



Capac Strong.
Learn. Dream. Grow.

STUDENT/PARENT HANDBOOK

School Colors:
Maize and Blue



School Song

Capac High, Capac High,
Watch the Blue and Gold go by,
For we're out for a great victory
Hold that line - watch that score, run it up for we'll get more,
For we're out for a great victory!!
For its Hi-Hi-Ho, the more the merry'o,
Shout for your warriors brave and strong
Rah Rah
For we'll win this game
'cause we have the name
Of the team that goes rolling along,
Keep it rolling.
Of the team that goes rolling along
Keep it rolling
GO CHIEFS

STUDENT/PARENT HANDBOOK
for the
CAPAC COMMUNITY SCHOOL DISTRICT

Welcome to the Capac Community School District.

All the members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Elementary School (810) 395-3636

Rachel Ward, Principal
Holly Lentine, Counselor
Donna Termini, School Psychologist
Christine Knoblock, Building Manager
Carolyn Rodriguez, Attendance Clerk

Jr.-Sr. High School & CVEP (810) 395-3800

Nicole A. Kirby, Principal
Ryan Murphy, Assistant Principal/Athletic Director
Liz Makedonsky, Counselor
Julie Baranowski - School Success Worker
Caitlynn Upton - College Advisor
Shawn Muter, Building Manager
Coreena Malburg, Secretary/Attendance Clerk
Sue Almany - Secretary/Clerk
Elizabeth O'Neil, Clerk

Superintendent/Business Offices (810) 395-3700

Jennifer Daws, Business Manager
Britt Urh Moore, Admin. Ass' t. to the Superintendent
Lori Penzien, Accounts Payable
Belinda Wagner, Accounts Receivable
Jeff Terpenning, Superintendent

Adopted by the Board of Education on July 18th, 2019.

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NOTE:	<p>This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was adopted in July 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website at: https://www.capacschools.us/ and click on the "District" tab, then scroll down to the "Board of Education" page and then click on "NEOLA School Board Policies" and finding the specific policy or administrative guidelines in the Table of Contents for that section.</p>
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FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 16, 2018. If any of the policies or administrative guidelines referenced herein are revised after August 16, 2018 the language in the most current policy or administrative guideline prevails.

MISSION STATEMENT

**Capac Strong.
Learn. Dream. Grow.**

VISION STATEMENT

**To be recognized as a community that
values education, positive character traits,
and lifelong learning.**

BELIEF STATEMENTS

- **Every Student is important**
- **Education is a community endeavor**
- **Education is the foundation of success**
- **We are responsible for providing a safe nurturing environment**

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Jeff Terpenning
Superintendent
Capac Community Schools
541 N Glassford St., Capac, MI 48014
810-395-3710 jterpenning@capacschools.us

Nicole A. Kirby
Principal
Capac Jr.-Sr. High School
541 N Glassford St., Capac, MI 48014
810-395-3800 nkirby@capacschools.us

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

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;^{1,2}

3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{1,2}
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. ²

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; ^{1,2}
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; ^{1,2}
5. providing information and involving families in monitoring student progress; ²
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; ^{1,2}
7. preparing families to be involved in meaningful discussions and meetings with school staff. ^{1,2}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; ²
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. ²

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; ^{1,2}
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. ¹

E. Involving Families in Decision Making and Advocacy

1. involving families as partners in the process of school review and continuous improvement planning;²
2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.^{1,2}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;^{1,2}
2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.^{1,2}

Implementation

The Superintendent will provide a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

1. Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

2. Indicates Title I Section 1118 parental involvement requirements

SCHOOL DAY

All buildings at Capac Community Schools attend for the same amount of instructional time per day.

- *Full days of instruction begin at 8:00 a.m. and dismiss at 2:57 p.m.*
- *All partial days (half days) of instruction begin at 8:00 a.m. and dismiss at 11:30 a.m.*

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 counseling office. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

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 or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

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 office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Homebound Instruction

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administration. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, 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 instructions; present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

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

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

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

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

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

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

SCHEDULING AND ASSIGNMENT

Elementary level

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

Secondary level

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

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Capac Community Schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact office clerical staff for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

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

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 in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. (Forms are available online along with the dispensing daily log.)
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of 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.
- E. 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.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non Prescribed (Over-the-Counter) Medications

Elementary (Grades K to 6)

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student unless a physician's prescription or order is on file.

Secondary (Grades 7 to 12)

Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

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 a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have 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.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), 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 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.

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Services department at (810) 395-3741 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building office staff to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

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

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

Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if member of an athletic team which requires disclosure to participate; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers

for inclusion in school or PTO directories; school photographs or videos of students participating in school activities, events or programs.

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

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 School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and enrolled in 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 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 your building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent 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 District has violated FERPA.

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
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**; **and PPRA@ED.Gov**.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and 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 or legal guardian of a student submits a signed, written request (Form 8330 F13) 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 access to the student's directory information. The Board shall ensure that students and parents and 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 to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

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

MICHIGAN "CHILD PROTECTION LAW"

This law states that school administrators, counselors, teachers, and staff are mandatory reporters and are required by law to report suspected child abuse and neglect as per Michigan Law (ACT NO. 238, Public Acts of 1975, as amended, being Sections 722.621 — 722.638, Michigan Compiled Laws) to Children's Protective Services (CPS). Child abuse means harm through non-accidental physical injury or mental injury, sexual abuse, or maltreatment. Child neglect means harm or threatened harm, which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care. Verbal reports of suspected abuse or neglect must be made immediately by the person(s) suspecting the abuse.

STUDENT FEES, FINES, AND SUPPLIES

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

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or 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. (See Policy 6152)

- 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.

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.

- Students involved in the fund-raiser must not interfere with students participating in other

activities when soliciting funds.

- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's adviser.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

All appropriate forms must be filled out in their entirety and all signatures must be acquired prior to any fundraiser commencing.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

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

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the building office or the Food Service Director.

