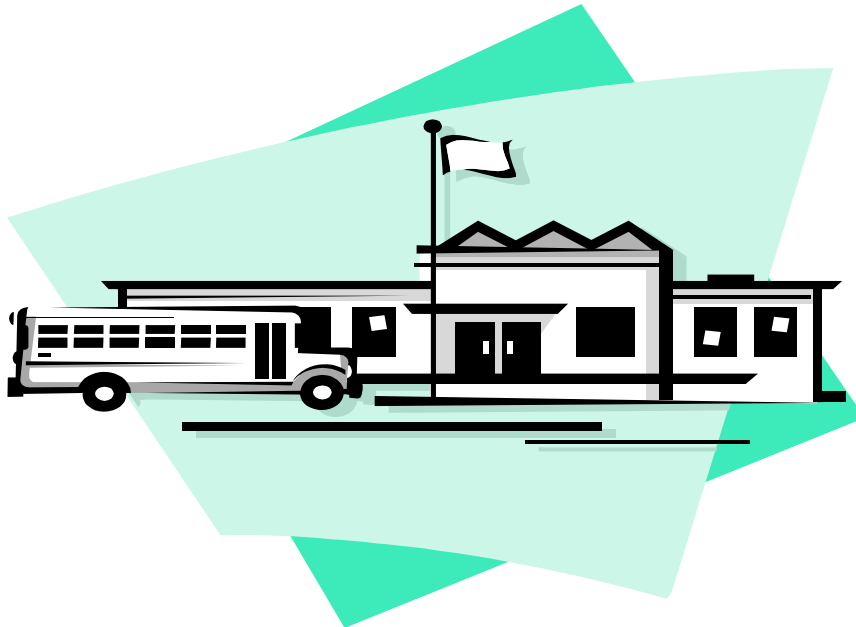




Doris Klaussen Developmental Center / 408 Jameson, Battle Creek, MI 49014 / P 269.964-9426 / F 269.964-3410 / [www.calhounisd.org](http://www.calhounisd.org)



# **Doris Klaussen Developmental Center Handbook 2008-09**



# **Student/Parent Handbook**

for

## **Doris Klaussen Developmental Center School Year 2008-09**

*Welcome to the Doris Klaussen Developmental Center. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.*

Patricia Oldham, Principal/Doris Klaussen Developmental Center (269) 964-9426

Eric LaFleur, Assistant Principal (269) 964-9426

Kathy Chambers, Administrative Assistant (269) 964-9426

Lori Sebright, Administrative Assistant (269) 964-9426

Trish Walters, Administrative Assistant (269) 964-9426

Pam Zandt, Assistant Superintendent for Special Education (269) 789-2406

Terance Lunger, Superintendent  
(269) 789-2400

### **BOARD OF EDUCATION**

Georgia Marsh, President

Durwood Booher, Vice-President

Jerry Heisler, Treasurer

Kenneth Ponds, Secretary

Jim Davis, Trustee

2008-09 DKDC In and Out School Calendars - updated 8-20-08

<p><u>DKDC &amp; Caldwell Elementary</u>                  Sept. 2 - First day for students                  Oct. 29 - Parent Conf - No students in PM                  Oct. 30 - Parent Conf - No students in PM                  Oct. 31 - No school                  Nov. 27-28 - No school                  Dec 22 -Jan 2 - No school                  Jan. 5 - Students Return                  Jan. 19 - No school                  April 1 - Parent Conf - No Students in PM                  April 2 - Parent Conf - No Students in PM                  April 3 - No school                  April 6-10 - Spring Break                  May 25 - No school                  June 10 - Last day - Half-day                  Student Hours                  DKDC - 8:00 - 2:15 - ½ day 8:00-11:15                  Caldwell Elem. - 8:25 - 3:15 ½ day 11:25</p>	<p><u>Bellevue</u>                  Sept. 2 - First day for students                  Oct. 22 - Half-day for students                  Oct. 24 - No school                  Nov. 27-28 - No school                  Dec. 22 - Jan. 2 - No school                  Jan. 5 - Students return                  Jan. 14 - Half-day for students                  Feb. 11 - Half-day for students                  Feb. 16 - No school                  March 5 - Half-day for students                  April 1 - Half-day for students                  April 3 - No school                  April 6-10 - Spring Break                  May 13 - Half-day for students                  May 25 - No school                  June 5 - Last day - Half-day                  Student Hours                  Bellevue Elem. &amp; MS- 8:00 - 3:00                  ½ day 8:05 - 11:05                  Bellevue HS - 8:00 - 2:50                  ½ day - 8:00 - 11:00</p>	<p><u>Lakeview</u>                  Sept. 2 - First day for students                  Oct. 31 - Half-day for students                  Nov. 26-28 - No school                  Dec. 24 - Jan. 2 - no School                  Jan. 5 - Students return                  Jan. 15 - Half-day                  Jan. 16 - Half-day                  Jan. 19 - No school                  Feb. 13-16 - No school                  April 2 - Half-day                  April 3 - No school                  April 6-10 - Spring Break                  May 25 - No school                  June 4 - Half-day for students                  June 5 - Last day - Half-day                  Student Hours                  Prairieview Elem. - 8:45 - 3:37                  ½ day - 8:45 - 12:05</p>	<p><u>Harper Creek</u>                  Sept. 2 - First day for students                  Nov. 26 - Half-day                  Nov. 27-28 - No school                  Dec. 1 - No school                  Dec. 22 - Jan. 2 - No school                  Jan. 19 - No school                  Jan. 23 - Half-day                  Feb. 16 - No school                  April 3 - No school                  April 6-10 - Spring Break                  May 25 - No school                  June 9 - Last day - Half-day                  Student Hours                  MS - 7:45 -2:45 - ½ day 11:00                  HS - 7:40 - 2:35 - ½ day 10:50</p>
<p><u>Battle Creek</u>                  Sept. 2 - First day for students-½ day                  Oct. 31 - Half-day for students                  Nov. 7 - No school                  Nov. 27-28 - No school                  Dec. 22-Jan. 2 - No school                  Jan. 5 - Students return                  Jan. 19 - No school                  Jan. 23 - No school                  Feb. 13 - 15 - No school                  April 3 - No school                  April 6-10 - Spring Break                  May 25 - No school                  June 10 - Last day - half-day                  Student Hours                  Battle Creek Central HS - 7:45 - 2:40                  ½ day - 7:45 - 10:52</p>	<p><u>Marshall</u>                  Sept. 2 - First day for students                  Nov. 6-7 - Half-day for students                  Nov. 27-28 - No school                  Dec. 22 - Jan 2. - No school                  Jan. 5 - Students return                  Jan. 19 - No school                  Feb. 20-23 - No school                  April 1 - Half-day                  April 2 - Half-day                  April 3 - No school                  April 6-10 - Spring Break                  May 25 - No school                  June 10 - Last day - Half-day                  Student Hours                  Marshall Middle - 7:40 - 2:25                  ½ day - 7:40 - 10:40</p>	<p><u>Tekonsha</u>                  Sept. 2 - First day - Half-day                  Oct. 3 - No school                  Nov. 14 - No school                  Nov. 26 - Half- day                  Nov. 27-28 - No school                  Dec 19 - Half-day                  Dec 22 -Jan 2 - No school                  Jan. 5 - Students return                  Jan. 19 - No school                  Feb. 27 - No school                  April 3 - Half-day                  April 6-10 - Spring Break                  May 25 - No school                  June 4 - Half-day                  June 5 - Last day - Half-day                  Student Hours                  Tekonsha Elem. - 8:05 - 2:50                  ½ day - 8:05 - 11:30</p>	<p><u>Calhoun Area Career Center</u>                  Sept. 2 - First day for students                  Nov. 27-28 - No school                  Dec. 22 - Jan. 2 - No school                  Jan. 5 - Students return                  Jan. 19 - No school                  Jan. 23 - No school                  Feb. 16 - No school                  April 3 - No school                  April 6-10 - Spring Break                  May 25 - No school                  June 10 - Last day                  Student Hours                  7:45 - 2:35</p>

