

# *Camden-Frontier*

*Student/Parent K-12 Handbook*

2022 – 2023

[www.camdenfrontier.org](http://www.camdenfrontier.org)

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The Camden Frontier High School

**24-HOUR ATTENDANCE NUMBER (517) 368-5255**

The Michigan State Police

**SCHOOL VIOLENCE HOTLINE NUMBER 1-800-815-TIPS (8477)**

# SECTION 1 - INTRODUCTION AND APPLICABILITY

## 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 2013. If any of the policies referenced herein are revised after August 30, 2013 the language in the most current policy or administrative guideline prevails.

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## 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:

Chris Adams  
Superintenden  
t  
517-368-5991

Jodi Mallar  
Human  
Resources  
517-368-5266

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 opportunity.

## PARENTAL INVOLVEMENT

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;
3. encouraging family activities that relate to various cultures, languages, practices, and customs, and bridge economic and social barriers;
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

### 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;
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in format and language that is understandable, to the extent practicable;
5. providing information and involving families in monitoring student progress;
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
7. preparing families to be involved in meaningful discussions and meetings with school staff.

### C. Volunteer Opportunities

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

### 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;
  2. working with families to establish learning goals and help their children accomplish these goals;
  3. encouraging families to provide a school and home environment that encourages learning and extends learning at home.
- E. Involving Families in Decision Making and Advocacy**
1. involving families as partners in the process of school review and continuous improvement planning;

2. involving families' in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.

**F. Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources;
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.

**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 McKinney-Vento Homeless Liaison. 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 instruction; present evidence of the student's ability to participate in an educational program.

**NON-DISCRIMINATION POLICY**

The Camden-Frontier School Board of Education complies with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Camden-Frontier School Board of Education that no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight or handicap, shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. The building principal will serve as the compliance officer for issues of discrimination, accessibility, and accommodations.

**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. The school counselor 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**

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 counselor's 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, a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than 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 Camden-Frontier 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 the main office for specific details.

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

**WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of 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 main office.

**Michigan Department of Community Health Immunization**

*Required Childhood Immunizations for Michigan School Settings Entry Requirements for All Public & Non-Public Schools*

<b>Diphtheria, Tetanus,</b>	<b>4 years thru 6 years</b> 4 doses (one dose must be on or after 4 years) <b>Pertussis</b>	<b>7 years thru 18 years</b> 4 doses of D and T OR 3 doses Td if #1 given On or after 7 years of age within last 10 years
<b>H. influenza type B</b>	None	None
<b>Polio</b>	3 doses (one dose must be on or after 4 years)	3 doses
<b>Measles Mumps, Rubella</b>	2 doses on or after 12 months	2 doses on or after 12 months
<b>Hepatitis B</b>	3 doses	3 doses
<b>Varicella (Chicken Pox)</b>	1 dose if given on or after 12 months of age and prior to 13th birthday OR 2 doses if initiated on or after 13th birthday OR current lab immunity OR reliable history of disease	

**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 (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

**A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the main office at 517-368-5255 to inquire about evaluation procedures and programs.**

#### 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.

#### STUDENT RECORDS

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

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

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of 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 in the main office.

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 entered a postsecondary educational institution at any age.

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

Students and parents 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 the main office. 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](http://www.ed.gov/offices/OM/fpco)

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **Mission Statement**

The Camden-Frontier School community including; staff, students, parents and stakeholders will provide a foundation of educational opportunities that enable all students to succeed in our changing society.

### **Vision Statement**

All Camden-Frontier students will be responsible for achieving academic, social and workplace competencies and for becoming life-long learners.

### *Camden-Frontier Schools Beliefs*

#### **We believe:**

- o In the intrinsic value of every human being.
- o That all human beings are responsible for their choices.
- o That all people have the capacity and responsibility to learn.
- o That education adds value to life.
- o That all people must be able to collaborate and function in a global society.
- o That learning is an active process of doing, cooperating, reflecting, connecting and growing.
- o That school must be a caring, safe, and respectful environment.
- o That the educational community's responsibility is to facilitate the process of learning.
- o The instructor is the facilitator of learning.
- o The building level administrator is the leader of instructors.
- o District level administrators and the board of education are coalition builders with district stakeholders and other stewards of the public trust and resources - *all with a common focus on children and their achievement.*

## SECTION 2 - GENERAL INFORMATION

### CODE OF CONDUCT

A major component of the educational program at Camden-Frontier MS/HS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### OFFICE AND SCHOOL HOURS

Due to the COVID-19 pandemic, hours may vary. Please visit [www.camdenfrontier.org](http://www.camdenfrontier.org) for more information.

The Camden-Frontier High School/Middle School main phone number is (517) 368-5255. The school can also be reached by FAX at (517) 368-5959. The answering machine allows you 24-hour access to the school.

You may contact the guidance office or any of your student's teachers during normal business hours any day that classes are in session or via e-mail (a listing of teacher email addresses will be published at the beginning of the school year). Each teacher is allowed one preparation period out of the seven period academic day. **Keep in mind that we do not call teachers to the phone when they are teaching class except for emergencies.** If a teacher is not available when you call, we will arrange for that teacher to call back at the first convenient moment. All of our teaching staff welcome your calls and will do their best to answer your questions. All of our staff has an email account and if you have access to email by all means that is a wonderful way to communicate with staff.

### 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, 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.

### WEATHER RELATED SCHOOL DELAYS, CANCELLATIONS AND EARLY RELEASE

On occasion, we are forced to cancel school, delay the start of school, or release students early for weather or other situations where the safety of students or our ability to provide quality instruction is in question (i.e., power outages, heat or ventilation problems, etc.). As soon as these decisions are made, they are communicated through the most efficient means possible - Email, Facebook and Robocalls. Unfortunately, it is impractical to directly contact each family/household directly when these situations occur.

### SCHOOL CANCELLATION INFORMATION

## ATTENDANCE INFORMATION

### 24-HOUR ATTENDANCE NUMBER

(517) 368-5255

**REMINDER: Attendance must be called in daily - preferably the day of the absence.**

### 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.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of.

### 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.

**Class Placement** - With assistance from the classroom teacher, the following are the factors considered when determining the heterogeneous groups of children in each classroom for the following year;

- a) Equal class sizes with learners on a similar spectrum of mastery
- b) A balance between boys and girls
- c) A balance among levels of academic achievement
- d) Special needs of individual students
- e) Students who should be separated for their good and/or the good of the class
- f) Siblings are not placed in the same classroom

## SECTION 3 - ATTENDANCE POLICIES

Attendance is extremely important to student success. There is a positive correlation between student attendance and achievement. Parents are responsible for ensuring regular and punctual attendance of students per Section 83 of the Michigan School Code. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established a county-wide truancy policy.

### DEFINITIONS OF ABSENCES

An absence for purposes of this attendance policy refers to any excused or unexcused absence. To meet the attendance objective, students cannot exceed eight (8) total days of absences within the **semester** or eight (8) absences for a particular course or program within a **semester**.

**Excused Absences:** Parents may excuse their child(ren) from up to eight (8) days of school attendance by calling or sending written documentation within 24 hours of the absence. Absences must be documented as follows to be excused:

1. Illness/medical reason
2. \*Medical appointments (Medical appointments still count towards the eight total absences)
3. Observance of a religious holiday
4. Death in the family
5. Emergencies beyond the control of the family
6. Mandated court appearances
7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian's military service
9. \*Homelessness

The only medical exemptions that do not count towards the eight (8) excused absences per semester are those where the doctor states the student is not permitted to attend school.

All documented COVID-19 related absences will not count today the eight (8) excused absences per semester.

### Consequences of Excessive Absences

**Unexcused Absences:** In accordance with the State law and Hillsdale County policy regarding truancy, a petition may be filed with the Hillsdale County Juvenile Court seeking the Court to declare a student truant if the student has accumulated in excess of six (6) unexcused absences. Absences which are not excused will be considered "unexcused" and subject to the following procedures as will any student who is chronically absent.

- Upon accumulation of three (3) unexcused absences, the parent(s) or guardian(s) will be contacted to make them aware of the situation and set up a meeting for consideration of an attendance plan with the family.
- After five (5) unexcused absences, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance and a meeting with the truancy officer will be set up to discuss the plan for improvement of attendance.
- After seven (7) unexcused absences, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue and notify them the truancy officer will report the case to the Probate Court for appropriate proceedings.
- If a student is absent unexcused for ten (10) or more consecutive school days, he/she may be dropped from the rolls. The parent/guardian may re-enroll the student as long as they are residents of the district. School-of-choice enrollees will have to wait until the next open enrollment window to apply for readmission.
- **Chronic Absences:** Chronic absenteeism is missing 10% or more of scheduled school time regardless of unexcused, excused, or disciplinary reasons.

**Chronic Truancy Policy:** School attendance is of the utmost importance. A parent may excuse a student's absence in accordance with the school policy; however, if a student has accumulated 8 or more absences, whether or not those absences have been marked "excused," the school office will send to the parent(s) or guardian(s) of the student a letter which states that if there are any future absences, that within 24 hours, the parent(s) or guardian(s) must provide the school office with a written and signed statement from the student's treating physician, which specifically excuses the student for that day and the reason for the student missing school (i.e., the medical condition requiring the student to stay home from school). If this written documentation is not provided within 24 hours, the absence will be considered unexcused.

### TARDINESS

Three (3) unexcused tardies will result in one unexcused absence as defined in the above attendance policy. Each student is expected to be in his/her assigned location throughout the 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. Students who are more than 10 minutes late or leave 10 minutes early will be considered absent for that instructional period.

NOTE: If personal transportation is a primary cause of habitual tardiness, a review and possible suspension of the driving privilege will be considered.

### TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 6 consecutive days of truancy in any grading period, a student will be considered a "habitual truant" which will result in a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child and a hearing before a judge in a court of law.

Due to the COVID-19 pandemic, truancy requirements may change. Truancy will, however, apply to both in-person and online students. Please visit [www.camdenfrontier.org](http://www.camdenfrontier.org) for more information.

In accordance with distance learning policies as established by the Michigan Department of Education, distance learners are required to communicate with their assigned mentor/teacher two times per week. Outreach from the C-F staff will be ongoing; students must respond to the emails on the same day that they are received. Failure to respond to the mentor/teacher contact may result in an unexcused absence for the purposes of truancy reporting. Online attendance will be determined based on participation in 2-way communication per the following state guidelines:

- 0 Two-Way Interactions Per Week = Credit for 0 days attendance
- 1 Two-Way Interaction = Credit for 3 days attendance
- 2 Two-Way Interactions = Credit for 5 days attendance

#### ATTENDANCE AND ACADEMICS

To be awarded credit in any high school program of instruction students must: 1) be in attendance for a minimum of 90% of the scheduled classes, and 2) achieve an acceptable level of mastery of course material as specified in the high school grade policy.

In a matter related to school attendance and grades, the Michigan Attorney General issued an opinion that states that the compulsory school attendance law recognizes an educational value in regular attendance in school. The opinion states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables the student to hear and participate in class discussions and other related learning experiences. Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course.

#### CONSEQUENCES OF EXCESSIVE ABSENCES – INDIVIDUAL PERIODS

Students having excessive absences (over eight combined excused and/or unexcused for any course for the semester) will lose three percentage points per day for each absence over eight (example; 13 absences will equal a 15 percentage point ( $5 \times 3 = 15\%$ ) reduction in the students final semester grade).

#### NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school 517-368-5255 by 7:45 a.m. 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.**

NOTE: If personal transportation is a primary cause of habitual tardiness, a review and possible suspension of the driving privilege will be considered.

#### 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 necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

#### 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 the main office as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make-up work. Make-up work due to suspension must be completed by the time the student returns to school.**

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 test, the student should consult with the counselor to arrange for taking the test.

