or designee will review the issue(s) and reach a decision as soon as possible. The review may include the parent(s)/legal guardian(s) conference, if appropriate, but this step is optional. If there is no parent(s)/legal guardian(s) conference, the letter of appeal will represent the parent(s)/legal guardian(s)'s point of view.

The principal or designee may uphold, modify, or vacate the suspension and will notify the parent(s)/legal guardian(s) as soon as possible of the decision.

The principal's or designee's decision may be appealed in writing to the superintendent within two (2) school days of the parent(s)/legal guardian(s)'s receipt of the principal's decision. The superintendent or designee will reach a decision and inform the parent(s)/legal guardian(s) in writing within three (3) school days after the receipt of the written appeal.

The superintendent's decision is final. The parent(s)/legal guardian(s) may appeal to the Board of Education only for an alleged violation of due process by the superintendent. In such cases, the appeal shall be made in writing to the Board of Education President within two (2) days after the

parent(s)/legal guardian(s)'s receipt of the superintendent's decision and shall include a statement of the alleged violation of the policy. The Board of Education shall notify the parent(s)/legal guardian(s) of its decision within ten (10) school days of receipt of the written appeal.

## CATEGORIES OF MISCONDUCT

To establish the best possible learning environment for the student, as well as to provide for the health, safety, and welfare of all students and school personnel, the following categories of misconduct have been adopted. This list is not intended to be exhaustive, and includes, but is not limited to the following:

### Academic Misconduct

Engaging in behavior that artificially and substantially alters academic achievement or grades that includes, but is not limited to, plagiarism, stealing exams, distributing pilfered or unauthorized answer sheets, or falsely modified grades. Plagiarism is using or representing the information of another individual or source and then passing it off as your own.

### Aiding & Abetting

Assisting or encouraging acts of misconduct or misbehavior.

### Arson

Setting fire to a building or other real property or the contents thereof, or doing any act which results in the starting of a fire, aiding, counseling, inducing, persuading, or procuring another to do so.

### Assault

Causing or intending to cause physical harm to another through force or violence.

### Breaking & Entering

Breaking into and/or entering any school building, facility, office, room, storage space, or other enclosure.

### Bullying

Acting through repeated and deliberate gestures, comments, threats, or actions which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

### Busing Rules Violation

Failing to follow the transportation rules and/or procedures.

### Cheating

Violating the teacher's established rules for any assignment or assessment. Cheating may also include attempting to gain or gaining unauthorized access to material or answers by any dishonest or deceptive means.

### Closed Campus Violation

Leaving school property without following proper sign-out procedures; walking into the parking lot or to a vehicle during any part of the school day without administrative authorization.

### Confidentiality

Every reasonable effort will be made to maintain confidentiality during an investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### Creation of an Unsafe Environment

Acting in a manner that results in a destabilization of the school environment.

### Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware the state law requires school officials, teachers, and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community, and certain other infractions.

### Criminal Sexual Conduct

Engaging in sexual conduct or contact as defined by Michigan law.

### Dangerous Weapon

Using, possessing, attempting to possess, brandishing or concealing any weapon capable of causing great bodily injury or death. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to, or likely to, inflict bodily harm, including, but not limited to, air guns, explosive devices, ammunition, and gunpowder.

### Dishonesty

Attempting to make a person believe as true something false which includes, but is not limited to, failing to disclose information, hiding/covering up information or evidence regarding oneself or others, or giving a false name or identification.

### Displays of Affection

Demonstrating affection in public. This includes, but is not limited to, touching, petting, or any other contact that is sexual in nature.

### Dress Code Violation

Dressing in any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk. Failing to follow the dress code as outlined in the Student Code of Conduct.

### Drugs

Using, selling, purchasing, distributing, possessing, or attempting to possess mood-altering substances (including counterfeit or look-alike substances), narcotics, drugs, including unauthorized prescriptions, controlled substances, alcoholic beverages, inhalants, anabolic steroids, paraphernalia, other intoxicants, cannabis products/byproducts, or any other illegal substances so designated and prohibited by state or federal law.

### Electronic Devices, Violation of AUP

Using, displaying, or possessing electronic devices without prior approval.

### Extortion

Taking, or receiving something from someone else through the use of threat, intimidation, force, or deception.