Michigan State requirements regarding holidays for Michigan schools indicate that a school session shall not be held on the following public holidays: January 1<sup>st</sup>, New Year's Day; the last Monday of May, Memorial Day; July 4<sup>th</sup>; the first Monday in September, Labor Day; the fourth Thursday of November, Thanksgiving Day; and December 25<sup>th</sup>, Christmas Day. If one (1) of these days falls on a Sunday, the Monday following shall be a public holiday in public schools.

## DORIS KLAUSSEN DEVELOPMENTAL CENTER

### 2008-09 Calendar

#### 2008

September 2	DKDC Students Report
September 25	Kamp Klaussen
October 23	School Pictures
October 29-30	Parent Conferences / No Students in PM
October 31	No School – Parent Conferences
November 27-28	No School – Holiday Observance
December 18	DKDC Holiday Program 9:30 a.m.
December 22-Jan 2	No School – Holiday Observance

#### 2009

January 5	School Resumes
January 19 Observance	No School - Martin Luther King Day
April 1-2	Parent Conferences / No Students in PM
April 3	No School / Parent Conferences
April 6-10	No School – Spring Break
To Be Announced	DKDC Fun Fair
May 25	No School – Holiday Observance
To Be Announced	DKDC Graduation
June 10	Last Day for Students (half-day)

#### **School Hours – In-Programs**

Full Day	8:00-2:15
Half-Day	8:00-11:15



**Doris Klaussen Developmental Center**  
Student Handbook 2008-09

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ls/Revised: 7-31-08

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

This handbook summarizes policies and administrative guidelines of the Calhoun Intermediate School District Board of Education and Doris Klaussen developmental Center School pertaining to students attending the CISD/Doris Klaussen Developmental Center School. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the applicable policies and guidelines shall prevail. This handbook is effective immediately and supersedes any prior handbook.

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 August 29, 2008. If any of the policies or administrative guidelines referenced herein is revised after August 29, 2008, the language in the most current policy or administrative guidelines prevails.

## **Mission Statement**

The staff of Doris Klaussen Developmental Center will provide students with the opportunity to develop skills in the self-care, cognitive, language, seizure, vocational, physical, social and emotional domains that will allow them to function as independently as possible upon exiting the program.

## **Equal Opportunity**

It is the policy of the Calhoun Intermediate School District (CISD) that no person shall, on the basis of race, color, national origin, sex, age, disability, height, weight, religion or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment. All inquiries and complaints should be directed to Terance Lunger, CISD's Superintendent, 17111 G Drive North, Marshall, Michigan 49068; telephone: (269) 789-2400.

## **Individuals With Disabilities**

The American's with Disabilities Act (A.D.A.) 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 CISD's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Doris Klaussen Developmental Center Principal, Pat Oldham, at (269) 964-9426 to inquire about evaluation procedures and programs.

### **Discipline of Students With Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (A.D.A.).

### **Parent Involvement**

Research and practice experience indicates parent involvement has multiple benefits for students and schools. Student benefits can include improved grades and test scores, better attendance, higher rates of homework completion, more positive attitudes toward school, less disciplinary actions, higher graduation or completion rates and increased post-secondary or technical training enrollment. School benefits can include improved teacher morale, better ratings of teachers by parents, improved community perceptions, positive changes in student achievement.

Calhoun Intermediate School District Board of Education supports parental involvement as both a valuable resource and ally in teaching and learning for our students. We consider parents/guardians essential partners in the educational and psycho-social development of their children.

The Assistant Superintendent for Special Education and the Director of Regional Career and Technical Education Programs will act as the key liaisons for parent involvement. These administrators will provide leadership for the development and implementation of a parent involvement plan. Parent involvement plan will include specific attention to obstacles which preclude parent/guardian participation with intended remedies. The plan will also include specified objectives with annual evaluation to determine the status of and progress for parent involvement in the CISD.

The planning process for parent involvement should include parents/caregivers, guardians, students, classroom teachers and other educators. It may include representatives with expertise in child/youth development and others.

Optimally, parent involvement will occur at all grade levels in every school in a broad range of activities reflecting the relative interests and commitment of parents/guardians and other caregivers.

DKDC sponsors a Parent Teacher Organization (PTO) which meets regularly. Please contact Shannon Porter, School Social Worker, at (269) 964-9426 for meeting dates and times and for more information.

## **Program Information**

Doris Klaussen Developmental Center (DKDC) is operated by the CISD and provides educational services for students with moderate to severe impairments. Programs are administered on- and off-campus and include Autistic Spectrum Disorder, Cognitive Impaired (mild, moderate and severe levels), Multiply Impaired (severe level), Emotionally Impaired (Day Treatment Program for severely emotionally impaired), and Adult Training Program.

### **Community-Based Instruction**

Community-based instruction is a unique component of the educational program offered to students in many CISD special education programs/classes. It is through these experiences that students are given opportunities to generalize and practice previously instructed skills. Under the direction of certified teaching staff and with the help of teacher assistants, students demonstrate their degree of mastery of a variety of tasks as part of guided instruction.