#### RELEASE OF STUDENTS DURING THE SCHOOL DAY

In recognition of the District's obligation to parents for the health, welfare and safety of students, building principals shall not release a student during the school day except in emergency situations or to a student's lawful custodian as defined by Michigan law. The identification of the student's lawful custodian shall be verified to the satisfaction of the school office personnel. The school office shall verify all written or verbal requests of the lawful custodian. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student. Students who have reached the age of 18 are, by law, responsible for themselves. These students may sign themselves in and out of school and may verify their own absences if they have an age of majority form on file in the school office. ALL SCHOOL ATTENDANCE STANDARDS CONTINUE TO APPLY TO STUDENTS REGARDLESS OF AGE.

The procedure for signing out will be as follows:

1. Students are required to report to the high school office and check out via the sign out sheet.
2. Students will be able to sign out only if their parent or guardian has notified the school office that the student is required to leave for a specific period. Students who must leave school during the school day must have parental permission properly verified by the office prior to departure.
3. Students who have reached the age of majority (18 in the State of Michigan) may be dismissed for valid reasons on his/her own providing an age of majority form is on file in the school office. These students are still required to sign-out in the school office.
4. Classes missed will be counted against the limit of absences authorized.
5. Students leaving school without signing out will be considered absent and unexcused (truant).

#### PRE-ARRANGED ABSENCES

Parents are encouraged not to take their child out of school for any reason or to schedule routine or recurring medical appointments during school hours. We do understand, however, that occasions do arise that make it necessary for students to miss school. If such an absence is known in advance, the following steps should be taken:

1. The parent must contact the school office prior to the date of the absence, requesting the student be excused and giving the dates/times and reasons for the planned absence.
2. It is the student's responsibility to collect homework assignments prior to the period of absence.
3. Prearranged absences, routine medical appointments, and family vacations DO NOT exempt students from the 90% attendance requirement. Time missed for these reasons will be counted against the eight (8) day requirement. Excess absences will be made up via "Make-up" time.

#### MEDICALLY EXCUSED ABSENCES

Any student who is treated by a physician, dentist, or other medical or legal professional should obtain a note from the office and present the note to the office upon returning to school. The note should specifically state all days excused, not just the one date that the student visited the professional's office. The days mentioned in the doctor's note will be counted as "medically excused" and will not count as part of the eight days allowed for each semester. **THIS NOTE MUST BE TURNED INTO THE OFFICE WITHIN (3) DAYS OF RETURNING FROM THE ABSENCE.** Failure to submit a doctor's note within (3) days will not be accepted as medically excused and the absences will go towards the eight days allowed each semester. (After (3) days the absence CANNOT be changed to medically excused.)

#### EXCEPTIONS TO ATTENDANCE POLICY

It is recognized that some students may need to take over the allowable limit of absences in a school year due to valid factors such as court appearances, incarcerations, serious extended illnesses or hospitalization. In these circumstances, the family must present verification of this condition signed by a doctor or legal authority, the need for extended absence, and the dates of absence required by the medical authority or court order. In circumstances requiring extended absence, the school will attempt to contract for a "home-bound" teacher if requested by the family. These absences still are counted in the absence total (i.e., against the eight (8) day limit) but will be considered in the appeal process and grade changes.

#### INCENTIVE FOR GOOD ATTENDANCE

The following incentive will be offered for Seniors with good attendance:

**A SENIOR WILL BE ALLOWED 8 EXCUSED ABSENCES SECOND SEMESTER AND STILL WAIVE EXAMS.**

1. A senior may waive all exams, having met the criteria, and with parents signed permission.
2. A senior may take any or all exams, having met all the requirements, knowing that his/her final grade will not be lowered due to the final exam.
3. Each senior will be allowed 8 excused absences or less for second semester, per class, for reasons such as illness, doctor appointments, college visits, funerals, fair, family vacations and personal business.
4. The above absences, in order to qualify, must be pre-approved or excused within 24 hours of the senior return to class. Failure to comply with this request will result in the loss of right to waive exams.
5. A senior who is absent for more than 8 days per semester, **for any reason**, must take exams. Seniors who are earning less than an "A-" in each of the nine week grading periods must take the class's final exam.
6. Any senior who served an in-school suspension, or worse, assigned by the principal during the semester will not be eligible to waive exams.
7. All seniors involved in extracurricular activities who meet the above criteria are exempt from exams and will not be required to meet the attendance requirements to practice or participate in extracurricular activities on exam day. (p. 21)

#### COLLEGE VISITS

Each junior and senior is authorized to take three "college days" per school year to visit prospective colleges and universities. These "college days" are not counted against the sixteen day limit. **To be authorized a "college day", the student must turn in their form three (3) days prior to leaving.** Within a week after the visit is completed, the student must provide written verification (on college letterhead stationary) of the visit signed by college admissions personnel. Failure to provide this documentation will result in this date being counted as an unexcused absence and may jeopardize future college day privileges.

#### APPEALS

Situations may arise that do not fit the conditions of these attendance policies or cases where a disagreement arises as to the number or classification of absences. These situations will be considered on a case-by-case basis by a three-person committee composed of the building principal, the building secretary (attendance administrator), and a teacher from the appropriate level with input from the school counselor. Students and parents have the right to appeal when students lose credit or receive no credit for attendance reasons. The appeal may be made in

person or in writing to the principal. As a result of this appeal, an attendance committee meeting will be scheduled. This committee has the authority to investigate and address the number of absences recorded or the classification (excused or unexcused) within the scope of this policy. It should not be asked to waive this policy for individuals without cause. All appeals (except those for absences incurred during the last 2 weeks

of the school year) must be submitted by the last day of the school year.



# SECTION 4 - GRADUATION REQUIREMENTS

## 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 in the main office.

## GENERAL GRADUATION REQUIREMENTS:

**To graduate from Camden-Frontier High School, each student must have:**

1. Complete at least eight (8) semesters of high school,
2. Develop, annually review, and successfully carry out an individual Educational Development Plan.
3. Receive academic credit (as measured by mastery of specific content expectations for each course) for programs of instruction as specified below. Courses in which students receive a failing (F), incomplete (I), or no credit (NC) grade do not count toward graduation credit although they are counted against the overall cumulative grade point average. To be issued a diploma, the academic transcript must show successful completion of the following:

<u>CURRICULAR AREA</u>	<u>REQUIREMENT</u>	
English/Language Arts	4 credits	(English/Language Arts 9, 10, 11, and 12)
Mathematics	4 credits	(Algebra I, Geometry, Algebra II and one math or math-related course completed during the senior year) (Note 1)
Science	3 credits	(Biology and two additional science courses.)
Social Studies	3 credits	(U.S. History/Geography, World History/Geography and Government/Economics) (Note 2)
World Language	2 credits	
Visual, Performing & Applied Arts	1 credit	(Note 3)
Health	0.5 credits	(Note 3)
Physical Education	0.5 credits	(Note 3)
Online Learning Experience		(Note 4)
<b>TOTAL CORE UNITS</b>	<b>18 CREDITS</b>	
<b>REQUIRED ELECTIVES*</b>	<b>6 CREDITS</b>	
<b>GRADUATION REQUIREMENTS</b>	<b>24 CREDITS</b>	

Note 1: If a student meets the qualifications for the Personal Curriculum, the mathematics requirements may be modified as indicated below:

### All Students:

- \* Must complete at least 3.5 math or math-related credits
- \* Must complete a math or math-related credit in the senior year of high school

### Algebra II Modifications:

- \* Complete 2.5 credits including 0.5 credits of Algebra II OR,
- \* Complete a two year Career & Technical Education program that includes 0.5 credits of Algebra II
- \* Complete Algebra II over a two-year period with credit given for each year (i.e., Algebra IIA and Algebra IIB).

Note 2: If a student meets the qualifications for the Personal Curriculum, the Social Studies requirements may be modified as indicated below:

- \* Civics must be completed for graduation
- \* Each student must earn at least two (2) credits in Social Studies
- \* The third credit can be earned if the student earns an additional credit beyond that already required in English/

Language Arts, Mathematics, Science or a Language other than English.

Note 3: If a student meets the qualifications for the Personal Curriculum, this requirement may be modified by earning an additional credit beyond that already required in English/Language Arts, Mathematics, Science, or a Language other than English.

Note 4: The on-line learning experience may be completed as either a credit program or in a non-credit system.

#### DIPLOMA OPTIONS

There are currently two types of diploma available to students at Camden-Frontier High School.

The **certificate of completion** is designed to meet the needs of exchange students, those students who cannot or will not meet graduation requirements within a four-year period, and those who choose not to return for a fifth or subsequent year to meet graduation requirements. The certificate will attest to the fact that the student has attended high school for the period specified but will not be equivalent to a high school diploma.

The **high school diploma** is awarded to any student that meets the graduation requirements of Camden-Frontier High School. The **high school diploma with honors** will be awarded to those students who meet the requirements for the high school diploma and who have achieved a minimum grade point average of 3.50 for all work in grades 9 - 12.

#### GRADUATION REQUIREMENTS AND COMMENCEMENT ELIGIBILITY

It is resolved that only those seniors who have satisfactorily completed all academic requirements prior to the day of commencement may participate in commencement activities. The only exception would involve extenuating circumstances such as illness, accident or other excusable emergencies.

Incomplete grades and/or failures, which result in a student lacking the full credits, will immediately disqualify the student from commencement activities. If a student who has not completed all the graduation requirements by commencement does satisfactorily complete the requirements from some other secondary school before the beginning of the following school year, and notification is received that the requirements were completed, the student shall be given his/her diploma/certificate at that time and it shall be recorded on the student's permanent record.

Those seniors who owe money to the school or to school sponsored activities, clubs, or organizations and have not covered those debts prior to graduation day will be ineligible to participate in the graduation ceremony.

If a student is enrolled in the Hillsdale County Early Middle College program, the said student will participate in their traditional graduation ceremony; however, they will not receive their high school diploma until the end of their fifth year or if they choose to withdraw from the HCEMC program (and have completed all of the MMC requirements).

#### STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the SAT, WorkKeys and M-STEP for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take these state assessments. It will provide students with a regular score report that they can use to apply to a college or a university. Scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Keys and M-STEP will be administered on a later day. The M-STEP science and social studies tests will be given at times scheduled by the District Testing Coordinator with make-up sessions for these tests.

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

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 but may not be counted toward the required number of credits needed for graduation nor be used to determine the student's GPA.

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.**

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. The school 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.

## SECTION 5 - ACADEMIC SCHEDULES

Due to the COVID-19 pandemic, all academic schedules and calendars are subject to change. Please visit [www.camdenfrontier.org](http://www.camdenfrontier.org) for more information.

### EXAM SCHEDULES

Exam schedules will be posted two weeks prior to exams. The dates for exams are Dec. 15-16 and June 5-6.

### Definition of Full Time Student:

Full Time Student status in grades K-8 is defined as students that are scheduled to attend in person learning from 7:50 a.m. to 2:50 p.m. for the equivalent of seven (7) academic periods from the date of enrollment. Full Time Student status in grades 9-12 is defined as students working toward a diploma who are enrolled in seven academic classes from the date of enrollment. The academic day consists of seven (7) academic periods. These periods can be any combination of traditional campus based classes, career and technical classes, dual enrollment courses, or virtual courses paid for by the district.

### TYPICAL COURSE SEQUENCE

All high school students will be enrolled in seven academic classes per school year. The academic day consists of seven (7) academic periods. To meet the graduation requirements for the Camden-Frontier High School diploma, a typical academic schedule would look as follows: (NOTE: This is only a possible schedule and can be modified to meet individual needs.)

