

**Climax-Scotts Jr./Sr. High School
Panthers**

2022-23 Student/Parent Handbook

**Approved by the
Climax-Scotts Board of Education
Mr. Doug Newington, Superintendent of Schools**

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Facebook: Climax-Scotts Jr/Sr High School**

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WELCOME TO CLIMAX-SCOTTS JR./SR. HIGH SCHOOL

The administration, faculty and staff at Climax-Scotts are looking forward to getting to know each of you personally and sharing with you this exciting period of your life. The educational program offered through Climax-Scotts Community Schools provides you with an opportunity to become quality producers, complex thinkers, and positive contributing members of our school community.

Education comes in many forms. Not only will you experience a strong academic program, you also have the opportunity to become involved in many extra-curricular activities.

This handbook has been prepared to assist you toward a meaningful and positive educational experience. Through this handbook, you will have a better understanding of our mission and goals.

Best wishes for a successful year that is full of challenges and successes.

The Climax-Scotts Jr./Sr. High School Staff

Please Note - This handbook does not contain every rule or policy of the school. Rules, policies, procedures and/or activities are subject to change during the school year, with notification to student and parents. The rules, policies and procedures in this handbook do not supersede federal, state, or local laws or ordinances.

Jr./Sr. High Bell Schedule

Junior High

1 st Hour	7:30-8:20 (50)
2 nd Hour	8:25-9:15 (50)
3 rd Hour	9:20-10:10 (50)
4 th Hour	10:15-11:05 (50)
Lunch	11:10-11:40 (30)
5 th Hour	11:45-12:35 (50)
6 th Hour	12:40-1:30 (50)
7 th Hour	1:35-2:25 (50)

High School

1 st Hour	7:30-8:20 (50)
2 nd Hour	8:25-9:15 (50)
3 rd Hour	9:20-10:10 (50)
4 th Hour	10:15-11:05 (50)
5 th Hour	11:10-12:00 (50)
Lunch	12:05-12:35 (30)
6 th Hour	12:40-1:30 (50)
7 th Hour	1:35-2:25 (50)

GENERAL INFORMATION

Board of Education

Board President: Mrs. Sue Reichert
Vice President: Mr. Trent Piper
Secretary/Treasurer: Ms. Terri VandeGiessen
Trustee: Ms. Lori Bagwell
Trustee: Ms. Jackie Longman
Trustee: Mr. Matt Birkam
Trustee: Mr. Steve Wurtzel

Administration

Mr. Doug Newington, Superintendent..... 746-2400
Mr. Brent Cole, Jr./Sr. High School Principal 746-2300
Mr. Tyler Langs, Athletic Director..... 746-2407
Mr. Tyler Langs, Dean of Students 746-2407
Mr. Kevn Langs, Career Coordinator.....746-2342

Student Services

Mrs. Catherine Hall, School Counselor..... 746-2311
Ms. Lisa Tuinstra, School Social Worker.....746-2311

Office Personnel

Mrs. Angela Gilbert, Administrative Assistant..... 746-2302
Ms. Stormie Cole, Administrative Assistant..... 746-2303

Maintenance

Mr. Scott Simmons, Maintenance Supervisor.....746-2310
Staff: Mr. Larry Tutt, Ms. Janet Sutherland & Mrs. Sue Bowman

Food Service

Mrs. Robin Peck, Director 746-2308

Junior and Senior High School Faculty

Dr. William Bell, Science746-2341

Mr. Chad Behrends, Math.....746-2321

Ms. Tonya Clough, Special Education Support Staff.....746-2320

Ms. Karla Evans, Band.....746-2325

Mr. Chris Fryling, Math.....746-2329

Mrs. Catherine Hall, School Counselor.....746-2301

Mrs. Jennifer Lim, Technology Director746-2205

Ms. Mia Hawley Spanish Teacher.....746-2323

Mr. Dustin Himebauch, Science.....746-2339

Mr. Zach Lewis, Special Education.....746-2320

Ms. Dielle Madison, BMA.....746-2338

Mrs. Carrie Maxa, Library and Online Lab746-2305

Mr. Gabe Priddy, PE/Health.....746-2324

Mrs. Beth Missler, Art.....746-2327

Mrs. Lark Murphy, Social Studies746-2330

Mrs. Kendra Rork, Language Arts746-2319

Ms. Athena Smith, Special Education Support Staff.....746-2328

Ms. Lisa Tuinstra, Social Worker.....746-2311

Mr. Josh Tymkew.....746-2331

Mr. Ryan Vallier, Special Education.....746-2328

Mr. Josh Vick, English.....746-2314

Ms. Jennie Wright, English.....746-2313

ADMINISTRATIVE REGULATIONS

INTRODUCTION

AR-1

The School District must balance the interests of the students and the community in a safe and conducive educational environment with its duty to provide educational services to student(s) who engage in misconduct and behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority. Violations of the Student Code of Conduct will result in progressive disciplinary action. All students and parents are expected to sign and return a copy of the attached Student Code of Conduct Acknowledgement Receipt.