### **Crisis Intervention**

All DKDC staff members are trained in the use of non-violent crisis intervention techniques. These techniques are designed to prevent students from engaging in dangerous or disruptive behaviors while minimizing the risk of injury. However, there are times when a student loses control and their actions indicate they may cause harm to themselves, others or the destruction of property. At these times, physical management will be used by CPI trained staff to reestablish an environment conducive to safety and learning. It may be necessary to notify Law Enforcement authorities if a student attempts and/or commits bodily harm against another student or staff member such as:

- a) To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of the CISD functions within school or at a school-related activity if that student has refused to comply with a request to refrain from further disruptive acts.
- b) For self-defense or the defense of another.
- c) To prevent a student from inflicting harm on himself/herself.
- d) To quell a disturbance that threatens physical injury to any person.
- e) To obtain possession of a weapon or other dangerous objects upon or within the control of a student.
- f) To protect property.

A person employed by or engaged as a volunteer or contractor by the local or intermediate school board who exercises necessary reasonable physical force upon a student or upon another person of school age in a school-related setting as described is not liable in a civil action for damages arising from the use of that physical force as provided in Act Number 170 of the Public Acts of 1964.

## **General Clinic/Health Information**

### **Physician Order**

Physician's orders and emergency standing orders are required to be renewed yearly for medications and treatments administered at school. Also, if school medication orders change at anytime, please have your doctor forward a Physician's Order Sheet to the nursing office or contact the clinic and request a new Physician Order Sheet to be sent to your physician for authorization.

### **Exclusion from School for Health Reasons**

The school nurse, or her/his designee, may exclude a student from school for health reasons if the student:

1. Has returned from a hospital admission within the past 24 hours. This does not include routine test or minor injuries. The student will remain at home for observation for the first 24 hours.
2. Has a temperature of 100.5 degrees. Temperature must be 98.6 for a full 24 hours prior to returning to school. The exception is a child with a hypothalamic condition (temperature regulation problem) and is symptom free. Each case will be discussed individually.
3. Has an infectious disease (strep throat/pneumonia, etc.) and has not been on antibiotic therapy for 24 hours or as designated by their medical provider.
4. Eye drainage yellow/green in color with pink or red eyes, eyelids, etc.
5. Any undiagnosed rash.
6. Has a culture(s) pending (exceptions can be made at the discretion of the nurse).
7. Is on respiratory precautions, cough/cold or has a significant change in respiratory secretions (green/yellow nasal drainage).
8. Has Chicken Pox/Shingles, with active, draining rash (rash must be dry, non-weeping, and shingles must be covered). Students may attend school with poison ivy as it is not contagious. It should be washed thoroughly and covered.
9. Has had persistent vomiting and diarrhea, must be symptom free for 24 hours before returning to school.
10. Has a condition requiring immediate medical intervention, i.e. emergency dental care, sutures, bone setting, or pending medical diagnosis for any condition.
11. Has a condition that requires ongoing supervision which cannot be supervised in the school setting.
12. Is very sleepy or is experiencing excessive bleeding after a dental visit.
13. Has untreated Pediculosis (lice), scabies or body lice, or continues to have nits after treatment (must be nit free to return to school).
14. Poses a significant health risk to others in the normal course of school activities.

Such a significant health risk is when:

1. Any student is in the infectious stage of a serious airborne transmitted disease (TB, Viral Pneumonia, Influenza, etc.).
2. Students who are unable to hygienically manage their bowel and bladder functions and are in the infectious stage of an oral/fecal transmitted disease. Such diseases are, but are not limited to, Hepatitis A, gastro-intestinal viruses

(Giardiasis, Salmonella, Shigella, Rotovirus) and parasites such as Pinworms. Also diagnosed with Clostridium Difficile (c-diff) and has not completed treatment.

3. Students who have a disease which may be transmitted by body fluids and have open lesions and whose developmental level makes it difficult for them to refrain from touching lesions and others, therefore, spreading the underlying infection to others. Such disease are, but not limited to, Herpes, Impetigo, Hepatitis B virus, Staph Aureus, Beta Hemolytic Strep, and Conjunctivitis.
4. Any student who has received antibiotic therapy for 24 hours may return to school at the nurse's discretion.
5. Please notify the nurse of ANY illness so that we may keep accurate infection logs.

### **Student Communicable Disease**

In order to prevent the spread of communicable disease and ensure the rapid recovery with a minimum of after effects, it is advisable to exclude the student from school for the following periods of time. Below are listed the most common contagious disease and their period of exclusion. Upon returning to school, the student must report to the nurse.

Bacterial Conjunctivitis	May return to school after medical treatment has been provided for 24 hours.
Chicken Pox	May return to school after all lesions have dried and crusted or one week from appearance of first eruption.
German Measles	May return to school after rash has disappeared.
Measles	May return to school four days after first appearance of rash.
Impetigo	May return to school after all open sores have healed or are small enough that a band-aid will cover the entire area.
Strep Throat	May return to school after medical treatment has been provided for 24 hours.
Ringworm	May return to school after treatment with antifungal cream has begun; lesions should be covered.
Lice/Scabies	May return to school when completely "nit-free"; scabies must be treated with anti-parasitic for 24 hours before student may return to school

## **Health Forms**

1. Medical/Educational Information – This annual form must contain the most current information for your son or daughter. It is your responsibility to notify the DKDC clinic if changes occur during the school year.
2. Medication Prescriber/Parent Authorization Form – This annual form must be completed, signed by parent/guardian and physician prior to administration of medication at school. Any changes during the school year will require a new, signed form.
3. Emergency Standing Orders – This annual form must be completed, signed by parent/guardian and physician prior to administration of the following: Acetaminophen, Ibuprofen, Lip ointment, Caladryl lotion, antacid, Imodium, Hydrogen peroxid, Oragel, Hot/Cold Pack, Benedryl. Any changes during the school year will require a new, signed form.
4. Physician Order-Transportation – This annual form is required in order to provide specific medical interventions for students while being transported. If applicable, it is necessary to obtain written physician's orders and parent/guardian signed release. Any changes during the school year will require a new, signed form.

## **General Information**

### **Address Changes**

All students who move are asked to immediately notify the school office personnel. A change of address/phone number must be reported as soon as possible, even if the move is temporary.

### **Appearance**

Fashions change, but reason for an education does not. School is for learning. Any fashion that disrupts the educational process or presents a safety risk is not permitted. Personal expression is permitted within these general guidelines.