9 <sup>th</sup> GRADE	10 <sup>th</sup> GRADE	11 <sup>th</sup> GRADE	12 <sup>th</sup> GRADE
English 9	English 10	English 11	English 12
U.S. History/Geography	World History/Geography	U.S. Government/Economics	
Geometry or Algebra I	Geometry or Algebra II	F.S.T. or Algebra II	Pre-Calculus or Other Math Credit
Biology	Science #2	Science #3	Elective or Career Center
Health/Physical Education	Spanish II or an Elective	Elective or Career Center	Elective or Career Center
Spanish I or Spanish II	Visual, Performing & Applied Arts Elective	Elective or Career Center	Elective or Career Center
		If Qualify, College Dual Enrollment	If Qualify, College Dual Enrollment

### ADDING AND DROPPING COURSES

Students may elect to add or drop a program of instruction after the school year has started. If a student drops a Jackson College class, they must add another JC class offered at Camden-Frontier or regular education class to take its place. Any changes of schedule must be accomplished within the first week of the school year for year-long courses or the first week of the semester for semester courses in order to ensure that a student is placed in a different program. This policy allows students to make the switch between programs without significant impact on academic performance. Students will be scheduled for seven classes. For any course that is dropped, another course must be added.

**\*NO CHANGES WILL BE MADE AFTER THE FIRST WEEK OF SCHOOL FOR YEAR-LONG COURSES OR AFTER THE FIRST WEEK OF THE SEMESTER FOR SEMESTER COURSES.**

### 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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent.**

## SECTION 6 - ACADEMIC CREDIT

### DEFINED

Academic credits are awarded when a student can demonstrate mastery of a specific set of content expectations specific to an academic program. Mastery of content expectations will be indicated by demonstration of those skills required through projects, presentations and/or performances; effective participation in class discussions; in-class assessments; and grades of “D-“ (60%) or higher on program summative assessments. One academic credit is awarded for each year-long class at a rate of one-half credit per semester.

### AWARDED

Credits are awarded at the end of each academic semester based solely on the semester course grade. Semester course grades are the only grades posted to the student’s permanent record. Camden-Frontier High School defines successful completion of a course as meeting attendance requirements and requiring a minimum grade of “D-” (60%) for the final grade. Grades of “F” (failing), “I” (incomplete), and “N/C” (No Credit) receive no academic credits.

### ACADEMIC CREDITS AND GRADUATION

At the end of each academic year, each student’s academic record is reviewed to insure he or she is meeting graduation requirements. An academic worksheet is maintained on each student by the guidance office that reflects graduation requirements met and those left to earn. Graduation requirements are specified by successful completion of a certain number of units of credit per academic discipline. For example, each student must have recorded three (3) passing credits of science in those courses specified to graduate. Courses failed do not receive units of credit and must be made up prior to graduation. Camden-Frontier High School cannot award more than one credit for the same course. For example, if a student repeats Geometry after passing it with a low grade to improve his or her skills in that subject, only one graduation credit in mathematics will be allowed. The second credit will be applied toward meeting elective requirements.

It is often difficult to effectively “place” a new student where he or she will realize academic success based on transcripts alone. We frequently find that course titles do not accurately reflect either the nature of the course material or the level of mastery required. If an instructor finds that a student is being overwhelmed by the subject matter due to a lack of subject background, that instructor may recommend that the student be moved back a level in that subject area. We feel that the knowledge and foundation in a subject area is more important than keeping a student in an environment where success is not possible. Any such decision will be communicated to parents or guardians prior to any formal schedule change.

### Summer School Eligibility Requirements:

- In order to be enrolled in summer school, the student must be enrolled at Camden-Frontier prior to the start of the second semester of the current school year. For instance, a student that enters during the third or fourth quarter will not be eligible for summer school for that current school year.
- Summer school cannot be used to improve a student's class rank or grade point average (GPA).
- Students may be required to find their own transportation.
- Students may have to pay for the cost of enrollment. Billing will be done before the student is accepted into the summer school program.
- Students are required to meet with administration in order to be accepted into the summer school program.
- Administration has the right to refuse summer school eligibility to any student for the following reasons:
  - Discipline
  - Attendance
  - Grades

### ACADEMIC CREDITS AND CLASS STANDING

In order to ensure that each student is in a position to graduate at the end of his or her senior year, it is often necessary to place a student in a class that may not match either his/her age or previous class standing. The primary method used by Camden-Frontier High School to place both new and returning students in a specific class (i.e. Freshman, Sophomore, Junior, Senior) is the total number of high school credits that have been earned and can be applied to the Camden-Frontier High School diploma. Students that have, at the start of any academic year, successfully earned high school academic credits to the minimum levels indicated in the chart below will be considered a member of the class specified.

<b>CLASS STANDING</b>	<b>TOTAL CREDITS EARNED AS OF THE END OF THE PRIOR YEAR</b>
<b>FRESHMAN</b>	<b>0-5.5</b>
<b>SOPHOMORE</b>	<b>6.0-11.5</b>
<b>JUNIOR</b>	<b>12.0-17.5</b>

<b>SENIOR</b>	<b>18.0 OR MORE</b>
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For example, a student enrolled at Camden-Frontier High School as a freshman would be required to earn a minimum of six (6) credits during his/her freshman year to be considered a sophomore the next year. That same student must then accumulate a minimum total of twelve (12) credits by the end of the next year to be considered a junior, and finally eighteen (18) credits or more to be considered a senior.

A student who transferred to Camden-Frontier High School must have a minimum of six (6) earned credits to be placed in the sophomore class. Fewer credits earned will cause the student to be placed in a freshman status regardless of the courses that he/she is enrolled in. For example, if the review of the student's transcript shows only seven (7) credits passed that can be applied to the Camden-Frontier High School diploma after two years of high school, the student would be placed as a sophomore. As it would require a minimum of seventeen (17) credits to enable the student to meet graduation requirements in two more years, the student would be classified as a sophomore.

#### TRANSFER GRADES, CORRESPONDENCE PROGRAMS, AND HOMESCHOOLING

Camden-Frontier High School accepts high school credits from any accredited high school. Where possible, these credits will be applied toward departmental graduation requirements (i.e., math, science, languages). Where completed courses do not meet our graduation requirements, they will be counted toward elective requirements. Courses completed at the junior high or middle school level will not be counted as meeting high school graduation requirements unless the official transcript specifically states that the program is for high school credit or a letter from the administration of the student's previous school authorizes high school credit.

Camden-Frontier High School also accepts credits earned through accredited correspondence programs. It must be understood, however, that Camden-Frontier does not accept responsibility for student completion of correspondence programs and cannot provide teachers or advisors for these programs. These programs, by nature, are independent study. Student schedules do not provide for the additional time necessary to complete these demanding programs in school during the school year.

Credits earned through “home school” programs will also be accepted at Camden-Frontier School under the following criteria:

1. An affidavit must be signed by the parent and supervising teacher indicating that instruction was provided under the direct supervision of a certified teacher, and that the equivalent of a minimum of days and hours specified by the Michigan School Code were met for each year of homeschooling;
2. No grades for these programs will be given, nor will grades be recorded on the transcript. Any credits shown on the transcript will be recorded as “home schooling.”
3. The graduation requirements in the areas of fine or performing arts, vocational education, practical arts, physical education, health, and computer education will not be fulfilled through homeschooling.
4. Students demonstrating unsatisfactory progress in scheduled classes may be given appropriate tests to determine proper class placement, with placement in a lower level class being possible.

#### COLLEGE CREDITS (DUAL ENROLLMENT PROGRAM)

The purpose of the dual enrollment program is to allow eligible students the opportunity to enroll in and complete eligible college-level courses at a post-secondary institution that chooses to participate in the dual enrollment program. Costs for these programs, as specified below, will be paid by the Camden-Frontier school system. More information can be found on MDE’s website:

1. **Eligibility.** For purposes of this program, an eligible student is one who is enrolled in at least one (1) high school class in at least grade 11 in the Camden-Frontier School district who has completed and is qualified by achieving a qualifying score in one or more of the following:

Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the M-STEP, PLAN, SAT, ACT or College Board PSAT 10/PSAT/NMSQT11. State endorsement is not required in any specific area for this participation.

1. Students must be enrolled in both the school district and postsecondary institution during the local school district’s regular academic year and must be enrolled in at least one high school class.
2. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student’s control.
3. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
4. School districts are required to pay the lesser of:
  - a. The actual charge for tuition, mandatory course fees, material fees and registration fees; or
  - b. That state portion of the students’ foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

2. **Academic Credit.** At the time that an eligible student enrolls in a post-secondary course under this program, the student must designate, in writing to both the high school and post-secondary institution, whether the course is for high school credit, post-secondary credit, or both. Eligible students may not audit courses under this program. The Camden-Frontier school district shall award high school academic credit for those courses designated for high school credit if the student successfully completes the course, as determined by the post-secondary institution. These high school credits shall be counted toward graduation requirements and subject area requirements for graduation. Upon request of the student, courses taken for post-secondary credit only will be included on the permanent record but will not be included in grade point calculations or graduation requirements. In its Guide for the College-Bound Student-Athlete, the National Collegiate Athletic Association (NCAA) requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated into the student’s high school grade point average (GPA). This requirement only applies to Division I or II collegiate athletics.

3. **Program Provisions.** If, for any reason, the student does not complete the course or fails the course, as determined by the post-secondary institution, the student forfeits eligibility for further courses under this program. Any refundable fees (up to the amount the school district has paid for the course) will be refundable to the school district. Students enrolled in this program must still meet all graduation requirements of Camden-Frontier Schools and should ensure that their academic schedule will meet the needs of both high school and post-secondary programs.

4. **Program Funding.** Under the provisions of this program, tuition and fees for the post-secondary course will be paid by Camden-Frontier School up to the limits provided by Michigan Compiled Law. The school district will not provide financial support for transportation, or parking costs associated with this program. The school district will pay these fees directly to the post-secondary institution upon being billed. The student is responsible for payment of all fees not covered by this program.

5. **Hillsdale County Early Middle College Program (HCEMC).** The purpose of the HCEMC program is to allow eligible students the opportunity to enroll in and complete eligible college-level courses at a post-secondary institution that chooses to participate in the HCEMC



program. Costs for these programs, as specified below, will be paid by the Camden-Frontier school system.

The HCEMC is a three-year program (grade 11, grade 12, and the fifth year). Students enrolling in this program commit to following the three year commitment. During grade 12, students will participate in their traditional high school graduation ceremony; however, they will not receive their high school diploma until completion of the 5th year or withdrawing from the HCEMC program (and completing all the MMC requirements).

Upon completion of the HCEMC Program, the student will receive the following:

- A student enrolled in the HCEMC program shall complete all Michigan Merit Curriculum requirements at their local school district during their freshman, sophomore, junior and senior years.
- Students must successfully complete and earn a minimum of 15 college credit hours.
- Complete either 100 hours of community service or 40 hours of career exploration, internship, job shadowing, or clinical experience, or a combination of the two that equals 70-plus hours.
- Must complete all graduation requirements of their home district.
- The pupil is enrolled in at least one math or math-related class during the pupils final year. The final year math credit requirement of the Michigan Merit Curriculum, not completed at the local school district, shall be completed in the fifth year of the HCEMC program at Jackson College.
- The pupil is enrolled in at least one course in the fifth year that earns high school credit during each count period.

**1. ELIGIBILITY-** For purpose of this program, an eligible student is one who is enrolled in at least one (1) high school lass in at least grade 11 in the Camden-Frontier School district who has completed the HCEMC application process and is accepted into the program during their gade 10 year.

1. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least high school class
2. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.
3. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
4. School districts are required to pay the less of:
  - A. The actual charge for tuition, mandatory course fees, material fees and registration fees; or
  - B. That state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

**2. Academic Credit.** At the time that an eligible student enrolls in a post-secondary course under this program, the student must designate, in writing, to both the high school and postsecondary institution, whether the course is for high school credit, post-secondary credit, or both. Eligible students may not audit courses under this program. The Camden-Frontier school district shall award high school academic credit for those courses designated for high school credit if the student successfully completes the course, as determined by the postsecondary institution. These high school credits shall be counted toward graduation requirements and subject area requirements for graduation. Upon request of the student, courses taken for postsecondary credit only will be included on the permanent record but will not be included in grade point calculations or graduation requirements. In its Guide for the College-Bound Student-Athlete, the National Collegiate Athletic Association (NCAA) requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated into the student's high school grade point average (GPA). This requirement only applies to Division I or II collegiate athletics.