### Failing to Accept Classroom Discipline

Refusing or not complying with classroom consequences.

### False Alarms, False Reports & Bomb Threats

Making a knowingly false statement or communication of any kind about the possession or location of any explosive, destructive, or incendiary materials involving students, school personnel, or school property; falsely activating the fire alarm system; misusing a fire extinguisher; or making a false "911" call.

### Fighting

Engaging or attempting to engage another in a physical conflict.

### Gambling

Engaging in casual betting, betting pools, organized-sports betting, and any other form of wagering.

### Gang Affiliation & Activity

Wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student.

### Harassment

Behaving in a persistent, annoying, unwanted, or negative manner which causes humiliation or degrades another individual on the basis of race, color, national origin, gender, sexual orientation, religion, disability, or age.

### Hazing

Performing any act or coercing another, including the target, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.

### Inappropriate Behavior at a School-Sponsored Event

Behaving, at a school-sponsored event, in a manner that directly interferes with the operations, safety, or general welfare.

### Insubordination

Refusing or failing to obey, either verbally or nonverbally, a reasonable request or directive by a person vested with appropriate authority.

### Loitering

Being present in or about the school premises under one or more of the following circumstances, after a reasonable request to leave, without a legitimate purpose for being there, without proper authorization, or after refusing to properly identify oneself.

### Ongoing Conflict

Making inappropriate or prohibited contact, either directly or indirectly, with a student after intervention by a school official.

### Persistent

Engaging in a pattern of repeated or chronic misbehavior despite interventions.

### Physical Aggression

Causing or attempting to cause harm through force of violence.

### Physical Assault Toward School Personnel

Intentionally causing or attempting to cause physical harm to a district employee, volunteer, or contractor through force or violence.

### Possession of Disruptive Item

Possessing non-explosive fire devices in any form including but not limited to smoke bombs, sparklers, and poppers.

### Possession of Explosive Item



Possessing explosive devices in any form including but not limited to fire crackers and bottle bombs.

### Profanity

Behaving or speaking, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, or vulgar.

### Property Damage (Under \$10 / \$10 to \$400 / Over \$400)

Vandalizing, defacing, or destroying property.

### Refusing to Accept School Discipline

Refusing or not complying with school consequences.

## **SAFETY CONCERNS**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### Sexual Contact (Consensual)

Sexual contact involving two or more consenting peers. The contact may include, but is not limited to genital touching, oral sex, and vaginal or anal penetration.

### Sexual Harassment

Violating Title IX which may include, but is not limited to verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters or cartoons, suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

### Sexual Touching (Consensual)

Sexual contact involving two or more consenting peers. The contact may include, but is not limited to touching of the breasts or over-the-clothing genital touching.

### Student Disorder/Demonstration

Disrupting any school activity or expression that infringes on the rights of others.

### Tardies

Failing to be in class when it is scheduled to begin.

### Tardiness, Persistent

Engaging in a pattern of repeated or chronic tardiness despite interventions.

### Teasing

Engaging in harmful or malicious verbal taunting, insulting, name calling, or spreading rumors, including but not limited to notes, emails, social media postings, and graffiti.

### Theft, Petty (Under \$10 / \$10 to \$400)

Stealing or attempting to steal property belonging to the school or someone else.

### Theft, Grand (Over \$400)

Stealing or attempting to steal property belonging to the school or someone else.

### Threat of Violence

Communicating intent to inflict harm on a peer or peer group.

### Tobacco & Electronic Cigarettes (Possession)

Possession of tobacco and electronic cigarettes including, but not limited to cigars, pipe tobacco, chewing tobacco, snuff, e-cigarettes, vaping devices, dab pens, or any other matter or substance that contains tobacco or other substances in addition to tobacco/e-cigarette paraphernalia.

### Tobacco & Electronic Cigarettes (Use)

Using tobacco and e-cigarettes including, but not limited to cigars, pipe tobacco, chewing tobacco, snuff, e-cigarettes, vaping devices, dab pens, or any other matter or substance that contains tobacco or other substances in addition to tobacco/e-cigarette paraphernalia.

### Trespassing

Being on school property or in areas of the school determined to be inappropriate. This includes when a student has been removed, suspended, or expelled.

### Truancy

Being out of scheduled classes without permission or failing to follow proper attendance sign-in or sign-out procedures: skipping.