1. No clothing or accessories are to be worn that advertise or promote drugs, alcohol, violence, obscene language or suggestive expressions.
2. Shoes should be worn at all times.
3. Clothes should not be worn wrong side out.
4. No caps, hats, gloves, coats, sunglasses or outdoor apparel may be worn in school.
5. No gang related wear including bandanas, studded wrist or neckbands.
6. Pants must be kept at waist level at all times.
7. Shorts may be worn to class on warm days between Memorial Day and Labor Day.
8. White undershirts are not appropriate for school.

### **Attendance**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study. Therefore, the school has adopted the following attendance procedures:

1. The student's parent/guardian shall contact the program as soon as possible but no later than 24 hours following the student's absence to verify the reason for the student's absence.
2. A student 18 years or older may verify their own absence.
3. If appropriate verification is not received, the absence shall be considered unexcused.
4. A student may be required to make up assignments missed during an absence to be completed within a mutually agreed upon timeframe.
5. Students having a contagious illness must present a physician's statement indicating the student is able to return to school.
6. If a student must leave school during regular school hours, the student must present a note from a parent/guardian before class begins stating the reason and time for the early dismissal. A student's parent/guardian must come to the school office and sign out the student.
7. Students may not leave school grounds at lunch.

Absences for reasons not expressly identified as excused are considered unexcused. The following absences shall be considered excused:

1. Illness or hospitalization verified by a student's parent/guardian.
2. Serious illness or emergency in the immediate family verified by a student's parent/guardian.
3. Death in the family or attendance at a funeral verified by a student's parent/guardian.
4. Prearranged absences (including religious instruction/obligations, family vacations) verified by a student's parent/guardian.
5. Professional appointments that cannot be made after school (e.g. dentist, doctor, court appointments).
6. School-sponsored activities.
7. School-imposed suspensions.

Students having unexcused absences will be considered truant. The student's parent/guardian will be notified, and a truancy referral will be made to the attendance officer when appropriate.

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the classroom teacher to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Advertising Outside Activities**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal/assistant principal. The principal/assistant principal will try to respond to requests for approval within 24 hours of their receipt. The school has a central bulletin board located in the lobby which may be used for posting notice, after receiving permission from the principal/assistant principal.

### **Control of Casual-Contact Communicable Diseases and 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 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 under the General Medication Information section of this handbook.

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

In the case of noncasual-contact, communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency); HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

### **Due Process**

The Board recognizes the importance of safeguarding a student's constitutional rights particularly when subject to the CISD/Day Treatment Program's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

1. Students subject to short-term suspension (no more than 10 days) except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

2. Students subject to long-term suspension and expulsion: A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to request for reinstatement, or to a request for admission after being permanently expelled from another district.
3. Emergency Removal: A student may be removed or excluded from a classroom or a school when s/he poses a continuing danger to persons or property or represents an ongoing threat of disrupting the educational process taking place in the classroom or the school premises. Such removal must be for a period of less than twenty-four hours without being subject to suspension and expulsion procedures.

### **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian, a person whose signature is on file in the school office, or the parent coming to the school office to request the release. No student will be released to a person other than the custodial parent without written permission signed by the custodial parent or guardian.

### **Emergency Medical Authorization**

The Board has established a policy that every student must have an Emergency medical Authorization Form completed and signed by his/her parent/guardian 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 the beginning of each school year during registration. Failure to return the completed form to the school office will jeopardize a student's educational program.

### **Enrollment Procedures**

Parents enrolling new students will need to initially contact the resident district's special education supervisor for appropriate placement. When the student has been placed for DKDC programming, the parent/guardian is to bring the student's birth certificate and immunization records to the DKDC office for enrollment.

Also, it is necessary for yearly student registration. You will receive registration information via US mail yearly or you may contact the DKDC office staff for more information.

### **Student Well-Being**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State Law requires that all students must have an emergency medical card completed, signed by a parent/guardian and filed in the school clinic. (This form is completed upon enrollment and at yearly registration.) 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 (addressed in the medical information section of this handbook) to the school clinic.

### **Lost and Found**

The lost and found area is in the school office. Students who have lost items should check with your classroom teacher and the lost and found area 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.

### **School Lunch Program**

The Board believes the development of health behaviors and habits with regard to eating cannot be accomplished by the CISD alone. It will be necessary for the school staff, in addition to parents/guardians and the public at large, to be involved in a community-wide effort to promote, support and model such health behaviors and habits. Parents/guardians interested in being involved should contact the school office.

The school participates in the National School Lunch Program and makes lunches available to students at a cost of \$2.10 for students paying full lunch fees. Students may also bring their own lunch to school.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students at enrollment and at the beginning of each school year during registration. If a student does not receive one and believes that sh/he is eligible, please contact the DKDC office at (269) 964-9426. Should your financial status change any time during the school year, you may reapply for free and reduced lunch.

Milk is available during the regular school year and may be purchased separately for \$.35. Milk is also available during our summer program.

Lunch/milk money can be sent in with the student. Checks should be made payable to the Doris Klaussen Developmental Center. Please send in at least a week's worth of money on Mondays. School lunch will be suspended if lunch money becomes delinquent for more than two weeks.

Menus will be sent home at the beginning of each month.

### **Immunizations**

According to Board policy, students who do not meet the immunization requirements on the opening day of CISD programming shall be excluded in accordance with CISD's administrative guidelines. Exemptions to the immunization requirements shall be granted only for medical, religious, or other reasons specified by statute.

### **Incident Reports**

In cases of injury or disruptive behavior that require documentation, the teacher or substitute teacher will complete the "Unusual Incident/Accident Report" form. Parents/guardians will receive a copy of this report. The teacher or school nurse may contact the parent by phone in addition to sending the form home.

### **Review of Instructional Materials and Activities**

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

### **Safety Procedures**

The school complies with all fire safety laws and will conduct fire 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.

Tornado drills and fire drills will be conducted periodically throughout the year using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a loud siren being set-off.

The Crisis Plan contains all emergency procedures and has been shared with educational staff.

### **School Day/Emergency School Closing**

The Board of Education authorizes the school day to be arranged and scheduled by the administration in conjunction with third-party contracts and program needs. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the state.

The Superintendent may close the schools, delay the opening of school or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

On mornings of inclement weather, a decision as to whether or not to close the school will be made as early as possible. If Battle Creek Public Schools are closed, then DKDC normally follows. The announcement of closing will be on the following stations:

WBCK & B-95 (930AM-95FM), WKFR-WKMI (1360-10.3FM), WJXQ (106FM) and Channel 41, WOTV TV and Channel 3, WWMT TV.