**3. Program Provisions.** If, for any reason, the student does not complete the course or fails the course, as determined by the post-secondary institution, the student forfeits eligibility for further courses under this program. Any refundable fees (up to the amount the school district has paid for the course) will be refundable to the school district. Students enrolled in this program must still meet all graduation requirements of Camden-Frontier Schools and should ensure that their academic schedule will meet the needs of both high school and postsecondary programs.

**4. Program Funding.** Under the provisions of this program, tuition and fees for the post-secondary course will be paid by Camden-Frontier School up to the limits provided by Michigan Compiled Law. The school district will not provide financial support for transportation or parking costs associated with this program. The school district will pay these fees directly to the postsecondary institution upon being billed. The student is responsible for payment of all fees not covered by this program.

#### ONLINE, DISTANCE LEARNING, AND TWO-WAY INTERACTIVE PROGRAMS

Under certain circumstances, high school students will be allowed to enroll in and complete on-line and distance learning programs as part of their curriculum. The following provisions/requirements will be in effect for these programs.



1. The student must meet K-12 pupil membership eligibility requirements.
2. Any course in which a student participates must be approved by the district and must generate credit toward the student's diploma.
3. Courses selected must not be available within the curriculum offered by Camden-Frontier School and be supported by the student's EDP.
4. This type of class is limited to two courses per semester per student by State law.
5. The student is expected to be at the assigned computer terminal for the entire period designated for the course and working on course materials. Attendance and academic progress will be monitored. Students will not be allowed to play games, access e-mail (other than the assigned instructor) or in "chat rooms" during on-line class time.
6. Academic progress grades for on-line programs will be based upon grades earned for assignments and assessments based on an expected percentage of work for a grade period.
7. Students receiving failing grades for on-line programs will be required to pay for all tuition and fees.
8. As on-line programs are "independent study" they are based on student's honor and integrity, instances of cheating or plagiarism will be dealt with severely. Students plagiarizing or copying materials or receiving assistance from other students will be reported to the program instructor and will receive no credit for any affected assignments/assessments. Academic misconduct in on-line programs will result in ineligibility for future enrollment.

### **Personal Curriculum:**

The Michigan Legislature has provided an opportunity for students to slightly modify the State of Michigan graduation requirements. This modification is called a Personal Curriculum (PC). A student and his/her parent or guardian may request a Personal Curriculum for one of four reasons:

1. Students who are interested in earning additional credits in math, science, English language arts or foreign languages.
2. Students who demonstrate a need to reduce the Algebra II requirement in the Michigan Merit Curriculum.
3. Students transferring from out-of-state or nonpublic schools after completing two years of high school.
4. Students with an Individualized Education Program (IEP).

While a PC can be requested at any time during a student's high school experience, with the exception of social studies and math, it should be used in limited circumstances after students have had the opportunity to succeed in the Michigan Merit Curriculum.

The Request for Personal Curriculum form, along with a copy of the student's Educational Development Plan, should be submitted to the student's counselor for consideration of a personal curriculum. Contact the counseling office for additional information.

# SECTION 7: ACADEMIC GRADES

## GENERAL GRADING SYSTEM

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

The school uses the following grading system:

<u>LETTER GRADE</u>	<u>% VALUE</u>	<u>HONOR POINTS</u>	<u>5.0 SCALE</u> <u>(Physics/Pre-Calculus)</u>
A	100 - 93.34	4.00	5.00
A-	93.33 - 90.00	3.67	4.67
B+	89.99 - 86.67	3.33	4.33
B	86.66 - 83.34	3.00	4.00
B-	83.33 - 80.00	2.67	3.67
C+	79.99 - 76.67	2.33	3.33
C	76.66 - 73.34	2.00	3.00
C-	73.33 - 70.00	1.67	2.67
D+	69.99 - 66.67	1.33	2.33
D	66.66 - 63.34	1.00	2.00
D-	63.33 - 60.00	0.67	1.67
F	59.99 and Below	0.00	0.00

Additional grades that may appear on report cards are as follows:

<u>LETTER GRADE</u>	<u>MEANING</u>	<u>GRADE POINT</u>
I	INCOMPLETE	0.0*
W	WITHDRAWN	N/A
S	SATISFACTORY	N/A
U	UNSATISFACTORY	N/A
P	PASS	N/A
NC	NO CREDIT	N/A
NM	NO MARK	N/A

\*NOTE: Incomplete grades are included and will count toward computing the grade point average. Once incomplete grades are made up, the grade period and cumulative grade point averages are updated. Incomplete grades will not be awarded to students who have been in attendance throughout the grade period and have simply not completed required work. Incomplete grades will be awarded to students who still have work to be made up due to absences and have not had sufficient time to make up assigned work. Incomplete grades must be made up within the first 2-weeks of the next marking period. After that time incomplete work will be recorded as zero grades and be averaged to determine course grade.

## COURSE GRADE DEVELOPMENT

The primary instructor develops grades for each course of instruction. Each student is provided with a course syllabus during the first week of class that outlines the course content standards to be mastered, pre-requisite course content standards (which the students should be able to demonstrate mastery of at the start of the course), grading policies and the weights of the various course components.

An exception to these guidelines is made for those performance-based courses such as band and choir where co-curricular components (i.e., performances) are required. Failure to participate in these scheduled co-curricular activities is grounds for a grade reduction.

For on-line courses, or other distance learning programs where often the only grade provided will be an end-of-course grade, the guidance counselor in consultation with the program instructor, will develop a mid-course grade based on the grade for half of the work required for that program. Students will be expected to progress to at least that point by the mid-semester report card date.

To be awarded credit for any program of instruction authorized graduation credits, a student must be able to demonstrate a degree of mastery of the content expectations through projects, presentations or performances; effective participation in in-class discussions, in-class assessments; and grades of "D-" (60%) or higher on program summative assessments.

## SENIOR EXAMINATIONS

Seniors may exempt final course examinations for the 2nd semester only under the following conditions.

1. To be eligible to exempt any examination, the student must have earned "A" grades (A, A-) in both of the nine-week grade

- periods during the 2nd semester in the course in which exemption is requested, and;
- 2. Students must have received passing grades in all other courses for each of the nine-week grade periods, and;
- 3. Students must not have missed more than eight (8) days of school (or eight (8) periods of class for that course) for the 2nd semester class that they wish the exemption.

Seniors who wish to exempt themselves from examinations must complete an application for each examination that they wish exempted. These applications may be picked up in the counselor’s office. Each examination must be signed by the school counselor, the school secretary (for attendance), and all assigned teachers (for grade verification). Without completion of this application, exemptions will not be authorized. Grades for courses that have approved exempt final examinations will be based on all 9-week grades for the requested course.

**GRADE CHANGES**

A student, parent, or guardian wanting to have a grade changed may follow the guidelines set forth in district policy as outlined below. This policy is effective only for grades on final exams, or grades at the end of a marking period, term or semester. The process starts on the day the student receives the grade.

Step 1:

If a student believes that a grade received is in error, the student informs the teacher within ten (10) calendar days, citing the reason(s) for wanting the grade changed.

Step 2:

- 1. The teacher who gave the original grade agrees with the student’s request within ten (10) calendar days, and the process ends, or
- 2. The teacher who gave the grade does not agree, or does not respond to the student’s request within 10 calendar days, the student proceeds to the next step.

Step 3:

- 1. Principal Receives Request: Within 30 calendar days after the student receives the grade and the teacher does not agree to change the grade, the Principal, or person designated by the Principal, must receive a written request from the student stating the reasons for wanting the grade change.
- 2. Meeting with Principal: The Principal shall consult with the teacher who assigned the grade and the student within 20 calendar days after receiving the written request from the student. The student, parent or guardian may attend this meeting or may make a presentation orally or in writing to the Principal.
- 3. Rational Basis Guideline: The Principal cannot change the grade unless he or she finds that the student requesting the change has established there was not a “rational basis” for the challenged grade under the teacher’s established grading procedures. If the student has established the lack of a “rational basis”, the Principal may change the grade.
- 4. Principal’s Decision: The Principal shall make his or her decision within 10 calendar days after the meeting with the teacher and student.

Step 4:

Either the teacher or the student may appeal the Principal’s decision in writing to the Board (or a committee of the Board composed of three Board members) within 20 calendar days after receiving the Principal’s decision. Failure to make a timely appeal means that the Principal’s decision is final.

Step 5:

The Board (or designated committee) shall meet within 30 calendar days to consider the appeal. The Board (or committee) will not interview the parties or hear oral presentations. The Board (or committee) shall either approve or disapprove the Principal’s decision. The Board (or committee) shall not modify the Principal’s decision. The Board’s (or committee’s) decision is final.

Step 6:

If the Principal or Board (or committee) acts to change a grade under this policy, a notation shall be made in the student’s record that the Principal or Board (or committee) changed the grade.

**GRADE POINT AVERAGE**

The student’s grade point average is calculated by dividing the total number of honor points earned by the number of credits possible for the courses taken. To fully describe this procedure, a fictitious student will be highlighted. This student’s report card might look like this:

<u>COURSE</u>	<u>9-WEEK GRADE</u>	<u>HONOR POINTS</u>
Biology	F	0.00
Physical Education	B-	2.67
Geometry	D+	1.33
English/Language Arts 9	A	4.00
United States History/Geography	C+	2.33
Business Tech I	A-	3.67
Band	A	<u>4.00</u>
		18.00

Totaling the honor points earned by each grade and dividing by the number of courses/credits attempted would calculate the student's grade point average:

$$\frac{\text{HONOR POINTS}}{\text{\#COURSES}} = \frac{18.0}{7} = 2.57$$

The student's grade point average would be 2.57 for this grade period.

#### ADVANCED PLACEMENT COURSES, GRADES AND NATIONAL EXAMS

All students are encouraged to take Advanced Placement national exams if enrolled in Advanced Placement courses at Camden-Frontier. If a student chooses not to take the national exam, his/her Advanced Placement course will be graded on the traditional 4.0 scale. Students electing to take the national exam will be graded on the weighted 5.0 scale. If a student initially indicates a willingness to take the national exam but decides to withdraw from participation during the 2<sup>nd</sup> semester, the 1<sup>st</sup> semester grade will be recalculated and replaced on the 4.0 scale.

#### CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average is the average of all recorded course final grades since the student started the 9th grade. Specific middle school courses that have been taken for high school credit will also be included in this calculation (i.e., Spanish, Algebra). All grades are counted to include failing grades. If a student fails a course and at a later date re-takes the course, both grades will be counted toward the cumulative grade point average. Only the passing grade will be counted toward graduation credit.

#### CLASS RANK

Class rank will be based upon the cumulative grade point average.

#### ACADEMIC PROGRESS REPORTS

All students will receive a progress report at the midpoint of each grade period that will indicate the course grade to that point in time.

#### PARENT/TEACHER CONFERENCES

Research has demonstrated that student academic success is enhanced when parents actively support and encourage educational goals and programs. For that purpose, Camden-Frontier Middle School/High School establishes two formal parent/teacher conference dates annually during the academic year. Typically, one of these sessions is held in the fall and the other in the spring. During these sessions, teachers are available for conference and discussion throughout the afternoon and evening sessions. As some of our teachers coach or advise activities during the school year, it is remotely possible that they may not be available for conferences on those specific days. In the event that this occurs, a "call back" sheet will be available for your use. The teacher will call to discuss a student's academic progress at a mutually convenient time. Additionally, conferences, e-mail, or phone contact with any teacher may be set up during a teacher's preparation period on any day that school is in session. Likewise, the counseling staff is also available for calls, e-mail, or conferences during the school day. The staff encourages frequent contact to answer any questions that you might have and to clear up any possible misunderstandings.

#### SEMESTER GRADE CALCULATIONS

##### HIGH SCHOOL (Grades 9-12):

Quarter one accounts for 40% of semester grade. Quarter two accounts for 40% of semester grade. Semester exam accounts for 20% of final grade.