### Use of Disruptive Item

Using non-explosive fire devices in any form including but not limited to smoke bombs, sparklers, and poppers.

### Use of Explosive Item

Using explosive devices in any form including but not limited to fire crackers and bottle bombs.

### Vehicle, Misuse

Using a vehicle inappropriately while on school property including, but not limited to speeding, parking outside of the student lot, operating the vehicle without a license, causing damage to a vehicle, or riding on a vehicle.

### Verbal Threat Toward School Personnel

Communicating intent to inflict harm on a staff member.

### Violation of Classroom Rules

Disregarding classroom/school rules and/or procedures as determined by a staff member.

### Weapon

Using, possessing, attempting to possess, brandishing or concealing any weapon capable of causing great bodily injury or death. This includes but is not limited to firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

## INFRACTION LEVELS

### Level 1 Infractions

#### *(Conduct that Impedes Orderly Operation of Classroom or School)*

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken documented and progressive disciplinary actions and has initiated contact or communicated with the student and parent(s)/legal guardian(s). Thereafter, the classroom teacher may refer the student to the office through a written referral.

However, teachers may write referrals directly to an administrator when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary. This list of violations is not all-inclusive, but only representative and illustrative. A student committing an act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

- A. Cheating
- B. Dishonesty
- C. Displays of Affection
- D. Disruption
- E. Dress Code Violation
- F. Insubordination
- G. Possession of Disruptive Item
- H. Profanity
- I. Tardies
- J. Teasing
- K. Violation of Classroom Rules

**Level 2 Infractions**  
**(Conduct that is Serious or Illegal)**

Normally, a student who commits a Level 2 violation will be subjected to disciplinary actions at the discretion of the administrator. parent(s)/legal guardian(s) contact may be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter.

This list of violations is not all-inclusive, but only representative and illustrative. A student committing an act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

*Note:*

*Any student who commits a Level 2 violation may be denied participation in any school or school-related, extracurricular activity or event. Furthermore, the administration reserves the right and discretion to notify the Kalamazoo County Sheriff's Office or other proper authorities in the event of Level 2 Infractions.*

- A. Aiding and Abetting within Level 2
- B. Busing Rules Violation
- C. Closed Campus Violation
- D. Creation of an Unsafe Environment
- E. Electronic Devices, Violation of AUP
- F. Failing to Accept Classroom Discipline
- G. Inappropriate Behavior at a School-Sponsored Event
- H. Loitering
- I. Persistent Level 1 Violation
- J. Persistent Tardiness
- K. Physical Aggression
- L. Possession of Explosive Item
- M. Property Damage (Under \$10)
- N. Sexual Touching (Consensual)
- O. Theft, Petty (Under \$10)
- P. Threat of Violence within Level 2
- Q. Tobacco and Electronic Cigarettes (Possession)
- R. Truancy
- S. Use of Disruptive Item
- T. Vehicle, Misuse

**Level 3 Infractions**  
**(Conduct that is Serious or Illegal)**

A student who commits a Level 3 violation will be suspended and subjected to other disciplinary actions at the discretion of the administrator. Parent(s)/legal guardian(s) contact may be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter.

This list of violations is not all-inclusive, but only representative and illustrative. A student committing an act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

*Note:*

*Any student who commits a Level 3 violation may be denied participation in any school or school-related, extracurricular activity or event. Furthermore, the administration reserves the right and discretion to notify the Kalamazoo County Sheriff's Office or other proper authorities in the event of Level 3 Infractions.*

- A. Academic Misconduct
- B. Aiding and Abetting within Level 3
- C. Fighting
- D. Gambling
- E. Harassment
- F. Ongoing Conflict
- G. Persistent Level 2 Violation
- H. Property Damage (\$10 to \$400)
- I. Refusing to Accept School Discipline
- J. Sexual Contact (Consensual)
- K. Student Disorder/Demonstration
- L. Theft (\$10 to \$400)
- M. Threat of Violence within Level 3
- N. Use of Explosive Item
- O. Tobacco and Electronic Cigarettes (Use)
- P. Trespassing

#### **Level 4 Infractions**

***(Conduct that is Serious or Illegal and is Potentially Life or Health Threatening)***

A student who commits a Level 4 violation will be suspended, may be recommended for expulsion from Comstock Public Schools, may be subjected to legal action, and/or may be subjected to disciplinary actions at the discretion of the administrator. Students expelled from Comstock Public Schools may be reinstated in accordance with Board of Education policy. Parent(s)/legal guardian(s) may be required to meet with school personnel and, if necessary, the proper authorities.