INTERSCHOLASTIC OR EXTRACURRICULAR ATHLETICS

AR-2

Student participation in interscholastic or extracurricular athletics is a privilege, not a right. Student athletes are subject to the Student Code of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent the School District as members of an athletic team. These rules may be set forth in an Athletic Code of Conduct, an Extracurricular Code of Conduct, or other School District document. An athletic responsibility acknowledgment form is required to be signed by the student and his/her parent and returned to the school before the student may participate in interscholastic or extracurricular activities.

TRANSPORTATION

AR-3

Student Drivers- Student drivers must be licensed and receive permission from the School District in order to park their vehicle on School District property or use their vehicle during the school day. Student drivers must register with their school and park only in designated areas.

School Transportation- A student who is transported by the School District or transported to a School District-related event must abide by the driver's direction, the Student Code of Conduct, and, if applicable, the School District's Athletic Code of Conduct, Extracurricular Code of Conduct, or similar document. Violators face the loss of transportation privileges, as well as possible disciplinary action. Examples of misconduct that may lead to temporary or permanent suspension of transportation privileges or other possible disciplinary action include, but are not limited to: insubordination, smoking, fighting, profane or foul language, and destruction of property.

STUDENT DRESS AND APPEARANCE

AR-4

The style and manner in which a student dresses while he/she attends school and school-related functions is largely the responsibility of the student and his/her parent. The School District, however, maintains the right to impose reasonable restrictions on dress, where the style of dress or grooming is reasonably considered disruptive or the style of dress or grooming is reasonably considered detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom he/she attends school.

POLICE INVESTIGATIONS AND ARRESTS

AR-5

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school.

1 See (Student Code of Conduct Acknowledgement of Receipt)

2 The word "parents," when used in this Student Code of Conduct includes legal guardians and, where required by law, those acting in the place of parents.

The timing of parental notification will depend on the circumstances, taken as a whole. The School District will report the following crimes/events to local law enforcement:

- Armed student or hostage or suspected armed student;

- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of Students;
- Vandalism/destruction of property; and
- Weapons on School District property.

SEARCH AND SEIZURE

AR-6

From time to time, school property, such as lockers, desks, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student. The privacy rights of students shall be respected regarding any items found during a search that are not illegal or otherwise against School District policy or these administrative procedures.

The School District makes parking available to students who are licensed drivers. This privilege is conditioned on the student's consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student.

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student vehicles parked on district premises. Such inspections may be unannounced and may be made at any time. Students will be required to follow lock down procedures. Violation of this process will result in disciplinary action.

School District personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated

by School District personnel and, when appropriate, delivered to police authorities or parents. The Board of Education has adopted a policy on bullying and cyberbullying, Policy [po 5517.01] and a Discrimination and Harassment Policy, Policy (po 1662). The Policies are intended to protect students from bullying, including cyberbullying, and harassment regardless of the subject matter or motivation for the behavior.

Complaint Procedure The School District's complaint procedure regarding harassment can be found under Board Policy [po 1662]. In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or his/her designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based on the protected classifications of race, color, sex, national origin, or disability, the incident(s) are instead investigated by the School District's designated Coordinator pursuant to Board of Education Policy [po 1662].

Step 1: Formal Investigation- The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce his/her response to writing and to produce any documents or other things supporting his/her response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses.

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

Step 2: Decision- *Complaint Found Valid.* If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent; unless otherwise noted, all references to the Superintendent are also a reference to his/her designee.
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;

The Superintendent, or his/her designee, will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and

- The Superintendent, or his/her designee, will determine whether relief to the complainant is feasible and available.

Complaint Found Not Valid. If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District Policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and

- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

Annual Report. The Superintendent will prepare an annual written report to the Board, including all verified incidents of bullying or cyberbullying and the resulting consequences that were imposed.