Example:

Quarter 1:	81% x .4 = 32.4	
Quarter 2:	75% x .4 = 30.0	
Exam:	92% x .2 = 18.4	Total = 80.8%

##### MIDDLE SCHOOL (Grades 6-8)

Quarter one accounts for 45% of semester grade. Quarter two accounts for 45% of semester grade. Semester exam accounts for 10% of final grade.

Example:

Quarter 1:	81% x .45 = 36.45	
Quarter 2:	75% x .45 = 33.75	
Exam:	92% x .10 = 9.20	Total = 79.40%

##### ELEMENTARY (Grades K-5)

Quarter one accounts for 50% of semester grade. Quarter two accounts for 50% of semester grade.

**ELEMENTARY PROMOTION AND RETENTION POLICY** - The implementation of the Light's Retention Scale will be used to consider promotion, placement or retention along with classroom data provided by classroom teachers.

**HOMEWORK** - Students can expect a certain amount of homework each week. Homework is assigned to provide an opportunity for practice of taught skills. Also, unfinished class work is expected to be completed at home. Parents are urged to see that their child has an adequate place and time to finish homework, and to return it to school.

**SOME WAYS PARENTS CAN HELP -**

- a.) Limiting television watching for your children. Have them watch programs that teach them and watch with your children.
- b.) Being as patient as possible. c.) Reading books with children.
- d.) Taking educational family trips (museums, zoo, etc.) e.) Praising children's efforts.
- f.) Establishing a set time and a quiet place at home for studying and homework. g.) Letting children know you are interested in their education and that you believe in its importance for them.

**PHYSICAL EDUCATION PARTICIPATION** - If your child is unable to participate in P. E. a note must be received on the day of that occasion. A parent note is excusable for up to 3 days of non-participation. For longer periods of time a doctor's note must be received. Excused students may be expected to complete a fitness related assignment as deemed appropriate by the teacher. Students are expected to wear appropriate dress, including shoes, for safety. It would be helpful if students had a pair of gym shoes they can wear exclusively indoors to protect the gym floor.

## SECTION 8: ACADEMIC HONORS

### SUPERINTENDENT'S LIST

Recognition will be given to those students earning all "A" grades for the most recent grade period. Students with "I" or "N/C" grades are not eligible until the incomplete or no credit is removed, and all other criteria are met. A list will be published and posted in the display cases near the office honoring these students for their achievement.

### PRINCIPAL'S LIST

Recognition will be given to those students earning all "A" and "B" grades for the most current grade period. Students with "I" or "N/C" grades are not eligible until the incomplete or no credit is removed and all other criteria are met. A list will be published and posted in the display cases near the office honoring these students for their achievement.

### NATIONAL HONOR SOCIETY

The Camden-Frontier High School Chapter of the National Honor Society is open to all students who meet the following criteria:

1. Students must have either junior or senior class standings. Sophomores may be inducted under special circumstances.
2. Students must have gained and maintained a cumulative grade point average of 3.0 (on a 4.0 scale).
3. Students must display evidence of leadership, scholarship, service and character. It is considered that students violating the school disciplinary code resulting in a suspension from school (OSS) during the current school year have not met these guide- lines.
4. Students must be nominated by the faculty advisory council and approved by that council.

The Faculty Advisory Committee will be composed of a faculty advisor and at least four faculty members. Once selected, members must continue to meet all stated criteria. New members will undergo a probationary period of not more than one year in duration during which they may be dismissed for cause. Students that are dismissed from the National Honor Society for failure to maintain standards are not eligible for re-ad- mission.

### SELECTION OF CLASS VALEDICTORIAN AND SALUTATORIAN AND HONOR GRADUATES

These honors will be based upon the class rank when all designated course requirements (as specified above) are met. Semester course grades from those designated programs will be used to calculate the final class rank. The valedictorian will be the student that places first on the final class ranking. The senior class salutatorian will be the senior who ranks second. Students to be named as honor graduates will be those students who have earned a cumulative grade point average (GPA) in the core courses equal to or greater than 3.50.

## SECTION 9 - SCHOOL COUNSELOR SERVICES

The primary function of the school counselor is to assist students in attaining academic excellence, addressing conduct and personal problems, and to help with placement in post-secondary institutions.

The primary responsibilities include but are not limited to:

1. To counsel students as to career opportunities and post-secondary education. The school counselor also assists students in the selection of college and applications'/admissions' procedures. Financial aid information and scholarship information is also made available during an annual workshop for parents.
2. To counsel students regarding academic concerns. This includes academic scheduling, tracking of graduation requirements, and providing follow-up services dealing with academic deficiencies with options for improvement.
3. To counsel students regarding personal issues. To provide referral services to specialized agencies in conjunction with the school social worker.
4. To supervise the administration of all major competency-based testing. This would include the distribution of testing materials, applications, and the establishment of test deadlines.

As many of our students aspire to attend college, we recommend students to complete the Scholastic Achievement Test (SAT) or American College Test (ACT). This testing is necessary in order to qualify for admission to many colleges and universities. It should be noted, however, that the SAT is now part of the Michigan Merit Examination and is offered free to high school juniors. Please contact the school counselor for information on test and registration dates for this school year.

In addition, the State of Michigan requires all schools with state accreditation to annually administer the MSTEP test series. This equates to the Michigan Merit Examination (MME) at the high school level that is taken during the second semester of the junior year of high school. This test, which measures how well students have mastered the educational standards established by the State of Michigan, evaluates the core areas of Language Arts, Mathematics, Science, and Social Studies. Additional information on the MSTEP/MME program is available in the counseling office.

Counselor Permission: Camden-Frontier students may initiate meetings with members of our counseling staff. If you do not consent to your child working with a counselor and/or receiving counseling on social/emotional issues, please contact us at [office@cfss.org](mailto:office@cfss.org) or by calling (517) 368-5255.



# SECTION 10 - STUDENT DISCIPLINE

## 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

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 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, tobacco, vapes or look-alike drugs that have 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 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 member 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 to 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.**

### 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 suspension or expulsion.

### 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 expulsion.

**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 discipline.

**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 expulsion.

**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.”

**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.

**Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.**

**Violations of this rule could result in suspension or expulsion.**

**14. False alarms, false reports, and bomb threats**

A false emergency alarm, report 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. Violations of this rule could result in suspension or expulsion.

**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 school or someone’s property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

**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**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**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 absence 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 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. Such behavior may result in suspension from school or possibly expulsion.

**25. 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.

**26. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

**27. 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.

**28. 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 hand-held 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.**

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 employees, 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 unwelcome 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.

**[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.**

**M.C.L. 722.621 et. seq.]**

## 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.

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

## 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.

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. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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.

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 the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as 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 gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. 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, 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.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

#### 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 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.

### **OUTSIDE THE CLASSROOM RULES (ELEMENTARY)**

- **Recess**
  - Recess period is a traditional and integral part of the total curriculum. Recesses are organized to ensure that each child has an opportunity to relax and enjoy play activities in a safe and appropriate environment. During inclement weather (rain or a temperature of less than 15 degrees wind chill), children may remain indoors. All students are expected to be dressed appropriately for outside activities and weather conditions. A child may remain indoors up to three days when a note is sent requesting such or the child is returning from an illness and is accompanied by a doctor's statement.
  - Adult supervision is provided. The playground aides are responsible to supervise all activities and students. Children are to be respectful and respond appropriately.
  - **Denial** - Elementary students may be required to remain in the classroom to complete assignments, to improve basic skills to an acceptable level or for disciplinary reasons. Each student will, however, receive a minimum of one non-academic period per day.
- **Rules** - Playground rules are reviewed with students each year. The rules are established to protect the safety of each student and to promote the fair use of the equipment.
  - Walk on the sidewalk area to and from the building.
  - Stone throwing, spitting, wrestling, snowball throwing and fighting are prohibited.
  - No toys, skateboards or other equipment are to be brought from home for use during recess.

- **Behavior in The Halls**

- We will maintain responsible, considerate and safe behavior.
- Always walk.
- Use soft voices.
- Keep the flow of traffic to the right of the halls.
- Walk in single lines when in large groups.
- Keep the hallways free of litter.

- **Lunchroom Rules**

- Walk to and from the lunchroom
- Remain seated, unless permission to get up is given.
- Use good manners and be respectful.
- Clean up your own area. All cartons, papers, and lunch trays will be removed from the tables and disposed of in the proper containers.

#### 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.**

#### SAFETY CONCERNS

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

#### PROFANITY

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

#### 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.

Two types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch or after school detention
- in-school restriction;

#### 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) day notice. The student or his/her parents are responsible for transportation.

#### In-School Discipline

Each student shall arrive with sufficient educational materials to remain busy during this seven-hour study period.

A student missing any portion of his/her assigned time in in-school restriction may be given an additional seven-hour period. Failure to timely serve in-school restriction may lead to a suspension from school for a period not to exceed 10 days. 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 so.



- 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.

### **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 Board of Education 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) 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) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Board of Education. The request for an appeal must be in writing.

During the appeal process, the students are allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

**The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.**

When a student is suspended, s/he may make-up work 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 below.

### **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 the Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

**Within 10 days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Board of Education. 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.**

Camden-Frontier 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 building level principal.

#### **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 the office beginning with the first day of a suspension. Make up of any 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.



# SECTION 11: SCHOOL-SPONSORED CLUBS & ACTIVITIES

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

**A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.**

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.

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

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

## EXTRA-CURRICULAR ACTIVITY PHILOSOPHY

Extra-curricular activities are a vital part of the educational program in the Camden-Frontier School District. Participation in extra-curricular activities provides experiences that will enhance the physical, mental, and emotional development of young men and women. This participation is a privilege that carries with it a responsibility of satisfactory academic performance, strong citizenship, proper health habits, sound character, adherence to school policies, and loyalty to the school and the community. Go to [www.camdenfrontier.org](http://www.camdenfrontier.org) for all Camden-Frontier athletic schedules.

## ATHLETIC ELIGIBILITY

**MHSAA Standards.** Camden-Frontier is a member of the Michigan High School Athletic Association (MHSAA) and fully supports and abides by the rules and regulations of this organization.

1. To be eligible for interscholastic athletics, a student must be enrolled in a high school not later than the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester).
2. A high school student who competes in any interscholastic athletic contests must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1st of a current school year is eligible for the balance of that school year
3. The student must have a physical examination and a certificate from a physician that he/she is physically able to participate in competitive sports. This certificate or examination must be given on or after April 15th of the previous school year. **Before any student can compete or practice on any athletic team, they must first have on file with the school, certification that a physical exam has been completed and that there is no medically disqualifying conditions exist.**
4. A high school student may not participate in more than eight semesters of sports, must be enrolled full time in school at the time of his/her participation, and must meet specific criteria if a transfer student.
5. The student must be enrolled in the school in which he/she participates.
6. The student must not accept any compensation for playing sports at any time of the year. Accepting compensation will result in the student being ineligible for a minimum of one year and could result in making him/her ineligible for his/her whole high school career.
7. The student must not accept any award (such as a trophy or media) with a value over \$25.00.

**EXTRA-CURRICULAR SCHOOL STANDARDS.** We feel strongly in the concept of students involved in extracurricular activities and strive to develop our programs to foster both areas. Although extra-curricular activities are an integral part of Camden-Frontier school life, participation in interscholastic athletics, clubs, and activities is a privilege that will be based on academic performance. **To be eligible for any athletic team, club activity, or extracurricular organization, a student must achieve a passing grade (a grade of "D-" (60%) or above) in each course.** In order to preclude students involved in extracurricular activities from losing eligibility due to academic concerns, the athletic director will check eligibility on a bi-weekly basis. The following will be used when determining academic eligibility:

1. Two (2) failing grades the student is automatically ineligible for two weeks.
2. One (1) failing grade the student is on probation for two weeks. While on probation, the student may participate and will have two weeks to eliminate the failing grade. If the failing grade remains, the student will then become ineligible for the next two-week period. Students receiving a failing grade following their probationary period will be ineligible until the next eligibility check.
3. A list of probationary and ineligible students will be given to teachers and coaches by the Athletic Director every other Friday.