This list of violations is not all-inclusive, but only representative and illustrative. A student committing an act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

**Note:**

*Any student who commits a Level 4 violation may be denied participation in any school or school-related, extracurricular activity or event. Furthermore, the administration reserves the right and discretion to notify the Kalamazoo County Sheriff's Office or other proper authorities in the event of Level 4 Infractions.*

- A. Aiding and Abetting within Level 4
- B. Assault
- C. Bullying
- D. Breaking and Entering
- E. Drugs
- F. Extortion
- G. False Alarms, False Reports, and Bomb Threats
- H. Gang Affiliation and Activity
- I. Hazing
- J. Persistent Violation within Level 3
- K. Property Damage (Over \$400)
- L. Sexual Harassment
- M. Theft, Grand (Over \$400)
- N. Threat of Violence within Level 4

- O. Verbal Threat Towards School Personnel
- P. Weapon

### Level 5 Infractions

***(Conduct that is Extremely Serious, Illegal & is Potentially a Great Threat to Life or Health)***

A student who commits a Level 5 violation will be suspended, recommended for permanent expulsion from Comstock Public Schools, subjected to legal action, and/or other disciplinary actions at the discretion of the administrator. These consequences are in compliance with the Safe Schools Act ([MCL 380.1311](#)). However, as modified by [380.1310d](#), before suspended or expelling a student for these infractions, the administration must consider the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the violation or behavior;
- E. Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- F. Whether restorative practices could be used to address the violation or behavior; and
- G. Whether a lesser intervention could properly address the violation or behavior.

*Note:*

*These factors do not apply when a student possesses a firearm in a weapon-free school zone.*

With regards to dangerous weapons, there is a rebuttable presumption that expulsion for possessing the weapon is not justified if the School Board or its designee determines in writing that the student has established they fit under the exceptions listed below by clear and convincing evidence, and the student has no previous history of suspension or expulsion:

- A. The object or instrument was not possessed for use as a weapon (or delivery for another person to use as a weapon);
- B. The student did not knowingly possess the weapon;
- C. The student did not know or have reason to know the object constituted a dangerous weapon; or
- D. The student had the weapon at the suggestion, request, or direction of, or with the express permission of school or police authorities.

Students expelled from Comstock Public Schools may be reinstated in accordance with Board of Education policy. Parent(s)/legal guardian(s) will be required to meet with school personnel and, if necessary, the proper authorities.

*Note:*

*Any student who commits a Level 5 violation may be denied participation in any school or school-related, extracurricular activity or event. Furthermore, the administration reserves the right and discretion to notify the Kalamazoo County Sheriff's Office or other proper authorities in the event of Level 5 Infractions.*

- A. Arson
- B. Dangerous Weapon
- C. Criminal Sexual Conduct

D. Physical Assault Toward School Personnel

## MEDICAL

### INJURY AND ILLNESS

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.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parent(s)/legal guardian(s) permission.

### IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school office.

### EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their parent(s)/legal guardian(s) in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year.

### USE OF MEDICATIONS

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

- A. Parent(s)/legal guardian(s) should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization [Form 5330 F1](#), [F1a](#), [F1b](#), and [F1c](#) must be filed with the respective building principal before the student will be allowed to begin taking any medication, including prescribed and over the counter, during school hours.
- C. All prescription medications must include a signed form by a physician and filed with the building principal's office.
- D. Medication that is brought to the office will be properly secured.
  - a. Medication must be conveyed to the school directly by the parent(s)/legal guardian(s). This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

- b. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person.
- E. Any unused medication unclaimed by the parent(s)/legal guardian(s) will be destroyed by school personnel when a prescription is no longer to be administered, or at the end of a school year.
- F. The parent(s)/legal guardian(s) shall have sole responsibility to instruct their child(ren) to take the medication at the scheduled time, and the child(ren), in most cases, has the responsibility for both presenting themselves on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent(s)/legal guardian(s)'s written permission release.