### **Student Fund Raising**

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.

1. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
2. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
3. Students may not engage in house-to-house canvassing for any fundraising activity.
4. Students may not participate in fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal/assistant principal.

### **Student Sales**

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

### **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 will not be liable for loss or damage to personal valuables.

### **Recruiting – Armed Forces**

The school must provide to official armed forces recruiters 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 and their reserve components and the United States Coast guard.

If a student or the parent/legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives, then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents/guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding right to refuse disclosure of any or all “directory information” including 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 age eighteen or older that they are required to register for the selective service.***

### **Time-Out**

Time-out is a positive technique used by most staff members for student/class management. The purpose is to “remove” the student from a negative situation and allow time to refocus positively. When the student demonstrates the ability to focus on the activity once again, s/he is asked to return.

### **Time-Out Room**

Use of the time-out room is an option when a student has lost control and cannot be safely maintained in the classroom. This provides an isolated place for the student that is free from external stimulation and minimizes personal injury / property damage. Safeguards are implemented and posted outside the time-out room. The time-out room is used in cases of potential injury and/or as part of a written, signed behavior plan.

### **Use of School Equipment and Facilities**

Students must receive the permission of 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.

### **Video Surveillance**

A video surveillance system has been installed in our school with cameras discretely observing entrances, exits, and playground areas. Our objective is to provide a safe environment for students and staff and decrease the threat of violence and vandalism in our school.

If a student violates an acceptable code of conduct and his/her actions were recorded on a videotape, the tape will be submitted to the principal/assistant principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student’s record, they can be viewed only in accordance with Federal Law.

### **Visitors**

Visitors including parents/guardians, other adult residents of the community and interested educators are welcome to our school. In order to protect the educational program of the schools from undue disturbance, the following guidelines and procedures have been established:

1. Persons wishing to visit one or more schools are to make arrangement in advance through the school office.
2. Every visitor in our school must register at the school office.
3. No visitor may see a student in school unless it is with the specific approval of the principal/assistant principal or program supervisor.
4. Students may not bring guests to school unless permission to do so has been granted in advance by the principal/assistant principal or program supervisor.
5. Parents/guardians, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child’s classroom are to confer, in advance, with the principal/assistant principal and the teacher and state the purpose of the visitation.

### **Withdrawal From School**

Any student who wishes to withdraw from school should contact the program coordinator or the building principal/assistant principal.

### **Student Evaluation**

#### **MEAP and MI-Access**

To measure student progress, students will be tested in accordance with State standards and CISD policy.

In accordance with the State Board of Education, the Michigan Education Assessment Program (MEAP) will be administered to 7<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grade students who have been enrolled in the CISD School for at least one full school year. MEAP tests are usually given during the winter for 7<sup>th</sup> and 8<sup>th</sup> grade students and during the spring for 11<sup>th</sup> grade students.

Michigan has developed additional assessments for students whose Individualized Educational Program (IEP) teams have determined that it is not appropriate for them to Take part in the MEAP or the MEAP with assessment accommodations. These students will participate in the MI-Access assessment program.

All students' test scores will be included with their school record in order for the receiving school to have access to students' academic status.

### **Student Rights and 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 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.

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

Adult students (age eighteen or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

### **Conduct and Discipline**

Behavior problems and misconduct are detrimental to the school operation, student success and school pride. To establish the best possible learning atmosphere for the student as well as to provide for the health, safety and welfare of all students and employees, the following categories of misconduct have been established. A student who engages in any form of misconduct may be subject to disciplinary action. These standards of conduct apply to all school students for all activities of the CISD. This list is not intended to be exhaustive and includes but is not limited to the following:

1. Alcohol possession or use
2. Arson
3. Assault/battery
4. Bomb threats
5. Conduct disruptive to orderly school operation
6. Criminal sexual conduct
7. Destruction/defacing school property
8. Disrespect to school personnel or students
9. Distribution or sale of unauthorized materials on school property
10. Drugs and/or look-alike illegal use or possession
11. Extortion, blackmail or coercion
12. Failure to identify self
13. False fire alarms
14. Fighting
15. Forgery
16. Gambling
17. Harassment (including sexual harassment)
18. Indecent behavior
19. Insubordination
20. Interference with school authorities in the pursuit of their duties
21. Loitering
22. Lying
23. Misuse of books, materials and equipment
24. Persistent disobedience and/or breaking of school rules
25. Pocket pager or other electronic communication devices
26. Profane, obscene, foul or abusive language/behavior
27. Robbery
28. Tardiness (persistent)
29. Theft

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

In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. In any disciplinary matter, the student's parent/guardian and caseworker will be notified as soon as possible by phone and/or letter by CISD/DKDC.

### **Alcoholic Beverages and/or Intoxicants**

The possession or use of alcoholic beverages and/or intoxicants shall be strictly prohibited in any school building, on school ground, any school-sponsored function, even if such function is held away from the school premises; the appearance of students in school or at school-sponsored functions who are to any degree under the influence of intoxicants is likewise strictly prohibited. Any student violating this regulation, regardless of age, is subject to disciplinary action.

### **Aiding or Abetting Violation of School Rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **Arson/Criminal Sexual Conduct**

Students who commit arson or criminal sexual conduct on school grounds, in district buildings, or at district or school-sponsored events, shall be permanently expelled, subject to possible reinstatement, from school and referred to criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency.

The parent/legal guardian, caseworker, and/or student shall also be notified of the referral.

### **Assault/Battery**

Students may not threaten or endanger the safety or physical well being of, nor may they attempt to execute physical harm to other students, school personnel, or any other individual on school property or at school-sponsored functions. Assault and battery will be dealt with firmly and immediately to eliminate the continuation of perceived or actual risk to the safety of students, guests, or school personnel. Students who commit a physical assault against a school employee, volunteer or contractor shall be permanently expelled from school, subject to possible reinstatement. Students who commit a physical assault against another student or commit a verbal assault against a school employee, volunteer or contractor, shall be suspended or expelled up to 180 school days. Students who violate this policy will be referred, when appropriate, to legal authorities and immediate exclusion from school, suspension or expulsion proceedings will be initiated.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Making a verbal threat or assault at school may also result in suspension or expulsion. A verbal threat or assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

### **Bomb Threats**

A student who makes a bomb threat or similar threat directed at a school building, school property or a school-related event shall be suspended or expelled. A bomb threat is defined as the act of communicating any kind of notice of a bomb threat (or any other destructive or disruptive threat) involving students, school personnel or school property.