Charging of meals is not allowed. Parents should keep each child's lunch account up-to-date. A weekly or monthly check written out to the child's school is suggested as a good way to maintain the account. If a student desires to eat a school provided meal but does not have cash,

or money in his/her account, the student may be served an alternate meal. Information about lunch assistance programs are available in each school office and on the district's website. <https://www.capacschools.us/> and click on "Departments" and then "Food Services."

FIRE, LOCK DOWN AND TORNADO DRILLS

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. The alarm signal for fire drills consists of an alarm bell and flashing emergency lights.

Tornado drills will be conducted during the tornado season using the procedures provided by the State and in accordance with State Law. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a Public Address (PA) announcement.

Lock down drills will also be conducted in accordance with district procedures and State Law. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a Public Address (PA) announcement.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening is delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WXYZ-TV (Channel 7), WDIV-TV (Channel 4), WJBK-TV (Channel 2), WWJ-radio (950), WJR-radio (760), and WPHM-radio (1380).

The District will also use other forms of electronic communications.

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

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 School District'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.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior permission from the Principal.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the librarian (or person in charge of the library) within the two week check out period.

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.

LOST AND FOUND

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

STUDENT SALES

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

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD's)

Administrative guidelines regarding cell phones:

- A. Students are prohibited from using cell phones or other electronic communication devices (ECD) or having them “On” during instructional time. “Using” refers to, not only the making and/or receiving of calls, but also using the cell phone or ECD for any other purpose without permission.
- B. Students are not permitted to wear their cell phones or ECD clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cell phones or ECDs in a backpack, purse, or inside a pocket of slacks, jeans, jackets, etc.
- C. Cell phones or ECDs may not be “On” or otherwise used in the school locker rooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture, video, or any other recording features available with some models of cell phones.
- D. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.
- E. The District is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECDs as well as other student property. Students and parents are strongly encouraged to ensure that, if students have cell phones or ECDs in their possession, they should not leave them unattended or unsecured. They are a popular theft item.

Using a cell phone or other ECD in an unauthorized manner or in violation of the policy may result in disciplinary action, which may include confiscation of the cellular telephone or ECD, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences, as appropriate

- 1 st offense – phone confiscated with student to pick it up in the office after school.
- 2 nd offense – phone confiscated with parent picking up phone in office after school.
Continued phone abuse may result in further disciplinary action.
Please refer to item #25 of the Student Discipline Code.

SECTION II - ACADEMICS

COURSE OFFERINGS

<http://www.capacschools.us/schools/highschool/academics/ourschool/>

ACADEMIC HONESTY

The Board of Education recognizes its responsibility to assure that all students are given the opportunity to develop scholastically in an environment that encourages honor and honesty. The Board believes that any student who participates in academic dishonesty should be disciplined quickly and appropriately. It is important that each student understands the gravity of academic dishonesty at an early age and that the importance of honesty in scholastics, as in all undertakings, be reiterated at each grade level, kindergarten through twelfth, each year.

GRADES

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

The school uses the following grading system:

A = Excellent Achievement
C = Satisfactory Achievement
E = Failure

B = Good Achievement
D = Minimum-Acceptable Achievement
I = Incomplete

P = Progressing, Acceptable Achievement
1 = Meeting GLE (Grade Level Equivalent)
2 = Approaching GLE
3 = Area of Concern
X = Not assessed

Grading Scale

	A = 100 – 93%	A - = 92 – 90%
B+ = 89 – 87%	B = 86 - 83%	B - = 82 – 80%
C+ = 79 – 77%	C = 76 – 73%	C - = 72 – 70%
D+ = 69 – 67%	D = 66 – 63%	D - = 62 – 60%
	E = 59% and below	

Advanced placement courses are given the following additional weight: High School students will be given an additional .5 GPA for each semester of Advanced Placement (AP) classes in which they are enrolled during the school year **and pass the AP test with a 3 or higher.**

Grade Point Average

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

Grading Periods

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

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

PROMOTION, PLACEMENT, AND RETENTION

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following number of earned credits designate the grade in which the student will be registered:

Freshman = 0 to 5 Credits

Junior = 12 to 17 Credits

Sophomore = 6 to 11 Credits

Senior = 18 or more Credits

GRADUATION REQUIREMENTS

GRADUATION POLICIES

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parents and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- A. traditional coursework;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related coursework in which content standards are embedded;
- D. non-traditional coursework;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;
- H. advanced placement courses;
- I. international baccalaureate or other "early college" programs; or
- J. on-line class.

Students shall successfully complete an on-line course or learning experience OR shall have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

The Board shall grant credit to any high school student who is not enrolled in the course, but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving C+ or better on the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.

Credit earned through mastery without enrollment in the course shall be based on a "pass" grade and shall not be included in the computation of grade point average for any purpose. Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the graduation ceremony, however, when personal conduct so warrants. Students must attend school for sixteen quarters unless an exception is granted by the high school principal for early college placement or for a homebound condition.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

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

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

High School

College entrance testing information can be obtained from the Guidance Office.

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at www.capacschools.us/district/boardofeducation or in the Board of Education office (Central Office).

Specific course requirements are:

English	4 credits	
Physical Ed and Health	1 credit	
Mathematics	4 credits,	includes Algebra I & II, Geometry, and a Math course in senior year
Science	3 credits,	includes Biology, Chemistry or Physics and alternative Science
Social Studies	3 credits,	includes World History, U.S. History, Civics, and Economics
Visual, Performing, and Applied Arts (VPAA)	1 credit	
Online Learning Experience	0 credit	
Language (other than English)	2 credits	(2 nd year maybe waived with the addition of VPAA or enrollment in Career and Technical Education Program (CTE))
Electives	4 credits	
Total	22 credits	

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested students should contact the counseling office to obtain the necessary information.

ON-LINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

1. On-Line Learning - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. Blended Learning - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part

through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District shall offer a program for students in Grades 6-12.

The District may offer full time or part-time program for grade 9-12 students enrolled in dropout prevention, academic intervention, and core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

1. Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:
 - A. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.
 - B. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
2. Only students enrolled in grades 6 to 12 are eligible to enroll in an On-Line Learning Course. Students in grades K-5 are only eligible to participate in Blended Learning Courses.