INTRODUCTION TO DISCIPLINARY ACTIONS AND PROHIBITED ACTS AR-8

Introduction- This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

Attendance and Tardiness Policies- The Student Code of Conduct does not include the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities.

Range of Discipline- Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from detention, in-school suspension, suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority. The School District will comply with all state and federal laws with respect to the discipline of students educated under an IEP or Section 504 Plan or students who are suspected to have a disability.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

PRESUMPTION AGAINST LONG-TERM SUSPENSION OR EXPULSION
AND CONSIDERATION OF INDIVIDUAL FACTORS

AR-9

Rebuttable Presumption- Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all out-of-school suspensions and expulsion (short-term or long-term), the School District administrator implementing the suspension shall consider and document consideration of the seven factors listed above on a form approved by the Superintendent. The form may be retained in any format.

Restorative Practices- Consistent with Michigan law and in every case, the School District will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a similar manner, depending on the circumstances as a whole in the sole discretion of the School District administrator assigned to handle the misconduct or behavior or the Board of Education (if the Board of Education is handling the misconduct or behavior). Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

DEFINITIONS OF DISCIPLINE

AR-10

Administrative Intervention- Disciplinary action which does not result in a student being suspended from school and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

Snap Suspension- Exclusion of a student from a class, subject, or activity by a teacher for one full school day if the student engages in conduct which unquestionably interferes with the education of him/herself or other students, or a teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to him/herself or other students.

Detention- Students may be assigned after school detention from 2:45-3:45.

2 ½ Hour Detention- Students may be assigned after school detention from 2:45-5:15.

In-School Suspension (ISS)- Students may be assigned a day(s) of in-school suspension at the discretion of administration in response to any disciplinary infraction.

Suspension Exclusion of a student from school for 60 school days or fewer or exclusion of a student from school which exclusion will terminate upon the fulfillment of a specific set of conditions.

Expulsion Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

PROMOTION, PLACEMENT AND RETENTION

AR-11

Completing required coursework and earning the necessary credits determine a student's progress toward graduation and receiving a diploma. A student is only granted credit when the necessary requirements are met, or the student has completed the goals and objectives of an Individual Education Plan or a Personal Curriculum. It is the student and parent/guardian's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office.

GRADUATION REQUIREMENTS

AR-12

To earn credit student's must complete the prescribed course work as identified in the course syllabus and district curriculum requirements. In addition, they must pass quarter 1, quarter 2 or both as well as complete a comprehensive final examination or project at the end of the semester in each class. The exam/project will be a significant % of the student's grade.

A student, who at the end of the first semester of their senior year, is more than 2 credits behind the number required for graduation (counting credits that could be earned in the second semester) may be omitted from publication in various commencement program(s) due to ordering timelines.

A student has until the end of the school day on the Friday prior to graduation to complete any work necessary to obtain credit for his or her courses. If a student does not have all the necessary 24 credits needed to graduate at this time, that student will no longer be a candidate for graduation for the current school year and may not participate in commencement exercises.

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 (24).

Specific course requirements are as follows:

English (4 Credits)	Mathematics (4 Credits)
Science (3 Credits)	Social Studies (3 Credits)
Physical Education/Health (1 Credit)	Computer Applications (1 Credit)
Fine Arts/Applied Arts (1 Credit)	Foreign Language (2 Credits)
Electives (5 Credits)	

GRADING SCALE

AR-13

Percentages are used to calculate marking period grade. The 0.00 – 4.00 scale is used to calculate semester and cumulative GPA.

100% - 93% A	=	4.00	76% - 73% C	=	2.00
92% - 90% A-	=	3.67	72% - 70% C-	=	1.67
89% - 87% B+	=	3.33	69% - 67% D+	=	1.33
86% - 83% B	=	3.00	66% - 63% D	=	1.00
82% - 80% B-	=	2.67	62% - 60% D-	=	0.67
79% - 77% C+	=	2.33	59% - 0% E	=	0.00

Scholastic Honors - Climax-Scotts Jr./Sr. High School recognizes quality academic achievement through a published honor roll, a National Honor Society, academic letter, honor graduates, high honor graduates, top ten letter and selection of a valedictorian and salutatorian.