Eligibility at the end of any marking period/semester/year will be based upon the most current 9-week grade. Fall eligibility will be based on the 9-week grades earned at the end of the prior school year. Semester averages will not affect athletic eligibility. **Grades of "incomplete" or "no credit" will make the student-athlete ineligible while those grades are in effect.** To allow for the scheduling differences between the Michigan High School Athletic Association (MHSAA) athletic calendar and the State of Michigan start of school law, students not eligible at the beginning of a school year (as a result of the prior year last grade period) will be ineligible to participate for a period of two contests.

A second component of the eligibility for activities revolves around the school disciplinary system. A student is not eligible for activities if he or she has been placed on an "out of school" and/or "in school" suspension status for violations of the school's rules and regulations serious enough to warrant that action. This ineligibility will last for the duration of the out-of-school suspension status plus the first day of class after that status. In other words, a student will not be eligible for athletic competition **until they have completed a scheduled day of class after the suspension.** Additionally, serious violations of team rules, game and/or practice, or event misconduct may warrant suspension or dismissal from any team based upon either the decision of the coach or action by the athletic director.

Before a student may practice or participate on an athletic team, the coach or athletic director must have a physical form on file or the documentation required by the MHSAA based on COVID-19 changes in requirements.

**We expect the students involved in extracurricular activities to represent their school in a manner conducive to good sportsmanship, reflecting high personal standards. These rules, and the standards that they represent, are non-negotiable.**

#### ACCOMMODATIONS

Students that have an approved Individual Education Plan (IEP) and are authorized academic accommodations will have those factors considered when determining extra-curricular eligibility.

#### SCHOOL ATTENDANCE AND PARTICIPATION

1. A student involved in an extra-curricular activity must be in attendance for the **last five (5) class periods in order to participate in practice or in an event on that day.** Only in extenuating circumstances will the rule be waived (permission must be secured from the high school principal prior to the absence.) An appointment card or other documentation must verify excuses.
2. If the student is in school they must attend practice unless excused by the coach/advisor or by the athletic director.
3. In order to participate in athletics, a student must fulfill the practice requirements for that sport as specified in the MHSAA handbook. (This typically specifies the number of practices that must be completed prior to playing in a contest.)
4. If a student skips a class, he/she will be ineligible to practice or play in a contest on that day.
5. On exam days if a student meets the qualifications to be exempt from exams then attendance policy #1 will be waived.

#### TRAINING RULES

**PHILOSOPHY:** As representatives of the Camden-Frontier School, students involved in extracurricular activities are expected to conduct themselves in an exemplary manner at all times. This standard applies to both school and community activities. The following rules of conduct, which have been adopted by the Camden-Frontier Board of Education, are in effect for students involved in any extra-curricular activity whether they are “on campus” or not or “in season” or not:

1. The use or possession of tobacco in any form is prohibited. (This includes any type of chewing tobacco)
2. The use or possession of alcoholic beverages is prohibited.
3. The use or possession of any drug is prohibited unless a physician has specifically prescribed it to that student.
4. **Any criminal arrest resulting in a conviction. (Above and beyond simple traffic violation.)**
5. **The use of steroids or other performance enhancing substances is prohibited.**

Any violation that occurs at a school function or during the school day also falls under the jurisdiction of the student discipline code found in other sections of this handbook. Any suspension placing the student out of school thereby excluding them from extracurricular activities or athletic events will serve as part of or all of the extra-curricular activity suspension.

These violations will be handled as follows:

**First Offense:** In sports/activities with fewer than 10 contests/competitions, the student involved in the extra-curricular activity will be suspended for the next TWO (2) dates of competition. In sports/activities with 10 or more contests, the student involved in the extra-curricular activity will be suspended from the next FOUR (4) dates of competition. The student involved in the extra-curricular activity is required to attend all practices and games/competitions, while suspended, and sit with the team/group.

**Second Offense:** In sports/activities with fewer than 10 contests/competitions, the student involved in the extra-curricular activity will be suspended for the next FOUR (4) dates of competition. In sports/activities with 10 or more contests, the student involved in the extra-curricular activity will be suspended from the next EIGHT (8) dates of competition. The student involved in the extra-curricular activity is required to attend all practices and games/competitions, while suspended, and sit with the team/group.

**Third Offense:** The athlete or cheerleader will be suspended from all interscholastic sports/extracurricular activities starting with the remainder of the current sports/extracurricular season and the next two sports/activities seasons following. For example, if a third offense occurs during the spring, the student will be suspended from the remainder of that season, then will also be suspended from participating in the fall season and winter season, but may compete in spring-season sports/activities the following calendar year

#### MHSAA GAME COMPETITION MISCONDUCT

Behavior by any student-athlete that warrants or results in ejection from an athletic event will result in forfeiture of eligibility for (at a minimum) the number of matches/contests required by the MHSAA. The coach has the right to extend the duration of this period with approval from the athletic director. Student-athletes that have been ejected from a contest will not be allowed to attend any scheduled contest during the period of suspension.

#### **OFFENSES ARE CUMULATIVE FOR GRADES 6-8 AND 9-12 RESPECTIVELY.**

#### **Self-Disclosure Clause**

In the event that a student involved in extra-curricular activities violates one of the training rules listed above and voluntarily notifies the athletic director or coach/advisor (if currently on an active team) of that violation prior to investigation or knowledge by school officials, the first offense restrictions may be reduced. This provides the student involved in the extra-curricular activity with an option to correct a one-time mistake. This self-disclosure can only be used once and would still serve as a first offense. Any further violation of the training rules would result in a second offense punishment with no option for self-disclosure.

## Appeal Process

Any student involved in an extracurricular activity may appeal a suspension by following the procedure as outlined in the Camden-Frontier School Student Handbook.

### UNACCEPTABLE BEHAVIOR

Additionally, socially unacceptable behavior that detracts from any extra-curricular program, and tends to bring discredit upon the team, the school, or the individual, is prohibited. (This includes, but is not limited to disrespect to teammates/classmates or coaches/advisors, fighting, swearing, obscene gestures, etc.) Violations of this will result in disciplinary action. A coach/advisor or cheerleading advisor may suspend a participant for a maximum of one contest or event; however, the coach, with the concurrence of the athletic director, may give suspensions for a longer duration than one contest or event up to and including removal from an extracurricular activity.

### ATHLETE PARTICIPATION

Any athlete choosing to participate on an athletic team has until the completion of 10% of that team's competitions to remove himself/herself from the team with no repercussions. After 10% of the competitions the student athlete will be subject to a 20% of games suspension of games in the next participating season (a student athlete who is kicked off of a team will also be subject to a 20% games suspension in the next participating season), unless a release is given by a reinstatement committee comprised of at least the past season coach, the incoming season coach, and the athletic director. Athletes choosing to participate on two teams during a given season may do so with permission of the athletic director and both coaches. Dual sport athletes must declare a "major" and "minor" sport. In case of scheduling conflict, the major sport takes priority unless agreed to by both coaches.

### TEAM SELECTION

Many team rosters and numbers of participants are limited by MHSAA rules. In many cases, this requires that "cuts" be made. It is intended that the try-out period will identify those student-athletes that have the highest degree of ability in that sport (particularly at the varsity level), dedication to the sport, and ability to meet the demands of the academic workload and often-rigorous practice schedules. All sports teams requiring athletes to be cut will hold try-outs no less than 3 days for the selection process to occur. During this period of time, selection to varsity and sub-varsity squads (if applicable) will be made. Seniors are ineligible to participate at the sub-varsity level. There will be two seasons with separate squads for cheerleading: fall and winter. A cheerleader may try out for, and be chosen for, membership on both squads. Tryouts for varsity and junior varsity cheerleading squads will be in the spring. Adults will select the cheerleading squads only (no students). A judge cannot be a member of the immediate family of a candidate.

### TRANSPORTATION

**When school transportation is provided, athletes and cheerleaders must ride to and from all athletic events on the player bus or other transportation as arranged by the athletic director.** When male and female teams travel on the same transportation, the teams will be separated on the bus. An athlete or cheerleader may ride home with his/her parents or guardian ONLY if previous arrangements have been made with the coach. Athletes wishing to ride home with another parent or guardian may do so when written permission has been received (signed by the athlete's parent or guardian) by the school prior to the day of the contest. Student athletes will not be authorized to ride with other students except in extraordinary circumstances and then only with parental permission. If a majority of the participants do not ride home on the school transportation, further school transportation will be discontinued for that sport.

### ATHLETIC UNIFORMS AND DRESS

In most cases, athletic uniforms are the property of Camden-Frontier School. Athletes and cheerleaders will be responsible for the proper care of their own uniforms. The coach or advisor will give specific instructions for the proper care of uniforms. A student who has not returned equipment/uniform from a current sport will not be allowed to participate in the next sport, unless payment has been made for the non-returned equipment/uniform.

Athletes are expected to dress appropriately the day of a contest. Each coach may specify a specific dress code above that specified in this handbook. **Under no circumstances will participation on an athletic team circumvent the dress code for the school.** All cheerleaders will be required to wear their uniforms the day of a contest. At the discretion of the advisor, black slacks may be worn with the cheerleading sweaters.

### VARSITY ATHLETIC AWARDS AND LETTER JACKETS

The Camden-Frontier School recognizes that when a student participates in athletics or cheerleading they are making many sacrifices above and beyond the requirements of the school day. The following awards are presented by Camden-Frontier School.

1. First year award a. Chenille Varsity Letter b. Varsity Award Certificate c. Brass pin (for a particular sport)	2. Second Year Varsity Award (for the Same Sport) a. Chenille Chevron b. Varsity Award Certificate
3. Third Year Varsity Award (for the same sport) a. Third Year Award Medal b. Chenille Chevron c. Varsity Award Certificate	4. Fourth Year Varsity Award (for the same sport) a. Four Year Award Plaque b. Chenille Chevron c. Varsity Certificate d.
5. Nine Varsity Sport Award (awarded to any student athlete receiving 9 varsity letters in their four years at Camden-Frontier School)	

#### SELECTION OF THE MOST VALUABLE ATHLETE

The highest award given is that which is presented to the Most Valuable Senior Male and Female Athlete. The criteria for this award include the following:

1. Contributions to various teams in terms of performance, i.e., individual performance and contribution to overall team performance.
2. Number of sports in which the individual lettered during the senior year.
3. Number of years of participation in various sports.
4. Special awards earned by the athlete (e.g. all-conference, all-state, most valuable, etc.)
5. Coachability of the athlete, attendance and attitude.
6. Sportsmanship of the athlete.
7. Others.

***NOTE: Athletes who have been suspended or become ineligible during a sports season are NOT eligible for special team awards.***

#### ACCIDENTS AND INJURIES

Camden-Frontier School does not provide insurance coverage for student-athletes.

## SECTION 12: MISCELLANEOUS

### ACCIDENTS, ILLNESS AND MEDICATIONS

Students involved in minor accidents (e.g., small cuts, scratches, etc.) will be cared for by school personnel. If it is necessary for a student to be sent home because of a serious accident or illness, the office will notify the parent to come and get the child.

Public school personnel will not provide aspirin or any other medication. Under certain circumstances, school personnel may administer prescription and non-prescription medication when prescribed by a licensed medical official. Such medication must be brought to the school office in the original container including dosage and administration times. These instructions shall include the student's name, the name of the medication, the purpose of the medication, the time of the medication is to be administered, and the appropriate dosage, the possible side effects, and the termination date for administering the medication. Authorization to administer such medication must be in writing and signed by the student's legal parent or guardian. This authorization must be renewed each school year. The parent/guardian of the student assumes the responsibility of informing the administrator of any changes in the student's health or changes in medication. All medication will be kept in a locked container in the school office. Students are responsible for reporting to the office at the appropriate time for administration of medication. The date and time of the administration of any medication will be recorded and kept on file in the school office. **Students will not be allowed to carry or to possess prescription or nonprescription medication while at school.** Under certain circumstances, a student may possess a metered dose inhaler, dry powder inhaler or "Epi-pens" to alleviate symptoms. Students must (1) have written approval to possess and use these materials from his or her physician or other healthcare provider and parent or legal guardian, and (2) that authorization is on file at the school office.