D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:
Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to two (2) on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18).
3. The District will provide two (2) or fewer courses per semester in Grades K-5 and one (1) or more courses per semester in Grades 6-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-0-B shall be followed and seat time waivers obtained.
4. An eligible student may enroll in an online course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of online courses maintained by the Michigan virtual university.
5. The District may deny a student enrollment in an online course if any of the following apply, as determined by the District:
 - a. The student has previously gained the credits provided from the completion of the online course.
 - b. The on-line course is not capable of generating academic credit.

- c. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
 - d. The student does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.
 - e. The on-line course is of insufficient quality or rigor. If the District denies a student enrollment, for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
 - f. If a student is denied enrollment in an online course by the District, the student may appeal the denial by submitting a letter to the Superintendent. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.
 - The Superintendent shall respond to the appeal within five (5) school days after it is received. If the Superintendent determines that the denial of enrollment does not meet one (1) or more of the reasons specified in subsection 4(E)j.-vi., the District shall allow the student to enroll in the online course.
6. An online learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
 7. If a student successfully completes an online course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the online course syllabus.
 8. The enrollment of a student in one (1) or more on-line courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

E. Nonresident Applicants

1. The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for the refusal to enroll an applicant.
2. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the online course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the online course, the District shall use a random draw system.

F. Requirements Specific to On-Line Learning Courses.

To offer an online course, the District must:

1. Provide the Michigan virtual university with the course syllabus in a form and method prescribed by the Michigan virtual university for inclusion in a statewide online course catalog.

2. Provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, as described in section 8, and a link to the statewide catalog of online courses maintained by the Michigan virtual university.
3. Offer the online course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

G. On-line Course Syllabus

The District must publish an on-line course syllabus for each on-line course offered. The online course syllabus must include:

1. State academic standards addressed in an online course.
2. Online course content outline.
3. Online course required assessments.
4. On-line course prerequisites.
5. Expectations for actual teacher contact time with the on-line learning student and other student-to-teacher communications.
6. Academic support is available to the on-line learning student.
7. On-line course learning outcomes and objectives.
8. Name of the institution or organization providing the on-line instructor.
9. Number of eligible nonresident students that will be accepted by the District in the on-line Course.
10. Results of the online course quality review using the guidelines and model review process published by the Michigan virtual university.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the counselor(s) and administration.

Honor Roll(s)

Capac Junior-Senior High School acknowledges students for their academic success in each marking period semester by posting our honor roll of students achieving a GPA of 3.0 and above. There is an Academic Wall of Fame in our activity/cafeteria area for the honor roll lists, as well as our current TOP TEN HONOR STUDENTS in the senior (graduating) class.

Valedictorian/Salutatorian/Honors

The senior achieving the highest academic record will be designated Valedictorian. If more than one senior has a G.P.A. of 4.0, all will be co-valedictorians. The senior achieving the second highest academic record will be designated Salutatorian (if there is more than one valedictorian there will be no salutatorian). In addition, all students achieving a cumulative G.P.A. of 3.5 or higher (on a 4.0 scale) shall be designated Honor Students. These designations shall be based on fifteen (15) quarters of high school.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

HOMEWORK

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

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

COMPUTER TECHNOLOGY AND NETWORKS

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

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the SAT for high school juniors.

This means that all 11th graders will take this state assessment test in April of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT, WorkKeys tests in mathematics and reading, plus the M-STEP in the areas of science and social studies.

MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Keys and M-STEP tests will be administered on a later day. .

Parents and students should watch school newsletters and the local press for announced testing times.

Freshman and 8th graders will take the PSAT 8/9 in preparation for the SAT assessment.

Sophomores will take the PSAT 10. A preparatory assessment primarily used to help students prepare for the SAT taken during the sophomore year.

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

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

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

SECTION III - STUDENT ACTIVITIES

Capac Community Schools provides students the opportunity to broaden their learning through extra-curricular related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

- all students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements consistent with current athletic eligibility.
- a student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

No non-district-sponsored organization may use the name of the school or school mascot without written permission from Capac Community Schools.

SCHOOL SPONSORED CLUBS AND ORGANIZATIONS

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: The National Honor Society, Student Council, FFA, Spanish Club, French Club, Robotics, Quiz Bowl, Mock Trial, TED-Ed Club. This may not be an exhaustive list of activities. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

ATHLETICS

SPECTATOR SPORTSMANSHIP AT ATHLETIC EVENTS

The student body is an essential part of the District's excellent athletic body. Therefore, good sportsmanship should be our top goal. Towards that end, we shall all support the following guidelines for good sportsmanship:

- cheers at games should be positive and encouraging
- cheers which make use of vulgar language or gestures are inappropriate
- fan behavior which baits and degrades other teams, individual players, coaches or school will not be allowed
- officials in games have difficult decisions to make and must be treated with respect, regardless of the decisions made
- School's good reputation for sportsmanlike behavior earns the community a great deal of respect and is a school tradition.

Capac Community Schools provides a variety of athletic activities in which students may participate provided they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Director, at (810) 395-3802.

The following is a list of activities currently being offered:

Fall Sports	Winter Sports	Spring Sports
Girls Volleyball	Girls Basketball	Girls Soccer
Girls/Boys Cross Country	Boys Basketball	Girls Softball
Football	Wrestling	Boys Golf
Girls Golf	Cheerleading	Girls/Boys Track
Cheerleading	Girls/Boys Bowling	
Boys Soccer		

We strongly recommend that all athletes be covered with some type of accident insurance. See your coach or athletic director for details.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

Athletic Eligibility

In an effort to improve our athletic disciplinary procedures the Board has approved the following disciplinary procedures.

The emphasis for athletic suspension is hinged on the following: usage and/or possession of drugs, alcohol, or tobacco at any time during their JH or HS career, along with conviction of a felony. These behaviors would lead to an automatic athletic suspension with specific time limits set for their suspension(s). These offenses would put an athlete on Athletic Probation for one (1) year. Each of these 4 violations would have discipline directed separately yet concurrently and would become more severe as the athlete commits the same mistake more than once.