1. **Honor Graduates** - *Honor* graduates are those students who, based on the average of their seven grades on a standardized scale, have achieved a 3.0-4.0 GPA with no academic failures.
2. **Top Ten** - A student who receives this recognition must be numerically in the top ten of the senior class at the end of the **first** semester unless there is a tie in the tenth position. Then the top ten will include whoever is involved in the tie. A student who receives this recognition must be in attendance three semesters at Climax-Scotts High School.
3. **Valedictorian and Salutatorian** - Determination of the valedictorian and salutatorian will be the student whose GPA is the first and second highest scholastic average in the graduating class at the end of the **first** semester. To be eligible for valedictorian or salutatorian, a student must have attended school regularly for three semesters at Climax-Scotts High School with one full semester of his/her senior year.
4. **Weighted Grades – Beginning with the Class of 2016**, the district will be implementing a weighted grading scale for use in calculating advanced placement and honors courses, including advanced placement courses taken off-site (i.e. KAMSC), which will be utilized when recognizing the final top ten graduating seniors. Weighted courses will be calculated on a 5.0 scale.

5.0 = A 2.0 = D
 4.0 = B 1.0 = E
 3.0 = C

ONLINE/BLENDED LEARNING (EDGEUNITY)	AR-14
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CS students may have the opportunity to take online (Edgenuity) courses. These online courses are primarily offered for credit recovery purposes or for expanded elective opportunities. Students will not be allowed to take graduation required classes online when those same classes can be Included within a student’s schedule. Any exceptions to this policy will need administrative approval. All students taking online classes will be academically responsible to adhere to the “Online Learning” syllabus.

If it is determined that a student will need to complete additional courses beyond the 7-hour school day in order to obtain the credits necessary to graduate parents will be notified at the beginning of the student’s senior year. Students have several options for credit recovery:

1. Students may complete additional Edgenuity courses in addition to their 7-hour course load they are required to take as a full time student. They must work on these courses outside of school.
2. MI Virtual Academy offers fee-based credit recovery courses that students may complete online in their own time.
3. Youth Opportunities Unlimited (YOU) through KRESA offers up to 2 credits per semester that must be completed in accordance with YOU policies.

All credit recovery options must be completed in addition to the full time 7 course school day. The student is responsible for monitoring their progress towards completion. Climax-Scotts teachers and staff are not responsible for monitoring or ensuring completion of MI Virtual Academy or YOU course. Students must provide the guidance counselor with a transcript from these providers to obtain credit.

ATTENDANCE POLICY	AR-15
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Because attendance has a definite correlation with academic performance, the quality of student’s education suffers when he/she is absent. Students are encouraged to maintain regular attendance and to decide to schedule non-academic activities at a time that will not conflict with the classroom instruction.

Absence - An absence means that a student is not physically present ten (10) minutes or more during the scheduled class period unless he/she re-enters or leaves with a pass from a member of the school staff. A student who is more than ten (10) minutes tardy will be considered absent unless he/she enters with a pass from a member of the school staff.

Excused Absence:

- a) Students shall be required to have all absences excused by the parent/legal guardian within a 48-hour period.

- b) A student will have one (1) school day for each school day absent to complete the missing work. Work will be due on the next school day at the beginning of the class period. More time may be provided at the discretion of the teacher depending on the nature and length of the absence. Students are encouraged to obtain work ahead of time, if they know of any upcoming excused absence (college visit, school activity, athletic contest, or previously scheduled appointment).
- c) Students are responsible for acquiring, completing and handing in any work missed within the time specified above. Failure to complete missed assignments within the identified time may result in a score of "0" for those assignment(s).

Students will not lose participation points during any class for which they are absent if they are EXCUSED. However, a teacher has a right to impose an alternate assignment/activity (often scheduled before or after school) or the teacher may consider the student "exempt" from the participation, based on the activity missed.

It is important to note that an excessive loss of in-class participation opportunities may negatively impact the student's ability to understand important concepts. It is important to avoid absences whenever possible to maximize your child's opportunities for success.

Unexcused Absence (Truancy) - Work missed may or may not be assigned credit, at the discretion of the teacher. Unexcused absences include: skipping school or a class period, leaving the school grounds without signing out properly in the office or **not having the absence excused within the required 48-hour time frame.**

Tenth Absence Policy

If a student exceeds ten (10) total (excused or unexcused) absences in any semester course, the administration will notify the student and parent/guardian. Provided the student is currently passing the course, he/she will be required to pass the final exam to show proficiency and receive credit in the course. Exceptions to this policy may be granted for extenuating circumstances. Please contact the principal for verification.

School Related Absence: When a student is absent from one or more classes during the school day by choosing to participate in a school activity or is detained by office personnel (counselor, social worker, dean of students, principal). These absences do not count toward the total number of absences.

School Related: Field Trips, School Activities/Athletic Contests, Meetings with Office/School Personnel, Official College Visits

See make-up policy for excused absences.