### AGE OF MAJORITY

**Under current law, all persons who reach the age of 18 are legal adults, responsible for themselves unless that right has been legally reserved/withheld by the parent or guardian of record [MCL 722.51].** The purpose of the "Age of Majority" is to establish eighteen as the age at which the minor loses the "disabilities and protections" of the minority. This does not relieve any such student from the responsibility of adhering to all school policies regardless of age; all school rules and regulations as contained in this handbook, the Code of Conduct, and the Athletic Code apply to all students. Specifically, the privileges listed below are in effect for students that are eighteen years old or older. (NOTE: Despite FERPA's transfer of "rights" to the "eligible student", a significant exception exists to the written consent requirement for parents of a dependent child as defined in Section 152 of the Internal Revenue Code. This exception provides for parental access to all their student's educational records and reports if the student is claimed as a dependent for federal income tax purposes.)

1. Students 18 years old or older may have the same privileges as their parent/guardian as it relates to access to their student records.
2. Students that are 18 years old or older may represent themselves during disciplinary hearings and conferences and may be the addressee for their grade reports.
3. Students 18 years old or older may sign themselves in or out of school and may verify their own absences. (NOTE: All school attendance standards continue to apply to students regardless of age.)

Eligible students who wish to exercise these rights should register their intent to do so with the school office. Until this registration is completed, Camden-Frontier school will not apply the exceptions listed above. A copy of this registration will be maintained in the school office with copies for the student's records. A copy of the completed form will be sent to the student's parents/guardians who must acknowledge by a signed receipt to the school.

### ANNOUNCEMENTS

Daily announcements will be read over the PA system each academic day. Other information can be accessed via teacher e-mail accounts. These accounts are available on the district website.

### BREAKFAST/LUNCH PROGRAM

Mealtime is a computerized debit account for payment of meals. **MONEY WILL NOT BE TAKEN AT THE POINT OF SERVICE.** Students will have to place their mealtime money in the appropriate envelope and deposit it in the collection box prior to 9:30 a.m. for credit that day. Students will be allowed one charge only.

Lunch accounts will be set up for each student. Parents wishing to set up "Household Accounts" may do so by completing an application that may be obtained from the lunchroom. Under this program funds will automatically be transferred from one sibling (who has money on account) to another sibling (who has no money on account) for the exact amount required to complete a purchase. Students who do not have sufficient funds in their account to cover their purchases will be asked to set the food aside.

A new lunch card will be provided at the beginning of the school year.

Conduct in the cafeteria will be in accordance with the standards of this handbook.

### 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.



## **POSSESSION OF WIRELESS COMMUNICATION DEVICES (WCDs)**

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 provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

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 a 10 day suspension, loss of privileges, and may be recommended for expulsion.

“Sexing” 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, transmitting, or receiving images or messages of a test/exam at any time is prohibited. If a student is caught transmitting/receiving images or messages of a test(s)/exam(s), s/he will fail the test/exam and may be suspended. 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.

## **CLOSED CAMPUS**

Camden-Frontier School is a closed campus. That means that students are not authorized to leave school property without cause and without parental permission (with the exception of those students that have reached the age of majority). Students not present at the beginning of the school day are required to sign in at the school office. Students departing prior to the end of the school day are required to sign out prior to departing. Failure to abide by the sign in/sign out policy could result in forfeiture of the privilege or other appropriate disciplinary action. **Students are not permitted to leave during lunch unless it is medically excused.**

## **COMPLAINT PROCEDURE**

Parents who believe there is cause to complain about the action of a teacher, administrator or other school employee, may do so by following these steps:

1. **Discuss the concern directly with the individual about whom you have a complaint.**
2. If discussion is not possible or does not resolve the problem, the parent may contact the building principal or the immediate supervisor of the individual about whom the complaint is filed. A discussion will take place including the student, the person complained against and that person’s immediate supervisor.
3. If the problem is not resolved through the steps above, the parent may pursue the complaint to the superintendent, under the same guidelines as in step 2 above.
4. If the problem is not resolved through the steps above, the parent may pursue the complaint to the Board of Education, under the same guidelines as in step 2 above.
5. If still not satisfied, the parent may pursue the complaint through the legal system.

## **COMPUTERS**

All school computers are the property of the school district and are provided for the academic use of students, staff, and community. At no time does the school relinquish its exclusive control of these computers and the information that is transmitted through the computer and the school network. Information that is transmitted via school computers and the school network may be monitored for content and traced to individual users by login names. To be allowed access to the school computer and the school computer network, students and staff must complete and agree to an acceptable use policy. This policy specifies what the technology systems may and may not be used for and penalties for violations (and attempted violations). Typical penalties include, but are not limited to those listed in the discipline section of this handbook and loss of computer access for specified periods of time.

## **COPIERS AND PRINTERS**

Copiers are not available for student use. Students wishing copies for class projects and other educational activities should contact the classroom teacher responsible for that activity for copies. Computer printers are available for student use for academic uses only. They will not be used for printing personal materials. Misuse of printer and paper resources may result in disciplinary action or loss of computer privileges.

## **DANCES**

**HIGH SCHOOL** - Dances are approved by the High School principal and are sponsored by a particular organization or class associated with Camden-Frontier School. All dances are closed dances, meaning that only students of C-F and their approved guests may attend. Please be aware of the following rules that apply to dances:

1. High school dances are for students in grades 9-12 and their guests. (The only exceptions are for middle school students on the fall/winter homecoming courts for homecoming dances) Students who wish to bring a guest to a C-F dance must register that guest at least two (2) days prior to the dance. The attendance of the guest must be approved by the principal as validated by approval from the secondary principal from the guest’s home school. Guests not on the approved guest roster will not be admitted to the dance. Exceptions to this age rule will be made for prom and for homecoming dances.
2. Persons leaving the building will not be allowed to return to the dance.

3. Students are to have arrangements for rides home made before the end of the dance. High school dances end at 11:30 p.m., except for the homecoming dances and prom, which will end at 12:00 a.m.
4. Students or guests that behave poorly will be asked to leave the premises. Students who appear intoxicated or under the influence of other substances will be held at the dance by the chaperones pending arrival of law enforcement authorities.
5. No outside drinks or refreshments will be allowed in the building during dances.

**MIDDLE SCHOOL** - Dances are approved by the Middle School principal and are sponsored by a particular organization or class associated with Camden-Frontier School. All dances are closed dances, meaning that only students of C-F and their approved guests may attend. Please be aware of the following rules that apply to dances:

1. Middle school dances are for students in grades 7-8 and their guests. Students who wish to bring a guest to a C-F dance must register that guest at least two (2) days prior to the dance. The attendance of the guest must be approved by the principal as validated by approval from the middle school principal from the guest's home school. Guests not on the approved guest roster will not be admitted to the dance.
2. Persons leaving the building will not be allowed to return to the dance.
3. Students are to have arrangements for rides home made before the end of the dance.
4. Students or guests that behave poorly will be asked to leave the premises. Students who appear intoxicated or under the influence of other substances will be held at the dance by the chaperones pending arrival of law enforcement authorities.
5. No outside drinks or refreshments will be allowed in the building during dances.

#### 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.

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

The specific guidelines for dress allow for individual expression of students while maintaining a degree of acceptability. The dress of students while on school grounds/property and when representing Camden-Frontier School for either athletic or extracurricular activities off-campus must fall within these general guidelines.

1. To be considered appropriate, clothing must extend to three (3) inches above the top of the kneecaps. Spandex pants, pajama pants and cut-off shorts or skirts are not allowed to be worn during the school day (this includes dress for physical education classes). Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must be fastened and remain at waist level. Undergarments must not be visible at any time.
2. Blouses, shirts, and dress tops must not expose the midriff, and are not low-cut in either the front or back. Undergarments must not be visible at any time. Shirts must not have been modified to remove the sleeves and/or sides. Sleeveless tops must have at least three inches of fabric width at the shoulder. halter-type tops and "spaghetti" strap tops will not be allowed. Over garments worn over blouses, shirts, and dress tops that do not meet the standards must not be "see through" and must be kept fastened. Tank tops, muscle shirts, and mesh shirts are not permissible
3. Head coverings (e.g.; hats, caps, and bandannas) will be removed and not worn within the school building. They must be removed when entering the building and kept off until exiting the building except for a medical or religious purpose.
4. Shoes or sandals must be worn at all times. Bedroom slippers are not appropriate for the school setting.
5. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission. Clothing displaying tobacco, beer or alcohol products, and drugs or drug paraphernalia are not permissible. The administration will determine the appropriateness of all clothing under this section of the handbook.
6. Coats, jackets, and other outerwear will not be worn in school.
7. Hair, clothing and body cleanliness must not be offensive to others, cause a health hazard, or cause a disruption to the educational environment.
8. Athletic jerseys or team shirts are authorized for wear by members of the team only on game days as specified by the coach and approved by the athletic director. Dress worn to and from athletic events (when not traveling in uniform) must meet school dress code standards.
9. Earbuds, headphones or other audio-devices will not be worn in common areas (hallways, cafeteria, assemblies, etc.). Students must be able to clearly hear alarms, bells and instructions at all times.



If a student has selected a manner of personal expression or appearance that is beyond mere freedom of expression, disrupts the educational process, or presents a risk to themselves or others, they may be removed from that educational setting. In these cases the student will have two choices: (1) to change into something appropriate for the school environment, if available, or (2), to call home for a change of clothing. Students will not be sent back to class unless one of these two options has been exercised. In addition to this requirement, each violation of the dress code will be handled under the disciplinary system.

Students who are representing Camden-Frontier 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.

#### DRIVER EDUCATION

Driver education training is not offered by Camden-Frontier School District. The district coordinates with a private company to provide local driver education training. The school district provides classroom space and audio-visual equipment for this program. The specific dates, hours, and cost for the program are controlled by the private company and are not controlled by the school. Class dates will be posted in the office as they become available.

**FIDGET SPINNERS** are not permitted at any time.

#### FUNDRAISING

All fundraising activities at Camden-Frontier Schools must be approved in advance by the appropriate building administrator and district superintendent. Individual students will not be allowed to engage in fundraising activities unless part of an unauthorized group or class activity. All fundraising activities involving sales of food or food products must conform to the standards of the "Healthy Choices" plan adopted by Camden-Frontier Schools. Sales of candy or other foods or food products with high sugar content, high calorie content, or low nutrition value will not be approved.

#### 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.

#### GENDER EQUALITY

The Board of Education, Superintendent, and staff shall do those things necessary to reduce and eliminate the gender gap in academic performance between female and male students. In all curricular and non-curricular activities there shall be gender-free teaching practices and learning opportunities. All curricular and instructional materials shall include fair gender representation. In-depth analysis of gender issues shall be included in the curriculum where appropriate.

The district's counseling program shall provide gender-fair counseling relative to career choices and the balancing of family and employment needs both inside and outside the home.

#### HALL PASSES

While the primary focus of the educational environment is the maximization of student-teacher contact time, there are circumstances that may warrant a student leaving class. These must be limited to emergency situations or one-time situations that cannot be handled during non-class time. Agenda booklets will be signed by teachers and office personnel only for emergency or other valid reasons. It is the student's responsibility to secure the pass before he/she is permitted to leave the classroom. Passes to the office will not be issued during class time unless an emergency exists.

#### HOMEWORK

Homework is an extension of the daily school process and is used to reinforce skills. Homework is typically assigned on a daily basis. The high school staff will make every attempt to stagger quizzes and tests. Regular and careful recording and completion of homework on the student's part is essential to success in school equating to establishing and maintaining a personal appointment calendar.