All students enrolled full time are eligible for athletic teams at Capac Junior-Senior High School.

All current rules pertaining to the general student population will continue to be enforced with athletes suffering the same consequences that pertain to all students at Capac Community Schools. Multiple offenses of the same violation will have the discipline that is described for that offense. Disciplines do not keep adding on to each other but would be served for the latest instance or for the offense with the longest lasting suspension.

Students are required to have passed the required hours in regards to the MHSAA and Capac Junior-Senior High School requirements.

Although the MHSAA allows not more than two "E"s per semester per our grading scale, Capac Junior-Senior High School has the following academic eligibility requirements:

- Capac Junior-Senior High School students will follow a no "E" policy for athletic eligibility. A student must pass all classes at all times to remain eligible to participate in interscholastic athletics. Grades will be checked weekly every Monday to determine eligibility.
- All student athletes are required to be in attendance for six (6) out of six (6) hours or 100% of their scheduled school day in order to practice or participate in an event on the day of or the Friday before a weekend event. Absences due to extenuating circumstances must be excused by the athletic director in order to participate after an absence. (IE: funeral, doctor or medical appointment, etc.)
- Students who record one (1) E will be placed on a seven (7) day warning list and may practice but not participate in any contest or event. If at the following grade check the E remains, the student will become ineligible. The student will then follow the weekly grade check policy. A student with multiple E's will not be granted a warning grace period and will remain ineligible until they are passing all classes at the weekly grade check. (Monday to Sunday).
- To regain eligibility, the student must be passing the failed class(es) at Thursday grade checks. If the student is still not passing on Thursday grade checks, they will remain on the ineligible list and be checked again the following Monday. Monday grade checks will be due at the end of the school day and will be reinstated.

Any student that has participated in the first contest or event of a season will not be allowed to participate on another team during that same season without the permission of all coaches involved.

If a student is removed from a team for reasons not stated in the Athletic Handbook, he/she shall not represent Capac High School in other athletic contest(s) or event during that season without the permission of the coach(es) involved or consideration by the athletic director and principal.

MISSION STATEMENT

The mission of the Capac Community Schools Athletic Program is to provide student-athletes the privilege of participation in an interscholastic athletic program. The ultimate goal is the pursuit of excellence within the framework of sporting behavior and positive ethics and values.

FORWARD

The purpose of this handbook is to inform our student-athletes and their parents of the rules and regulations of the Capac Community Schools Athletic Program. The rules set forth in this document are intended to enhance the quality experiences available through educational athletics by providing a program based on appropriate discipline and positive values.

Being a Capac High School or Middle School Student-Athlete carries with it a tremendous responsibility. Participants are expected to represent their school and community with pride and dignity. Conduct at school, practices and games affects the image people have of our school and community. A student who participates in our athletic program is making a voluntary choice of self-discipline and dedication. This necessitates a strong emphasis on good training habits.

The training regulations outlined in this handbook are established with students' wellbeing and fitness in mind. Striving for excellence requires our athletes to work to be their best. It must be understood that students follow the rules set forth by the Board of Education, Athletic Department and the Michigan High School Athletic Association to enjoy the privilege of participating in athletics. Setting goals and making a personal commitment to achieve those goals is an important first step toward achieving excellence.

PHILOSOPHY

Interscholastic athletics is an integral part of the comprehensive school experience. The purpose of athletics is to foster optimum growth - physical, mental, social and moral of each participant. However, participation is a privilege, not a right. Emphasis will be on teaching "through athletics" in addition to teaching the skills "of athletics." Athletes are students first, and their experiences in athletics are a vital part of the total education available through the Capac Community Schools. The Athletic Program shall exist for the value which it has for students and not for the benefit of the sponsoring institution. Parents and student-athletes must fully understand and appreciate the risk of serious injury associated with participation in an interscholastic athletic program. Athletic activities can be hazardous, and taking part in such activities is a calculated risk on the part of the athlete and the parents. Reducing injuries is a priority for our coaching staff, trainer and administration, but the possible dangers must not be overlooked.

INSURANCE

Capac Community Schools ***does not*** provide medical insurance for individual student athletes. Supplemental insurance may be purchased by families. Information is available in the high school and middle school office, the athletic office, or from the coaches. The school district does not assume financial responsibility for medical, hospital or ambulance expenses incurred because of athletic injuries.

CODE OF CONDUCT

The CODE OF CONDUCT is the set of major rules commonly referred to as "Training Rules." They are primarily for the health and safety of our student-athletes. These rules are listed below, they have specific penalties and are referred to the Athletic Director or building Principal for enforcement.

1. Athletes shall not possess or consume alcoholic beverages.
2. Athletes shall not possess or use tobacco in any form, including electronic cigarettes.
3. Athletes shall not possess, use, or consume any illegal substance/drug. This rule also prohibits the improper or unauthorized use of a legal drug, or possession of "drug paraphernalia."
4. Athletes shall not remain at a location where drugs or alcohol are being used or consumed illegally.
5. Conduct unbecoming an athlete, depending on severity, may be a violation of the Athletic Code. Student-athletes are expected to behave in a manner that presents a positive image and does not detract from or bring embarrassment to the student athlete, coach, school or community.

The Code of Conduct will be enforced for all student-athletes 24 hours a day, 365 days a year, whether the violation occurs on or off school grounds. A student-athlete is defined as any middle school or high school student who has begun participation on a school sponsored athletic team. That student is considered a student-athlete for the remainder of his/her middle school or high school career, or until he/she has gone one full calendar year without participation on a school sponsored athletic team. When a student-athlete who is not presently participating on a team commits a violation, the penalty shall be enforced during his/her next season of participation. The student athlete must complete the season in which the penalty is served, or it will continue into the next season in which he/she participates, to be served in its entirety.