Matters Pertaining to Attendance

- a) Student may not leave the school building or the campus during the regularly scheduled school day without supervision of school official or verification from parent/legal guardian with **written** permission from the attendance office.
- b) A student assigned to an area or classroom whose absence has not been verified by a parent/legal guardian will be regarded as truant and subject to that penalty.

Under State Law, attendance at school is compulsory until a student reaches the age of **eighteen (18)** or graduates from high school. All students attending Climax-Scotts Community Schools, unless they are legally emancipated, shall be required to have absences verified by his/her parent/legal guardian. If a student is legally emancipated, he/she may assume responsibility for all absences.

Absence/Late Arrival Procedure

1. Attendance is taken and recorded in the teacher's grade book each class hour.
2. Daily attendance is then logged into the teacher's classroom computer each hour.
3. Students who arrive late or leave early are required to sign in or out at the office and have a pass to enter a class or the office from a staff member.
4. Parents are expected to call the office between 7:00 a.m. - 3:30 p.m., to excuse the absence. Verification must be made within a 48-hour time period for the absence to be considered excused.
5. A note should be sent with the student on the day of his/her return to school and given to the office secretary. All calls and notes will be documented.

Legally Emancipated - Legally emancipated is not the same as Age of Majority. Students who reach age of majority are required to have their parents excuse them. Legally emancipated students may excuse their absence with a note to the principal within a 48-hour period of the day/hours missed.

Tardiness - Tardiness deprives the student of information necessary for his/her academic success and disrupts the teaching and learning process of others. Students will be in their assigned classroom or location when the tardy bell rings. Consequences for total tardies per marking period will be:

Classroom

- 1-2-3 violations: Verbal warning by teacher;
- 4th, 5th, violation detention issued by Principal/Dean of Students;
- 6th & 7th + tardies 2 ½ Hour detention issued by Principal/Dean of Students.
- 8+ 1 day ISS (In School Suspension)

CODE OF CONDUCT

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on several factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

ARSON

CC-1

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.
This section is supplemental to, and does not limit or supersede, CC's 3, 12, 22, and 35.

ARSON PROHIBITED BY LAW

CC-2

A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80.
This section is supplemental to, and does not limit or supersede, CC's 2, 12, 22, and 35.

BULLYING AND HAZING

CC-3

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy [po 5517.01]. A corresponding administrative regulation [AR-7 & CC4] has been developed to implement the policy. "Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

COERCION, EXTORTION, AND BLACKMAIL

CC-4

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats

and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

COPYRIGHTED MATERIAL	CC-5
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A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

CRIMINAL ACTS	CC-6
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A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

CRIMINAL SEXUAL CONDUCT	CC-7
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Description- A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g.

Penalty- Administrative intervention to permanent expulsion, in accordance with MCL 380.1311.

This section is supplemental to, and does not limit, CC`s 9, 10, 14, 24, 25, and 34.

DISCRIMINATORY HARASSMENT	CC-8
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A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

DISRUPTION OF SCHOOL	CC-9
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A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

DAMAGE OF PROPERTY OR THEFT/POSSESSION	CC-10
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A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

DANGEROUS WEAPONS

CC-11

A student shall not possess a dangerous weapon in a weapon free school zone. This section is supplemental to, and does not limit or supersede, CC-35.

DRESS

CC-12

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. (Some Examples: No hats, hoodies, cut out tank tops, midriff/back showing shirts, noodle strap/tube tops). The school administrator reserves the right to determine whether the student's attire is within the limits of decency and modesty.

PUBLIC APPEARANCE OF SCHOOL GROUPS

CC-13

The board permits student groups to appear/perform at public events, subject to the following requirements.

1. Activity advisors must secure the permission of the building principal or designee before booking a student group at a public event.
2. Activity advisors are discouraged from booking student groups to perform on more than one school night (Sunday-Thursday) per week;
3. Student groups may not perform at a political event or rally.
4. Student groups may not perform at religious ceremonies; and a student failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations during public appearances may result in disciplinary action and exclusion from future appearances at public events.

STUDENT HEALTH AND SAFETY (LICE/NITS)

CC-14

A student with nits within $\frac{1}{4}$ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head to head contact or sharing of personal items. The building will notify the students' parents/guardian and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent/guardian consents to a head examination and the examining building person does not find live lice on the student. If the building official finds nits within $\frac{1}{4}$ inch of the student's scalp, the student may return to class, but the building must inform the student's parent/guardian about the need to remove the nits.