### **Cheating**

Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. When cheating is detected, disciplinary action will occur.

### **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 that State law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this CISD 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.

### **Damaging Property**

Vandalism and disregard for school property will not be tolerated. Violations may result in suspension or expulsion. **Students also may be billed by CISD for any property damage they cause.**

### **Disobedience**

School staff is acting “in loco parentis”, which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience is subject to disciplinary action.

### **Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in disciplinary action.

### **Disruptive Conduct**

Conduct, which substantially interferes with educational process, is prohibited and will subject the student to appropriate disciplinary consequences.

### **Drugs and Unauthorized Substances**

The school has a “Drug-Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:

1. Alcohol or any alcoholic beverage, including “non-alcoholic malt beverages”;
2. Illicit drugs, including but not limited to, those drugs described as “controlled substance” under either state or federal law;
3. Any abuse-able glue, aerosol or other chemical substance, including but not limited to, petroleum distillates, lighter fluid and reproduction fluid for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicine, syrups, cold medicines, laxatives, stomach or digestive remedies, depressants or sleeping pills not taken or used in accordance with the district’s authorized use of medication procedures;
5. Steroids, human growth hormones or other performance enhancing drugs; and
6. Substances purported to be illegal, abusive or performance enhancing, including look-alike drugs.

Students who violate this policy will be subject to disciplinary action, up to and including expulsion and will be referred to appropriate law enforcement authorities. The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

It shall not be a violation of this policy for a student to possess a prescription or patient drug when taken pursuant to a legal prescription issued by a licensed physician and for which the student has been granted permission to possess and/or use in school has been granted pursuant to the school district's medication policy.

These standards of conduct apply to all students while on school property, while on school-sponsored transportation or at any school-sponsored activity or function regardless of location, date or time.

### **Electronic Communication Devices**

Students are prohibited from carrying pocket pagers, cellular phones, laser pointers, or other similar devices. Walkmans, Discmans, Game Boys and the like are also prohibited during class hours.

Office telephones are not to be used for personal calls. School personnel will as appropriate initiate all calls on behalf of a student.

### **Endangerment**

Endangerment is defined as intentionally creating a situation that can cause potential harm to another person. Students in violation are subject to exclusion from school and will be referred to appropriate authorities.

### **Explosives**

Any type of explosive material, including firecrackers and smoke bombs, is prohibited. This includes materials intended to look like explosives. Students in violation are subject to immediate disciplinary action and will be referred to the proper authorities.

### **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

### **Gambling**

Gambling includes casual betting, betting pools, organized-ports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule may result in disciplinary action.

### **False Fire Alarms**

Fire alarms are placed in the building for the safety and welfare of all students. With this in mind, fire alarms are to be used on an emergency basis only. Any student found setting off an alarm without proper reason will be subject to disciplinary actions.

### **False Notes or Calls**

Any false note or call related to excusing an absence or requesting release from the building or relating to a request for bus transfer will result in appropriate discipline.

### **Harassment/Bullying/Hazing**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents/guardians, guests, contractors, vendors and volunteers. It is the policy of the CISD to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes she/he has been or is the victim of harassment should immediately report the situation to the teacher, principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must, report any situation that they believe to be improper harassment of a student. Reports may be made of those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

#### **Harassment**

1. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the CISD/DKDC;
2. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of DKDC;

3. The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

### **Sexual Harassment**

Sexual harassment 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, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

### **Bullying**

Bullying is intimidation of others by acts such as, but not limited to, threatened or actual physical harm; unwelcome physical contact; threatening or taunting verbal, written or electronic communications; taking or extorting money or property; damaging or destroying property; blocking or impeding student movement.

### **Hazing**

Hazing is any type of initiation procedure for any school related activity which involves conduct such as, but not limited to, illegal activity such as drinking or drugs; physical punishment or infliction of pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

### **Confidentiality**

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

### **Insubordination**

Students are expected to follow the requests and instructions of the faculty and staff members at all times. Failure to do so will result in disciplinary action.

### **Leaving School Grounds**

Students only leave school grounds with school staff.

### **Off-Campus Events**

Students at school-sponsored, off-campus events shall be governed by the school district rules and regulations and are subject to the authority of the school officials in charge of

the event. Failure to obey the rules and regulations and/or failure to obey the lawful instruction of school officials may result in disciplinary action.

### **Profanity**

Any behavior or language which in the judgment of the staff or administration is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

### **Refusing to Accept Discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### **Search and Seizure (School Property Inspection)**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the CISD; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic, general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. In the course of a search conducted pursuant to this section, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy.

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

### **Student Concerns, Suggestions and Grievances**

If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the teacher or school team member.

### **Student Identification**

All persons must, upon request, correctly identify themselves to proper school authorities in the school building or school grounds or at school-sponsored events. Failure to comply will result in appropriate discipline.

### **Substance Abuse Self-Referral Program**

It is necessary that school authorities develop proactive as well as reactive measures to avoid the perpetuation of the substances abuse problem. Therefore, the student who is using drugs and refers himself to staff members for help will be dealt with in a separate procedure. It should be understood that criteria for determining the self-identified or self-referral are:

1. The student asks for help from a member of the professional staff.
2. The student is willing to discontinue the use of illicit drugs.
3. The student will be willing to work with an appropriate staff member or other agency in seeking a solution to the problem.

Procedure:

1. The student's parent/guardian may be contacted according to the State's statutes without the student's consent. The school social worker, however, should encourage the student to either allow the parent/guardian to be involved or the student would personally tell the parent/guardian of the problem.
2. The school social worker will notify the building principal/assistant principal that s/he is working with the student.
3. No contact with the police will be made.

### **Theft**

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the classroom teacher. The school is not responsible for personal property.

### **Tobacco**

The use or possession of tobacco by all persons, regardless of age, in a school building, on school grounds, in school-related transportation and during school-related activities is strictly prohibited. For purposes of this policy, use of tobacco shall include all uses of tobacco, including cigars, cigarettes, pipes, snuff or any other material or substance that contain tobacco.

### **Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal/assistant principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

### **Unauthorized Use of School or Private Property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

### **Weapons**

In order to provide a safe learning environment for all children, our schools must be weapon free. Possession of a dangerous weapon on school property or in a school vehicle or possession of an object on school property or in a school vehicle which is designed to or is likely to inflict bodily harm, including but not limited to air guns, explosive devices and martial arts paraphernalia is strictly prohibited. Michigan law requires the CISD Board to expel a student for a possession of a dangerous weapon on school property or in a school vehicle. A dangerous weapon is defined as a firearm, dagger, dirk stiletto, knife with a blade over three inches (3”) in length, a knife opened by a mechanical device (regardless of the blade length), iron bar or brass knuckles. Further possession of any object that is used to threaten, harm, harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

Because of the CISD/DKDC belief that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal/assistant principal. Failure to report such knowledge may subject the student to discipline.