INVESTIGATION PROCEDURES

The Athletic Director and/or building Principal shall investigate all alleged violations. The Athletic Director and/or building Principal will meet with the offending student-athlete as soon as possible and shall make the following determinations:

1. Has the student committed the alleged offense?
2. Is the offense a Code of Conduct violation?

If the answer to both questions is determined to be "yes," then the following procedure shall be followed:

1. Inform the student-athlete of the appropriate penalty as prescribed under "PENALTIES FOR VIOLATIONS." Explain the "APPEALS PROCESS" to the student-athlete.
2. Inform the parents or guardians of the violation and prescribed penalty, and explain the "APPEALS PROCESS."
3. Inform the current coach and/or other coach(es) to be affected by the suspension.
4. Enter a copy of the incident report and prescribed penalty into the student's discipline file. This procedure is for the purpose of tracking the number of violations a student-athlete incurs only. It is not shared with anyone outside the Capac School Community, and is destroyed when the student graduates from high school.
5. If the offending student-athlete participates in two sports concurrently under the "DUAL PARTICIPATION" provision outlined in this Handbook, during the time he/she is serving the penalty, he/she shall serve the penalty in both sports.

PENALTIES FOR VIOLATIONS

Sport	Points/Dates of Competition	Sport	Points/Dates of Competition
Varsity Baseball	3	Varsity Softball	3
JV Baseball	3	JV Softball	3
Basketball	4		
Competitive Cheer	5	Track	7
Cross Country	7	Varsity Volleyball	5
Football	11	JV Volleyball	5
Golf	5	Wrestling	7
Varsity Soccer	5	Middle School	10
JV Soccer	7	Bowling	7

The table refers to "points per date of competition," and is based on the number of contests in a normal season. This system is used to make it easier to compute the length of suspensions when a penalty carries over from one season to another. Each suspension must be served in its entirety. For example, each contest in track counts seven points, so a "20-point" suspension would require three contests. The student-athlete would not become eligible half way through the third contest.

1. Length of Penalties
 - A. All penalties will begin immediately after notifying the student
 - B. The penalty for a first offense shall be a suspension for the number of contests required to equal 20 points, according to the table in section "C."
 - C. The penalty for a second offense shall be a suspension for the number of contests required to equal 50 points, according to the table in section "C."

D. TABLE FOR DETERMINING LENGTH OF SUSPENSION FOR A FIRST OR SECOND OFFENSE.

E. The penalty for a third offense, or any subsequent offense(s), shall be a suspension from all participation in athletics for one full calendar year.

In an effort to reward honesty, athletes who come forward of their own accord and admit to an athletic policy violation **before** the administration calls the student in for questioning, will have a reduction of one third of their suspension points eliminated.

Athletes who readily admit to wrongdoing when questioned by administration will have a reduction of one fourth of their season suspension points eliminated.

For any penalty not completed in the current season, the remainder of the ineligibility will be assessed at the beginning of the next season or sport in which the athlete participates.

2. Additional Provisions

A. Student-athletes will be required to practice during suspensions for first or second offenses.

B. Student-athletes on suspension may not dress for contests.

C. Student-athletes on suspension will be expected to ride school transportation and sit with the team during contests. In some situations, this provision may be altered following an agreement between the coach and athletic director.

D. Student-athletes who seek help regarding chemical dependency problems shall not be subject to disciplinary action provided that;

1. There exists no violation at the time the student seeks help, and

2. No subsequent violation occurs.

E. Scrimmages do not count as a date of competition

F. Cancelled contests do not count as a date of competition

APPEALS PROCESS

Whenever a student-athlete or his/her parents wish to challenge the outcome of a hearing regarding an Athletic Code violation, an appeal may be made. The appeal must be made in writing within two (2) school days after the decision is rendered. The prescribed penalty will be implemented during the appeals process. An attempt will be made at all levels of appeal to process the appeal in as little time as possible. The chain of appeals is as follows:

Principal

Written appeal may be made to the building Principal within two (2) school days after the penalty is prescribed. The building Principal will schedule a hearing within two (2) school days, and render a decision within one (1) school day following the hearing.

Appeals Committee

Written appeal may be made to the Superintendent within two (2) school days following the building Principals decision. The Appeals Committee is composed of the Superintendent who will act as chairman, the head coach of the sport involved, a non-coaching teacher, a second teacher who may or may not be a coach, and a member of the Board of Education. The Appeals

Committee shall render a decision within two (2) school days after the Appeals Committee Hearing. The total makeup of the Appeals Committee shall always include members of both genders.

Board of Education

Written appeal may be made to the Board of Education within two (2) school days after the decision of the Appeals Committee. The Board of Education will conduct a hearing within ten (10) school days and will render a decision within two (2) school days following the hearing.

General Rules

1. No student-athlete shall wear or use any school-owned equipment or uniform except in games and practices without proper authorization from the coach. All equipment and uniforms must be turned in to the coach promptly at the conclusion of the season. Student-athletes may be billed for lost or missing items, and may not begin participation in another sport until the items are returned or payment for the items has been received.
2. Any time a student-athlete quits a sport, he/she must meet with the coach and Athletic Director, and immediately turn in all equipment and the team uniform. A student-athlete who quits a sport may not go out for another sport during that season without permission from both coaches and the Athletic Director. A student-athlete who quits a sport and wishes to return to the same sport, or who wishes to begin participation after the regular starting date must meet with the coach and the Athletic Director.
3. Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. Hazing is defined as any willful act done by a student, whether individually or in concert with others, to another student for the purpose of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. Student-athletes engaging in such behavior will be disciplined by the coach and/or Athletic Director based on the severity of the incident.
4. Student-athletes must use transportation provided by the school for all AWAY contests. Parents may ask permission for their son/daughter to ride home with them or another responsible adult, but only if they (the parent) are at the contest, and such request is made in person after the contest. The coach will ask the parent to sign a list or form stating that they are taking their son/daughter. Coaches may require that all student athletes ride the bus after contests.
5. Coaches are responsible for enforcing proper dress for their student-athletes during practice sessions. This includes the times before and after practice while the student athletes are in or around the school buildings. Coaches shall establish rules for dress before and after all home and away contests. The rules shall be consistent with the school dress code, and shall consider visibility and maintaining a proper image for the team, program and school district.