If a student is found using or possessing a non-prescribed medication without a completed parent(s)/legal guardian(s) authorization form on file, they will be brought to the school office and the parent(s)/legal guardian(s) will be contacted. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student, or is found to possess a medication other than the one authorized, is in violation of the Comstock Public Schools Student Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

### **ASTHMA INHALERS & EPINEPHRINE AUTO-INJECTORS (EPI-PENS)**

Students with appropriate written permission from the physician and parent(s)/legal guardian(s), may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine is administered in accordance with a written medication administration plan developed by the school principal and/or designee and updated annually. Epinephrine may also be administered in an emergency situation regardless of the existence of a prescription or medication administration plan.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES & PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the county health department, to ensure the rights of the person affected and those in contact with the person are respected. The school will



seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

## SAFETY

### STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are 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 all students must have an emergency medical form completed, signed by the parent(s)/legal guardian(s), 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 written notice about such needs along with proper documentation by a physician to the school office.

### USE OF VIDEO SURVEILLANCE/ELECTRONIC MONITORS

The schools are using video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property/grounds, or participating in school functions. Video surveillance/electronic monitoring equipment may ordinarily be used inside a classroom, laboratory, or other area utilized as a classroom or study space. Absent extraordinary circumstances, video surveillance/electronic monitoring equipment may not be operated in areas where there is a reasonable expectation of privacy by staff or students and where appropriate confidential or private activities/functions are routinely carried out (e.g. rest rooms, locker rooms). Any exception to this rule must first be authorized by the superintendent on the grounds that no other supervision option is feasible and the need is pressing and outweighs the privacy interest of the students or other persons likely to be observed.

For additional information or further clarification of board policy regarding video surveillance, please see [policy 7440](#).

### FIRE, LOCK DOWN & TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt, and orderly evacuation of the building.

For further information regarding fire, lockdown and tornado drills, please refer to [board policy 8420](#).

### PREPAREDNESS FOR TOXIC & ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials, or from the presence of asbestos materials used in previous construction. A copy of Comstock Public School's Preparedness for Toxic Hazard and Asbestos

Hazard Policy and Asbestos Management Plan will be made available for inspection at the Board offices upon request.

## EMERGENCY CLOSINGS & DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will inform households via the school's phone/email/text notification system, post on media sites, and notify the following radio and television stations:

- A. WKZO
- B. WKMI
- C. WQLR
- D. WWMT Channel 3 News
- E. WOOD TV Channel 8 News
- F. Channel 17

Parent(s)/legal guardian(s) and students are responsible for knowing about emergency closings and delays.

## EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request or phone call by a person who is on file in the school office (student information system). Parent(s)/legal guardian(s) may also come to the school office to request the release. No student will be released to a person other than the custodial parent(s)/legal guardian(s) without written permission signed by the custodial parent(s)/legal guardian(s).

## VISITORS

Parent(s)/legal guardian(s) are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office. If a person wishes to confer with a member of the staff, they should call for an appointment with the principal prior to coming to the school, in order to schedule a mutually convenient time.

## GANGS

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons, or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations, or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia, or exhibiting behaviors or gestures which symbolize gang membership, or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

## SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion the student is in violation of law or school rules. A search may also be conducted to protect the health

and safety of others. All searches may be conducted with or without a student's consent. A log of searches conducted by the school administrator and/or designee will be maintained.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches. If student lockers require student provided locks, each student must provide the lock's combination or key to the principal.

Anything found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers and/or school provided electronic devices located in classrooms, labs, and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any information contained on such a system is confidential or private.

Review of such information may be done by the district with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **FACILITY & EQUIPMENT USE**

### **BUILDING USE BEFORE & AFTER SCHOOL**

The high school building will be open for students beginning at 7:00 AM. All students are to leave the building by 3:00 PM unless they are involved in a school authorized activity under the direction and supervision of school personnel such as a teacher, coach, or another authorized adult. The middle school building will open at 7:15 AM. All students are to leave the building by 3:00 PM, with the same exceptions as the high school. Elementary buildings open their doors at 8:15 AM. All students are to leave by 3:45 PM.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Office personnel must communicate with the parent(s)/legal guardian(s) of a student seeking permission to leave school.