If a student threatens himself or others with a weapon, it is the responsibility of all staff supervising the student to use their judgment to maximize the safety of all other youth and staff. Students will be moved to a safe distance away. Staff will seek help from other staff while monitoring the situation. Program administrators will be notified. Staff will call law enforcement with administrative approval if the weapon represents an immediate and serious threat to self and others.

## **Student Services**

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the clinic. The nursing clinic will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Homebound Instruction**

The CISD shall arrange for the individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction.

Applications must be approved by the CISD. The CISD will provide homebound instruction only for those confinements expected to last at least five days. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent/guardian, student or other caregiver. A physician must certify the nature and existence of a medical condition, state the probable duration of the confinement, request such instruction, present evidence of the student's ability to participate in an educational program.

### **Medication**

1. No medication either prescription or over-the counter will be administered without proper authorization from the child's physician and parent/guardian.
2. All medication, prescription or over-the-counter, will be dispensed by approved school personnel.
3. The school nurse is the only designated staff person who can delegate the administration of medication.
4. The Medication Authorization Form must be completed per guidelines listed in the medical section of this handbook before the student will be allowed to begin taking any medication during school hours.
5. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A 2- to 4-week supply of the medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
6. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
7. A log for each prescribed medication shall be maintained in the school clinic which will note the personnel giving the medication, the date, the time of day. This log will be maintained along with the physician's written request and the parent's written release in the school clinic.
8. Students, with appropriate written permission from a physician and parent/guardian, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.
9. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school nurse and updated annually.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without the required written prescription by a physician and written release by the parent/guardian.

### **Student Fees, Fines and Supplies**

The school charges specific fees for non-curricular activities. 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 CISD will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Fees may be waived in situations where there is financial hardship.

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.

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 and credits.

### **Transportation**

Transportation is provided by each student's local school district. It is the parent/guardian's responsibility to notify their districts transportation department if their child will not need transportation on a given day. Also, a call is necessary to restore service following an absence of two or more days. Refer to section, Student Rights and Responsibilities, of this handbook for more information.

Students may need to be transported by a school bus/van for school related activities. In these events basic bus rules will be followed.

Proper student conduct is a key factor in the safe operation of the transportation program. Appropriate student behavior while riding a school vehicle is expected at all times. Therefore, it is of utmost importance all school personnel and parents/guardians work together cooperatively to achieve this goal.

The school bus/van driver is in charge when it is in operation and will expect proper student conduct. Proper conduct is expected to permit the driver to maintain composure for safe transport. A rowdy, noisy and destructive student will not be tolerated. Students that fail to comply may be subject to disciplinary action.

## **Student Records/FERPA Rights**

### **Student Records**

The CISD 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. 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, they shall be shredded by an employee who has authorization to access such records.

The Board designates as student “directory information” a student’s name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Directory information can be provided upon request to any individual other than a for-profit organization even without the written consent of a parent/guardian. Parents/guardians 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 CISD website.

### **Protection of Pupil Rights**

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 CISD is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians 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 parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to DKDC Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians and adult students have the right to amend a student records when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian 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 that the CISD 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 CISD' curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or his/her parents/guardians;
2. Mental or psychological problems of the student or his/her family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
8. 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 PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians 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/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal/assistant principal.

The Superintendent will provide notice directly to parents/guardians of students enrolled in the CISD 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 parents/guardians of students in the CISD 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:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that

- information for otherwise providing that information to others for that purpose;  
and
2. The administration of any survey by a third party that contains one or more of the items described in 1 through 8 above.

For further information regarding civil rights, you may contact CISD's Civil Rights Compliance Officer; Mary Ellen Currie, Assistant Superintendent – Human Resources; at (269) 789-2400.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint or contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **Notification of ADA Compliance**

The CISD does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. The CISD does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to ADA Coordinators: Ann Walton for Students, Mary Ellen Currie for staff, and Tom Bean for facilities at CISD, 17111 G Drive North, Marshall, Michigan 49068.

Individuals who need auxiliary aids for effective communication in programs and services at the CISD are invited to make their needs and preferences known to the ADA Coordinator.

## **Notice Regarding Application of Pesticides**

This communication is to advise you that the CISD is in compliance with PA 24 Act 451 of 2004, which requires schools to notify parents/guardians of children that they have a right to be informed prior to applications of pesticides.

The CISD contracts with Terminex and Rose for pest control. The Terminex Company and Rose have been reputable firms serving commercial, industrial and institutional facilities for many years.

In our buildings, the Rose Company administers an Integrated Pest Management Program, which includes mechanical, biological, harborage reduction, and environmental controls with pesticide applications used only when necessary. Further, the Integrated Pest Management Program requires an aerosol or liquid pesticide not be applied in classrooms or other areas students occupy within four hours of students' presence.

Terminex Company provides yearly inspection for termites.

Notice of application of pesticides will be posted at the school entrances and at the front office window at least forty-eight (48) hours before the application.

If you require further information or notification pertaining to pesticide prior to the application, please contact Pat Oldham, School Administrator, at (269) 964-9426.

### **Preparedness for Toxic and 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 the CISD'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.

### **AHERA Notification**

This notice is to inform you that the CISD has contracted for an asbestos inspection and management plan as required by the Asbestos Hazard Emergency Response Act (AHERA). The management plan has been completed and approved by the Asbestos Program of the Michigan Department of Public Health. This plan details the response actions that the CISD will be taking regarding asbestos-containing materials found in our building.

This plan is available for inspection at our offices, without cost or restriction during normal business hours. If you desire a personal copy, please notify the CISD and it will be supplied to you within five working days.

Our administrative office is located at:

17111 G Drive North  
Marshall, MI 49068  
(269) 781-5141

## **Computer Technology and Networks**

Before any student may take advantage of the school's computer network and internet, s/he and his/her parents/guardians must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the CISD's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent/guardian agreement follows.