6. Each individual coach has the authority to establish team rules with the approval of the Athletic Director.

SCHOOL ATTENDANCE

A student-athlete must be present the entire school day to participate in a contest or practice that day. EXCEPTIONS MAY BE MADE IN ADVANCE by the Principal or Athletic Director. The student-athlete or parent must contact the Principal before any school is missed to explain the reason for the absence. Emergency situations will be handled on a case by case basis.

ACADEMIC ELIGIBILITY

Student achievement in the classroom is important for our student-athletes. Current grades are monitored regularly to determine the scholastic eligibility of all student-athletes.

High School Grades will be monitored every week. Teachers will be expected to report the current grades of all student-athletes. Student-athletes who are failing more than one class will be declared ineligible the following Monday through Sunday. The grades of an ineligible student athlete will be checked the following week, to determine if he/she is to be reinstated the Monday after the grade check. If a student-athlete failed two classes during the first quarter of a given semester, he/she must be passing *all* classes during each eligibility check during the current quarter. Middle School- Grades will be monitored every week. Student-athletes who are failing two or more classes will be declared ineligible the following Monday through Sunday.

NOTE: A student-athlete who is not passing at least half of his/her current classes shall be declared ineligible without warning as per the MHSAA minimum eligibility requirements for Middle School students.

Eligibility will be denied to those student-athletes who have more than one "E" in any class at any time.

DUAL PARTICIPATION

Student-athletes are discouraged from playing multiple sports in the same season. In order to permit time to complete the dual participation process, the student-athlete should submit a formal application thirty (30) days prior to the first day of pre-season practice, as defined by the MHSAA Handbook. The steps to be followed in the application process are as follows:

Part I of the Dual Participation Application form (available in the Athletic Office) should be completed, signed and returned to the Athletic Director within the recommended timetable.

1. The Athletic Director will convene a meeting of the head coaches involved in the dual participation request, as soon as practical after receiving the application. If head coaches do not agree, the request is denied, and the student-athlete will be notified as soon as possible.

2. If both coaches agree that the situation is workable, all conditions and stipulations from both programs will be listed in Part II of the application form. Both head coaches must sign the form.
3. The High School Principal will complete Part III of the application.
4. The Athletic Director and/or Principal will meet with the student-athlete and at least one parent or guardian (if the student-athlete is under 18) to review Parts II and III of the application. If the conditions are acceptable, the student-athlete (and parent/guardian if student-athlete is under 18) must sign Part IV of the application acknowledging and accepting the stipulations and conditions as stated.
5. Copies of the entire application are to be given to the Principal, Athletic Director, both head coaches and the student-athlete.

SPORTING BEHAVIOR

It is the responsibility of the Administration and Coaching Staff to promote positive sporting behavior. Each student-athlete is expected to:

1. Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school and community.
2. Live up to the standards of sporting behavior established by the school administration and the coaching staff.
3. Learn the rules of the game thoroughly, and discuss them with parents, fans, fellow students, and elementary students. This will assist the student and others to achieve a better understanding and appreciation of the game.
4. Treat opponents the way the student-athlete would like to be treated, as a guest or friend. Appreciate opponents for their hard work and dedication.
5. Refrain from taunting, trash-talking and making any kind of derogatory remarks to an opponent during the game, especially comments of ethnic, racial or sexual nature.
6. Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
7. Respect the integrity and judgment of game officials. The officials are doing their best, and treating them with respect will make a positive impact on all the people at the event.
8. Win with humility; lose with grace and do both with dignity. Avoid excessive celebrating after a play or end of a game.

STUDENT EMPLOYMENT

If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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.

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

Capac Virtual Education Program (CVEP)

The Capac Virtual Education Program (CVEP) considers "attendance" to be the number of hours a student is logged on to their courses per day. It is expected that all students will be logged on and productively working for at least 25 hours per week, Monday-Sunday. These hours do not need to be consecutive, and can occur during any time of the day or week. If a student comes onsite to work, the student should be working productively. If this is not the case, the student may be sent home early for non-compliance. Work of a minimum of 25 hours is still expected to be completed for the week.

When a student knows they will be "absent", or unable to log into their courses for a period of time of more than one week, it is expected that the family will contact their mentor and create a plan to make up the missed hours of work. Excused absences will not be counted toward a student's total absences for the attendance policy. Please forward any documentation to the CVEP office.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any grading period, a student will be considered an "habitual truant" which can result in assignment to an alternative placement with loss of participation in school activities and events and a hearing before a judge in a court of law.

CVEP will follow all truancy policies. Absences (failure to log in and work on classes) will be documented. Extensive unexcused absences are subject to referral to the St. Clair County truancy officer.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests: illness; recovery from accident; required court attendance; professional appointments; death in the immediate family; observation or celebration of a bona fide religious holiday; such other good cause as may be acceptable to the Superintendent.

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

Parents must provide an explanation for their child's absence within 24 hours of the absence. They are to call the attendance at the elementary (810) 395-3650 or the jr.-sr. high (810) 395-3850 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from staff beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

Excusable, Non-approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

High School

If a student, under the age of eighteen (18), is truant for more than ten (10) days s/he will be considered a "habitual" truant and will be reported to the proper authorities.

Notification of Absence

If a student is going to be absent, the parents must contact the school attendance line within 24 hours and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

Elementary Level

A student who is not in his/her assigned location by 8 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 5 minutes shall be disciplined by the teacher. Students who are more than 10 minutes late will be considered absent for that instructional period. Teachers and others expect promptness. All students are expected to be on time for each class.

Tardiness is defined as a student's entire body not being in the classroom when the second bell has stopped ringing. Two tardies in any class will be the report of which will be periodically converted to an absence by our attendance secretary.

Detention and or other forms of discipline may be assigned for being tardy to class.