### **USE OF THE MEDIA CENTER**

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the media center. To check out any other materials, contact the media clerk.

In order to avoid fees, all materials checked out of the media center must be returned to the media center within 30 days.

## USE OF SCHOOL EQUIPMENT & FACILITIES

Students must receive permission from the teacher before using any equipment or materials in the classroom, and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## FACULTY ROOMS

Students are not permitted in the faculty lounges or rest rooms at any time. Students are to be in departmental offices only with the approval of the teacher.

## COMPUTER TECHNOLOGY & NETWORKS

Before any student may take advantage of the school's computer network and the internet, they and their parent(s)/legal guardian(s) 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. The school district's Student Network and Internet Acceptable Use and Safety Policy is the following:

### Acceptable Use Agreement (K-12<sup>th</sup> Grade)

To access e-mail and/or the internet at school, students under the age of eighteen (18) must obtain the parent(s)/legal guardian(s) permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the internet is a privilege, not a right. The Board of Education's internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parent(s)/legal guardian(s) are advised that determined users may be able to gain access to information, communication, and/or services on the internet the Board has not authorized for educational purposes, and/or they and/or their parent(s)/legal guardian(s) may find inappropriate, offensive, objectionable, or controversial. Parent(s)/legal guardian(s) assume this risk by consenting to allow their student(s) to participate in the use of the internet. Students accessing the internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the internet.

The Board has the right, at any time, to access, monitor, review, and inspect any directories, files, and/or messages residing on, or sent, using the Board's computers/networks. Messages relating to, or in support, of illegal activities will be reported to the appropriate authorities.

Parent(s)/Legal Guardian(s)

As the parent(s)/legal guardian(s) of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand student access to the internet is designed for educational purposes and the Board has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate, and/or harmful to minors. However, I recognize it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the internet. I will not hold the Board (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the internet. Additionally, I accept responsibility for communicating to my child guidance concerning their acceptable use of the internet (i.e. setting and conveying standards for my child to follow when selecting, sharing and exploring information and resources on the internet). I further understand individuals and families may be liable for violations.

Comstock Public Schools uses Google Apps for Education (GAFE) as our primary means of communication and collaboration. Upon acceptance of this guideline, a GAFE account will be created. All accounts and communications are tracked and are archived. Students in grades K-8 will have GAFE email accounts which will only be allowed to communicate with teachers, staff, and students within CPS. They will not be able to communicate outside of the school district.

## TRANSPORTATION

### BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are available by contacting the Transportation Department at (269) 250-8690.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval a note from the parent(s)/legal guardian(s) stating the reason for the request and the duration of the requested change must be received by the transportation department.

### BUS CONDUCT

Students who ride to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### Previous to Loading (On the Road & At School)

Each student shall:

- A. be on time at the designated loading zone (five (5) minutes prior to scheduled stop);

- B. stay off the road at all times while walking to and waiting for the school transportation;
- C. line up single file off the roadway to enter;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross; and
- F. go immediately to a seat and be seated.

It is the parent(s)/legal guardian(s)'s responsibility to inform the bus driver when their child(ren) will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

### During the Trip

Each student shall:

- A. remain seated while the school transportation is in motion;
- B. keep head, hands, arms, and legs inside the school vehicle at all times;
- C. not litter in the school vehicle or throw anything from the vehicle;
- D. keep books, packages, coats, and all other objects out of the aisle;
- E. be courteous to the driver and to other riders;
- F. not eat or play games, cards, etc.; and
- G. not tamper with the school vehicle or any of its equipment.

### Leaving the Bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; and
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

## **VIDEO FILES ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual video files of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and their actions are recorded on a video file, the file will be submitted to the principal and may be used as evidence of the misbehavior. Since these files are considered part of a student's record, they can be viewed only in accordance with federal law.

## **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus.

## SELF TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent(s)/legal guardian(s) assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- A. Students under age eighteen (18) must have written parent(s)/legal guardian(s) permission prior to driving to school;
- B. students shall complete the Student Vehicle Form provided in the office;
- C. parking lot speed limit is 5 mph;
- D. failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student; and
- E. when the school provides transportation, students shall not drive to school-sponsored activities.

Parent(s)/legal guardian(s) who transport their own child(ren) are to drop the student(s) off at a designated location only.



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