Assignments will be posted in the classroom. **STUDENTS ARE EXPECTED TO COMPLETE ASSIGNED HOMEWORK.** In most cases, this homework is a component of the grade.

#### LOCKERS

**Lockers are school property.** All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. As such students retain no rights of privacy for these lockers. The principal or his designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advanced approval of the principal or his designee.

**Legitimate use of school lockers.** The school assigns lockers to students for their convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Open beverages will not be kept in lockers. Students will not use the lockers for any other purpose, unless specifically authorized by school board

policy or the principal or his designee in advance of bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their assigned locker with other students, nor divulge locker combinations to other students, unless authorized by the principal or his designee. **Students will not “switch” from the locker assigned by the school without the permission of the principal.**

**Locker Room Lockers.** Lockers in the locker room are used by student-athletes when in season and by students in gym class (only during the gym period). Locks for these lockers can be obtained through the physical education teacher. Personal locks cannot be placed on gym or athletic lockers without physical education teacher permission and only if the physical education teacher has a copy of the key or combination.

**Search for locker contents.** Random searches of school lockers and their contents have a positive impact of deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and school personnel. Accordingly, the principal or his designee may search the locker contents at any time, without notice, and without parental/guardian or student consent. The principal shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. Periodic checks of lockers by drug detection dogs will be conducted throughout the year. In both cases, the principal will supervise the search. In the course of a locker search, the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules shall be respected.

**Seizure of locker contents.** When conducting locker searches, the principal may seize any illegal or unauthorized items, items in violation of school board policy or rules, or any other items reasonably determined to be a potential threat to the safety and security of others. Such items include, but are not limited to: firearms, explosives, dangerous weapons (as defined in Annex D), flammable materials, illegal controlled substances or controlled substance analogues or other intoxicants, prescription or non-prescription medications, contraband poisons, or stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student or student 18 years of age or older, shall be notified by the principal of items removed from the locker.

#### MEDIA CENTER

The Media Center is open to students on a regular daily schedule. The atmosphere is conducive to reading, completing classroom research assignments and independent study. The media specialist will be available to assist students in utilizing the media center for learning purposes. Most books may be checked out for a multiple-week period. They can be returned or renewed at any time during media center hours. Any books not returned by the close of the school year will result in the student being assessed the cost of the book. Student conduct standards in the media center will be specified by the media specialist but will conform to the provisions of this handbook. **Students must have a media center pass signed by the classroom teacher to enter the media center during class time unless accompanied by that classroom teacher.**

#### NO NIT POLICY

Upon determination that a student has a serious or unsanitary condition or a condition which could cause infestation or epidemic, the student will be sent home and will not be allowed to attend school until the student has been checked and cleared by a school aide, school principal, or principal's designee as deemed necessary through procedures developed cooperatively by the Hillsdale County Health Department and the Superintendent. In case of lice infestation, the student must be nit-free before re-entering school.

#### PERSONAL PROPERTY

**Camden-Frontier High School is not responsible for theft or damage to students' personal property.** Students assume any and all risks associated with protection and safeguarding of this property if such property is brought to school.

#### RELIGIOUS FREEDOM

The First Amendment to the Constitution of the United States forbids religious activity that is sponsored by the government (and by schools as governmental agencies) but protects religious activity that is initiated by private individuals (such as students). Students may read the Bible or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in non-religious activities. School officials may not compel students to participate in prayer or other religious activities nor may they, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or to participate in such activities with students.

#### SAFETY DRILLS AND PRACTICES

Per school law, schools are required to schedule and practice emergency evacuation, lock down plans, and shelter plans periodically throughout the school year. Students will follow the directions of their assigned teacher during conduct of these drills.

#### 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.

#### 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 may present them to the principal twenty-four (24) hours prior to display.

#### SUPPLIES AND BOOKS

The school will supply all textbooks, required workbooks, etc. Should any of these articles be lost, stolen, damaged or destroyed, students will be expected to replace them. Pens, pencils, notepaper, folders, book covers, etc., should be purchased prior to the beginning of the school year and restocked as the need arises. Some basic items are available outside the school office.

Library books are also available for loan from the school Media Center. Any books not returned by the close of the school year will result in the student being assessed the cost of the book.

#### VISITORS

Visitors of students are not allowed in Camden-Frontier High School at any time during the regular school day. (A parent or legal guardian who wishes to see his/her son or daughter may make arrangements to do so at the high school office) At 7:50 am all doors entering the building will be locked and parents and visitors will need to gain entrance through the electronic switched doors at the High School Office. All visitors must sign in at the high school office and receive a visitor badge.

While parents are encouraged to visit the school and its classrooms, please do so during non-school hours or during a given teachers prep period. In order to keep the disruption to the educational environment to a minimum, however, parent visits shall be made with the following guide- lines:

1. Parent visits shall be scheduled with the teacher(s) and the building Principal.
2. The Principal, or designated representative, shall accompany the parent on the visit if the parent so desires.
3. Such visits are for the purpose of becoming acquainted with school instruction, programs, personnel, operations, and/or facilities.
4. Parents shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits.
5. If a school visit leaves a parent with a concern, this concern should be discussed with the building Principal or Superintendent.
6. Parents may make arrangements with the principal to review any curriculum or classroom texts that are appropriate for the grade or classes assigned. Parents may also request copies of student records. Originals are the property of the school system and are not to be released. Teacher records are not releasable.

#### WORK PERMITS

Work permits for students under the age of sixteen (CA-6) and for students ages sixteen and seventeen (CA-7) are available in the school office. These permits are only valid for employment within the State of Michigan. Parts I and II of the form must be completed by the employer and student respectively before being submitted for approval to the school office. Work permits can be revoked by the school if attendance or academic performance suffers because of such employment. Work permits for Ohio and Indiana must be obtained from a school in that state. For Indiana, there is a school enrollment verification form available in the high school office.

## “BRING YOUR OWN TECHNOLOGY” (B.Y.O.T.) RESPONSIBLE USE GUIDELINES

### **Purpose:**

Camden-Frontier Schools uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, CFHS & CFMS will allow personal devices on our guest network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding B.Y.O.T.

Camden-Frontier Schools strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in B.Y.O.T. will not be penalized and alternate modes of participation will be available.

An important component of B.Y.O.T will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

### **Device Types:**

For the purpose of this program, the word “devices” will include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note that Nintendo DS (and/or other gaming devices with internet access) is not permissible at this time.

### **Guidelines:**

- Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities.
- Devices may only be used to access computer files on Internet sites which are relevant to the classroom curriculum.

Students and Parents/Guardians acknowledge that:

- The school’s network filters will be applied to a device’s connection to the internet and any attempt to bypass the filters is prohibited.
- Camden-Frontier Schools is authorized to collect and examine any device that is suspected of causing technology problems.
- Students are prohibited from:
  - Bringing a device on premises that infects the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  - Processing or accessing information on school property related to “hacking.” Altering or bypassing network security policies.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at Camden-Frontier Schools.

### **Lost, Stolen, or Damaged Devices:**

Each user is responsible for his/her own device and should use it responsibly and appropriately. Camden-Frontier Schools takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

### **Usage Charges:**

Camden-Frontier Schools is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

**Network Considerations:**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “Camden guest” wireless network to access the internet. Camden-Frontier Schools does not guarantee connectivity or the quality of the connection with personal devices. Camden-Frontier Schools Technology department is not responsible for maintaining or troubleshooting student tech devices.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

# SECTION 13 - BUS PROCEDURES

## BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are available by contacting the transportation supervisor at 517-368-5891.

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:

### Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (10 minutes prior to scheduled stop);
- stay off the road at all times 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 school 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 eat or play games, cards, etc.;
- 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 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.

## BUS DISCIPLINE PROCEDURES

Violations of any of the above rules may result in one or more of the following consequences:

1. Discussion of the problem with the student by the driver (the driver will give one verbal warning which will be recorded in written form). The school will be responsible for mailing the written form home. Drivers are also encouraged to phone the student's parents and discuss the problem.



2. Upon the second warning, the driver will take the student to the appropriate Administrator after unloading the bus on the morning run. The Administrator will talk with the student and the driver, make a written record, and decide on any disciplinary action to be taken.

**A STUDENT WHO IS SUSPENDED FROM THE BUS IS STILL REQUIRED TO ATTEND SCHOOL.**

Any student who persists in disorderly conduct on a school bus shall be reported to the transportation supervisor or building principal by the bus driver and may be suspended by the building principal from being transported to and from school and school functions at public expense.



# SECTION 14 - STUDENT VEHICLES

## PARKING AND DRIVING PRIVILEGES

The driving of private vehicles to school is discouraged because school bus transportation is provided for all students who live within the boundaries of the Camden-Frontier School District. If a student does drive to school, he/she must abide by the following:

- Students parking will be authorized by permit. Students must park in a parking space designated for student use. Seniors only will be authorized to park in the "senior circle" (parking spaces 1-35). Underclass students will be authorized to park in all other student parking spaces. Students are NOT permitted to park in the teacher-designated areas (white lines), visitor-parking areas (designated by signs), and the handicapped areas (blue lines). Student parking in any other area is prohibited (see consequences for violations).
- **ALL VEHICLES MUST BE REGISTERED.** In order to provide a safe and secure environment while allowing eligible students to have driving privileges, it is necessary to effectively identify vehicles operated and parked in the vicinity of school buildings. Permits to drive and park will be issued to any student who presents a valid driver's license, completes a parking registration and has that registration signed by a parent/guardian. Permits are issued from the high school office. Each vehicle registered must display a valid permit. These permits will be issued on a one-per-student basis.
- **Loss of parking permits must be reported to the high school office immediately upon discovery.** A \$4.00 charge will be assessed to replace lost parking permits.
- Camden-Frontier School is not liable for theft or damage to a vehicle in school lots. To prevent theft and unauthorized use of your vehicle, keep your vehicle locked at all times.
- During the school day, students are not permitted to be in any vehicle without principal permission.
- The speed limit on school grounds is 10 mph. Careless or reckless driving on school grounds is prohibited.
- Students are not to leave school grounds after arriving or prior to dismissal time without permission being granted by the high school office (must have an acceptable sign out).
- Students are not permitted to have in vehicles that are parked on school property any material, devices, or objects that are prohibited in the school building or on school grounds. Such items include (but are not limited to) weapons, drugs, tobacco or tobacco products, or explosive devices.

***High school students are permitted to park on school premises as a matter of privilege, not of right.*** The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. This reasonable suspicion can be established if illegal or unauthorized materials are in "plain view" from the outside of the vehicle or if a detection canine alerts to a particular vehicle. The school routinely utilizes the services of drug detection canines to assist in this program. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

**Violations of any of the above rules will result in a range of consequences including, but not limited to warning, loss of driving privilege, and towing of vehicle at owner's expense.**

## STUDENT DRIVING /VEHICLE INFRACTIONS

**As stated in this handbook, student driving and parking at Camden-Frontier School is considered a privilege and not a right. It is our intention to make this privilege available to as many students as possible within limited resources. This annex outlines the process that will be followed for those students who fail to adhere to the policies for driving and parking at Camden-Frontier School.**

## **SECTION 15 - HOMELESS LIAISON**

One of the requirements of the McKinney-Vento Homeless Assistance Act, part of the No Child Left Behind Act of 2001, is for the state educational agency to develop and distribute a process for quick resolution of disputes concerning placement of homeless students. The purpose of McKinney-Vento is to ensure that students who are homeless may continue their education with as little disruption as possible.

According to the McKinney-Vento Homeless Education Assistance Act, if your family lives in any of the following situations, your pre-school- aged and school-aged children have certain rights or protections:

- Lives in a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, camper, or other inadequate accommodations
- Doubled up with friends or relatives because you cannot afford housing

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in a school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education for help in enrolling your child in a new school or arranging for your child to continue in his or her former school.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

**Camden-Frontier Homeless Liaison – Tennille Fenstermaker (517) 368-5255**