Vacations During the School Year

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 principal and the student's teacher(s) to make the necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Students should work with their teachers to determine a suitable make up time.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teacher(s) as soon as possible to obtain assignments.

Make-up work due to suspension must be completed within 3 days after returning to school.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized tests, the student should consult with the principal to arrange for taking the test.

CVEP students have the opportunity to make up absences by working more than the required 25 hours a week. Every 5 extra hours worked = 1 absence replaced.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

However, in order to ensure that students attending evening events as non participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

- Abide by national, State, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, political beliefs, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

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

Students should consider the following questions when dressing for school:

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

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

The Capac Community School's dress and grooming guidelines are as follows:

- Dress shall not be extreme, exhibitionistic or of immodest fit or style to the extent that it interferes with the instructional process.
- Students must be dressed appropriately for school. The administrator will determine whether a student is dressed appropriately or not. Dresses, shorts, skirts, etc. must all be finger-tip in length when arms are held to one' side.
- Footwear that protects the feet and safeguards the health of others must be worn.

- Garments which expose bare midriffs, undergarments, inappropriate neck lines, open back, see-thru or low cut, spaghetti straps, no holes in buttock and/or groin areas, or clothing with printed profanity or vulgar suggestions are not acceptable.
- Halter tops, tank tops with less than a four (4) inch strap, short shorts, etc. are not acceptable attire. Skorts/split skirts are acceptable as well as Bermuda length shorts which may be worn year round.
- Inappropriate messages on t-shirts, including restaurant names with double entendres will not be allowed.
- ~~Hats and other head apparel, including sun visors, ball caps, stocking caps, head rags, or bandannas are not to be worn in the building except before 1st hour and after the dismissal bell. The only exceptions are special school spirit functions and these will be limited. Removed at 12-19-19 Board meeting~~

The following procedures will be followed if this policy is violated.

- A verbal warning may be issued.
- The item(s) may be confiscated and further discipline will be at the discretion of administration.

No bracelets or necklaces of leather and metal spikes, studs, chains, etc. will be allowed.

No features that may damage physical property will be allowed.

Students who are dressed inappropriately will have to change clothing or call home to have appropriate clothing brought to school. Students may go home to change upon receiving permission from their parents/guardians and a school administrator. Students who continually defy this policy may be subject to progressive discipline. Students will be marked tardy and/or absent depending on the amount of time they are absent from class.

Personal grooming and hair styles shall not be extreme to the extent that it interferes with the instructional process. Personal hair grooming shall be of a style which will not jeopardize the health and safety of other individuals.

Personal grooming shall maintain standards of cleanliness which protects the health of other individuals.

No chains other than proper necklace attire will be allowed to be worn on or about the student's clothing. Chains/ropes attached to a student's pants or attached to the wallet or rear pocket area are unacceptable due to possible destruction to our school desks and chairs, and the possibility of injury to one self or others.

For the first offense, the item will be confiscated.

Further offenses will result in further disciplinary action up to and including recommendation for an expulsion hearing.

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

Gangs

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

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

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

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

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

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

A student's use, possession, or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also 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 sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of (Alcohol) Breath-Test Instruments.

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other members of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also

applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. **Capac Community Schools is a tobacco free campus.**

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to disciplinary action.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or 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. This violation may subject a student to disciplinary action.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes 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. Failure to report such knowledge may subject the student to disciplinary action.

8. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension or expulsion along with law enforcement being contacted.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." Fighting/Physical Confrontation/ Aggressive Behavior

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal 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.

11. 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.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports 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 could result in suspension or expulsion.

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

Students are expected to work honestly and on their own. If help is needed, a counselor, teacher(s), or other resources are available.

Cheating involves submitting or claiming work that is not the student's own. Cheating includes but is not limited to: copying someone else's work; allowing someone else to copy your work; having someone else complete your work for you; and using unauthorized material to help you complete your work.

Plagiarism is a special kind of cheating in which the student basically steals someone else's work and presents it as his/her own. Credit must always be given to the person or source of the ideas or materials used.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report (This includes false 911 calls.) or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. 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. 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.

17. Theft

When a student is caught stealing, retaining, concealing, or found in possession of school or someone's property, s/he will be disciplined. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the staff. The school is not responsible for personal property. However, if valuables are brought to school, the student should keep them locked and secured, in his/her locker.

NOTE: At any level police may be contacted and the student(s) may be responsible for restitution.

18. 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 can result in expulsion.

19. Damaging property

At no time will the destruction or damage of school property or the property of others be tolerated. Each incident will be dealt with according to the severity of the incident. It is the intention of the Board of Education to seek damages against a student in all cases of malicious destruction or damage of school property. **All include restitution upon return.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absences could lead to suspension from school.

21. 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 the use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

22. 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.

23. 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.

24. 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.

Depending on the severity of the incident, the student will be disciplined by a verbal reprimand, up to and including a recommended school expulsion.

25. Possession of Wireless Communication Devices (WCDs)

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

A student may possess a wireless communication devices (WCDs) or other electronic

communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

29. Harassment

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, guests, contractors, vendors and volunteers. It is the policy of the District 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.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the District Compliance Officers:

Jeff Terpenning
Superintendent
Capac Community Schools
541 N Glassford St., Capac, MI 48014
810-395-3710 jterpenning@capacschools.us

Nicole A. Kirby
Principal
Capac Jr.-Sr. High School
541 N Glassford St., Capac, MI 48014
810-395-3800 nkirby@capacschools.us

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 to 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, 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. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also 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, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed 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, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. "mooning", "pantsing", "shanking", etc.

29a. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

29b. Bullying and Other Aggressive Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

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

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

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

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

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the

disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

Procedure

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

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

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

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

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

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the AntiHarassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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

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

Definitions

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

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

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

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

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Staff" includes all school employees and Board members.

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

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

31. 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 District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

32. Personal Transportation Device

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

33. Profanity

Any behavior or language, which in the judgement 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.

34. Throwing Objects

Throwing of any object (paper, snowball, etc.) not intended to be thrown in or around the school building is untidy, dangerous, and is not permitted.