- D. The CISD's technology resources and the CISD's Internet and wide area network connections are intended for exclusive use by registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems arising from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account shall result in suspension of the account privileges and/or other disciplinary action determined by the CISD. Misuse, includes, but is not limited to:
1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  2. Misrepresenting other users on the local Network or Internet.
  3. Disrupting the operation of the local Network or Internet through, but not limited to tampering with computer operating systems, "hacking" into CISD programs, and violating the integrity of CISD servers.
  4. Malicious uses of the local Network or Internet through hate mail, harassment (to persistently annoy), profanity (and other offensive profane language), vulgar statements, or discriminatory remarks.
  5. Interfering with local Network or Internet use by others.
  6. Accessing educationally inappropriate Internet materials
  7. Illegal installation of licenses or copyrighted software.
  8. Unauthorized down-sizing, copying, or use of licenses or copyrighted software.
  9. Plagiarizing: Unauthorized copying (printing, saving, or copying and pasting) of copyrighted material (most of the Internet is copyrighted)
  10. Posting personally identifiable information about self or peers using and on school related web sites
  11. Allowing anyone to use an account other than the account holder.
  12. Commercial-for-profit activities, advertising and political lobbying
- F. The use of the CISD's technology resources and the CISD's Internet and wide area network connections are for the purpose of:
1. Support of the academic program
  2. Telecommunications
  3. General information
- G. The CISD's technology resources and the CISD's Internet and wide area network connections do not warrant that the functions of the system will meet any specific requirement the user may have, or that they will be error free or uninterrupted; nor shall the CISD and/or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. When utilizing the CISD technology resources, Students may use only CISD authorized email.

1. Accessing any other email account while using CISD technology resources is a violation of this Acceptable Usage Policy and may result in the termination of access to email, Internet, and/or other CISD technology.
  2. The email system and all its components are owned by the school CISD. There is no expectation of privacy in email communications. The CISD reserves the right to monitor email correspondence and its content, especially if an Acceptable Usage Policy violation is suspected. Any violation of this Acceptable Usage Policy will subject the user to discipline up to and including discharge, but including the termination of access to email, Internet, and/or other CISD technology.
  3. Use of third party email such as Yahoo! and Hotmail is strictly forbidden on CISD technology resources.
  4. Examples of appropriate email use are:
    - Communication with teachers
    - Communication with parents
    - Communication with students to support approved projects by the principal
    - Communication with outside parties as approved by the principal (such as foreign exchange students, key pals, etc.)
  5. Examples of inappropriate email use are:
    - Communication with anyone that includes harassment (to persistently annoy), profanity (and other offensive profane language), vulgar statements, threats of physical harm, threats of harm to property, or discriminatory remarks.
    - Disclosing personal information, location, and identity with anyone you do not know
    - Use of an email account other than the school CISD account
    - Accessing non-educational chat rooms and list-servs
- I. The CISD and/or the Internet provider shall periodically determine whether specific uses of the CISD's technology resources and the CISD's Internet and wide area network connections are consistent with the acceptable-use practice. The CISD and/or its Internet provider reserve the right to log Internet use and to monitor mail space utilization by users.
- J. The Student may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the CISD Director of Technology or his/her designee. Without first obtaining such permission, the Student shall be liable to pay the cost of any file, shareware, or software transferred, whether intention or accidental.
- K. The Student may only log on and use the CISD's technology resources and the CISD's Internet and wide area connections under the immediate supervision of a staff member and only with the student's authorized account number.
- L. The CISD reserves the right to log computer use and to monitor fileserver space utilization by users. The CISD reserves the right to remove a user account on the

CISD's network and/or from the CISD's Internet and wide area connections to prevent further unauthorized activity.

- M. The Student is responsible for the proper use of the equipment and shall be held accountable for any damage to or replacement of equipment caused by abusive use.

In consideration for the privileges of using the CISD's technology resources and/or the CISD's Internet and wide area connections, and in consideration for having access to the information contained therein, I release the CISD, its Board of Education, individual Board members, administrative employees and agents, the Internet provider and their operators from any and all claims of any nature arising from my use, or inability to use these tools. I agree to abide by these rules and regulations of system use and by those that may be added from time-to-time by the CISD and its Internet provider. All additional rules shall be available in hardcopy in the Principal's office.

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Student Signature

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Date

As the student's parent or legal guardian, I acknowledge that I have read the School CISD's policy or policies and administrative regulations pertaining to the Internet and technology systems. In consideration for the privilege of my child using CISD technology resources and the CISD's Internet and wide area connections, I hereby release the CISD, its Board of Education, individual Board of Education members, its administrative employees and agents from any and all claims, causes of action and damages of any nature arising from my child's use of, or inability to use, CISD technology resources and the CISDs' Internet and wide area connections including, without limitation, the types of damages identified now, or in the future, in the CISDs' applicable policies and regulations. I further agree to indemnify the CISD, its Board of Education, individual Board members and administrative employees and agents for any fees, expenses or damages incurred as a result of my student's use, or misuse, of the CISDs' technology resources and the CISD's Internet and wide area connections and to pay or reimburse the CISD for any such fees, expenses or damages. I understand and agree that my student will not be able to sue CISD technology resources and the CISD's Internet and wide area connections until this Agreement has been signed by both my student and me.

I hereby \_\_\_\_\_ Give \_\_\_\_\_ Expressly withhold (Parent/Guardian Check one) permission for my child's photo, or any personal or directory information to be published on CISD Web pages or the Internet.

I \_\_\_\_\_ Do \_\_\_\_\_ Do Not (Parent/Guardian Check one) give permission for my child's photo and name to be published on CISD Web pages or on the Internet as part of a "team" or other large group photo.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Account Name

\_\_\_\_\_  
Password

*Revised: August 17, 2001*

***cc: parent/guardian, student file***

## Acknowledgment Form

### Receipt of CISD's Doris Klaussen Developmental Center Student School Handbook

I have received a copy of the Calhoun Intermediate School District/Doris Klaussen Developmental Center Program Student Handbook. I understand that this Handbook is designed to acquaint me with the current policies and procedures of the Calhoun Intermediate School District and DKDC which govern my student's education, and I understand that Calhoun Intermediate School District / DKDC reserves the right to interpret, modify or eliminate any of these policies and procedures at any time. I also understand that this Handbook is not a contract or an offer to contract between Calhoun Intermediate School District or DKDC and any student.

I understand that this Handbook is Calhoun Intermediate School District Property. As a recipient of it, I understand that I am responsible for knowing its contents and updates, for safeguarding it, and for returning it to the DKDC office upon transition into local school district or relation out of Calhoun County.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (designee)

\_\_\_\_\_  
Date

Please review, sign as indicated and return to the DKDC administrator/designee for documentation and file. Thank you.

ls/Revised: 7/31/08