35. Fireworks and Noxious Products

No student shall use, possess, sell, transfer or ignite any fireworks and/or noxious device at school, or at school activities. Since the health and safety of others is involved, the school will take a strong stand against offenders.

DISCIPLINE

It is important to remember that the school's 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 rules.

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

CAPAC COMMUNITY SCHOOLS WILL CONSIDER THE FOLLOWING SEVEN (7) FACTORS IN EVERY CASE OF SUSPENSION OR EXPULSION EXCEPT FIREARMS:

1. Student's age
2. Student's disciplinary history
3. Seriousness of offense
4. Whether the student has a disability
5. Whether violation threatened health/safety
6. Whether to use restorative practices
7. Whether lesser intervention is appropriate

Two types of discipline are possible, ***INFORMAL AND FORMAL.***

Informal Discipline

Informal discipline takes place within the school. It may include but not limited to:

- verbal warning
- written warning
- change of seating or location
- lunch-time detention
- before or after-school detention
- in-school restrictions
- Loss of cell phone use
- Saturday school

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) days' notice. The student or his/her parents are responsible for transportation.

In-School Discipline

A student missing any portion of his/her assigned time in in-school restriction may be given an additional 1 hour period. Failure to timely serve in-school restriction assignment(s) may lead to a suspension from school for a period not to exceed 1 day. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to in-school restriction:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room;
- No food or beverages shall be consumed.

Saturday School Student Participation Guidelines

- Saturday School is convened on scheduled Saturdays throughout the school year.
- Saturday School hours are 8:00 a.m. to 11:30 in the CHS Library. Times may be adjusted as needed.
- The doors will be locked at 8:10 a.m. and opened at 11:30.
- Students will not be allowed to leave during the scheduled hours. Students arriving late will not be allowed entrance, and will be charged with an unexcused absence. Absenteeism is reported to the sponsoring school district.
- In the event of inclement weather, please listen to add radio stations
- Transportation is the responsibility of the student/parent.

- Students are required to bring a minimum of two textbooks and one reading book. This is required for attendance.
- Students are to remain busy academically, for the full four hours.
- No talking, whispering, or sign language.
- No sleeping.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students may bring drinks to the classroom with a screw-on cap only; snacks are allowed in the hallway.
- No radios, cell phones, electronic communications devices or games, cards, magazines, or other recreational articles shall be allowed in the room.
- Students must comply with requests made by the teacher or officer on duty.
- All school policies must be followed. This includes the school policies of the home district and Capac High School.
- If a student's behavior does not comply with the rules, at the discretion of the teacher or officer on duty, the student's parents will be notified for immediate response. Additionally the student's behavior will be reported to the local district for further consideration.
- Any student who has not passed all of the MME/MEAP Tests may be required to work on a study packet for one (1) or more of the un-passed tests.

House Keeping: Students will be expected to clean-up their area before leaving.

Please Note: The teacher or officer on duty is not authorized to make adjustments or exceptions to the rules. Failure to timely serve in-school restriction or Saturday school assignment(s) may lead to a suspension from school for a period not to exceed three days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

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

If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

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

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

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) school days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) school day, of the reasons for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

- During the appeal process, the student shall not be allowed to remain in school.
- When a student is suspended, s/he may make-up work missed while on suspension.
- Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.
- A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section.

Long-term suspension or expulsion from school

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

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion will be immediately removed from school. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 school days after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

Discipline of Students with Disabilities

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

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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

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

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

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The Superintendent is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The building principals and administrators responsible for other facilities shall be responsible for recommending the use of video surveillance/electronic monitoring. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of a conversation occurring on school grounds or property.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) school days of the event/incident. Unless an investigation is being conducted, recordings shall be destroyed after ten (10) school days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized

videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines must present them to the building administrator(s) twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression

of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live outside the village limits or south of the railroad tracks. The transportation schedule and routes are available by contacting the Transportation Department at (810) 395-3693.

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

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

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

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

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone
- stay off the road when possible while walking to and waiting for the school transportation
- line up single file off the roadway to enter
- wait until the school transportation is completely stopped before moving forward to enter
- refrain from crossing a highway until the driver signals it is safe to cross
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall: remain seated while the school transportation is in motion; keep head, hands, arms, and legs inside the vehicle at all times; not litter in the school vehicle or throw anything from the vehicle; keep books, packages, coats, and all other objects out of the aisle; be courteous to the driver and to other riders; not tamper with the school vehicle or any of its equipment.

Leaving the bus

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

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

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

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the 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.

PENALTIES FOR INFRACTIONS

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

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:

- driver's license
- insurance certificate
- vehicle registration
- license plate number

Parking lot speed limit is 10 mph.

The student must obtain a permit from the high school office and pay the established fee. If a student's parking permit is suspended, no fees will be refunded.

When the school provides transportation, students shall not drive to school-sponsored activities.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

OPERATION OF VEHICLES ON SCHOOL PROPERTY

The Motor Vehicle Code and the following guidelines apply to anyone who drives a vehicle onto District property.

- A. Students must obtain a permit from the office and display the permit daily in the vehicle driven to school.
- B. Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of the principal.
- C. The speed limit on District property is ten (10) mph.
- D. In the event a vehicle is found to be parked or used improperly, the District may take one or more of the following actions:
 1. Prohibit the person from driving on District property.
 2. Have the vehicle towed from the premises at the operator's expense.
 3. Invoke disciplinary procedures as described in a Parent/Student Handbook, staff handbook, or negotiated agreement.
 4. Seek the assistance of law enforcement.
- E. If a vehicle is towed from the premises, the towing company shall inform the Village of Capac Police of the location of the vehicle. The owner/operator of the vehicle should then contact the Capac Community Schools (LEA) to arrange for the vehicle's release.
- F. The District shall not be responsible for any vehicle or items in a vehicle that are lost, stolen, or damaged as a result of being on District property.

STUDENT USE OF BICYCLES

The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. The Board will permit the use of bicycles by students in accordance with the rules of the District.

USE OF MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accident, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

Board of Education

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