Building personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within one school year, the building will inform a team that may include the students' parent/guardians, teacher, social worker, or administration to determine the best approach to solve the issue.

DRUGS, ALCOHOL, TOBACCO, NARCOTIC DRUGS, AND COUNTERFEIT

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, tobacco, alcohol, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as "Speed" or "Crack") or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

1st Violation- Confiscation, up to ten (10) days suspension, police notification, parent/legal guardian conference.

Waiver of Suspension for Controlled Substance Use or Possession- The student discipline may be reduced at the discretion of the Principal if the student and parent/guardian agree to participate in an assessment program. They must also agree to abide by and complete the assessment recommendation. If the student fails to complete the conditions of the waiver, the entire suspension will be reinstated.

2nd Violation- Confiscation, ten (10) day suspension, and recommendation for expulsion, police, and parent/guardian and police notification.

3rd Violation- Confiscation, ten (10) days suspension during which period the student will be encouraged to participate in substance abuse counseling, recommendation for expulsion, parent/guardian and police notification.

Sale/Furnishing Controlled Substance- Sale or furnishing or attempting to sell or furnish controlled substances.

1st Violation- Immediate suspension and recommendation for expulsion, police involvement, notification of parent/legal guardian.

ELECTRONIC COMMUNICATION DEVICES AND LASER POINTERS CC-14

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices. Cell phones and ear buds are examples of prohibited electronics devices not to be used during the school day. Students may with administrative or teacher permission use or possess an active electronic communication device within a classroom or school bus. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

Confiscated electronic devices will be returned to a parent/guardian only after school hours, not during school hours.

FAILURE TO COOPERATE CC-16

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

FAILURE TO COMPLY WITH DIRECTIONS OF SCHOOL PERSONNEL CC-15

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

FALSE ALARMS CC-17

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

FALSE ALLEGATIONS CC-18

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

FALSIFICATION OF RECORDS**CC-19**

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

FIGHTING, ASSAULT, AND BATTERY ON ANOTHER PERSON**CC-20**

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

FIREWORKS, EXPLOSIVES, AND CHEMICAL SUBSTANCES**CC-21**

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

GANG INSIGNIA/ACTIVITY**CC-22**

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

IMPROPER COMMUNICATIONS**CC-23**

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

INDECENCY/PDA**CC-24**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety. In general, overt displays of affection are inappropriate on school property. Appropriate displays of affection will be limited to handholding only.

LOOK-A-LIKE WEAPONS**CC-25**

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

MISCONDUCT PRIOR TO ENROLLMENT**CC-26**

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

PERSONAL PROTECTION DEVICES**CC-27**

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

TRESPASSING, LOITERING**CC-28**

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

SCHOLASTIC DISHONESTY**CC-29**

A student shall not engage in academic cheating. Cheating includes but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

1st Violation: Teacher will issue a (0) on the work. Parent/Guardian will be notified by the teacher.

2nd Violation: Teacher will issue a (0) on the work. Parent/Guardian will be notified by teacher. Student will receive a Suspension After School.

3rd & Subsequent Violations: Teacher will issue a (0) on the work. Parent/Guardian will be notified by the teacher, parent meeting will be held, and an Out of School Suspension will be given.

SMOKING/TOBACCO/VAPING**CC-30**

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

**SUSPENDED STUDENT ON SCHOOL PROPERTY OR
ATTENDING SCHOOL ACTIVITIES****CC-31**

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.

A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

VIOLATION OF ACCEPTABLE USE POLICY**CC-32**

A student and parent shall read and sign the District Technology Code of Ethics. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paint ball or splat gun, or other object or instrument that can be

considered a weapon or is capable of inflicting bodily injury.

Climax-Scotts Jr./Sr. High School is a closed campus. Students are to remain on school property in the appropriate class during regular school hours. Students given permission to leave must sign out.

ADMINISTRATIVE POLICIES

This Policy is intended to protect *all* students from bullying, including cyberbullying, regardless of the subject matter or motivation for the behavior. The Board, through this Policy, also prohibits retaliation or false accusations against a target of bullying, as well as a witness or another person with reliable information about an act of bullying. The identity of an individual who reports an act of bullying shall remain confidential.

In order that this Policy be properly implemented, the Board directs that:

Implementation- The Principal of each school building is primarily responsible for implementing this Policy for the school to which he or she is assigned.

The Superintendent shall revise the School District's Student Code of Conduct, consistent with this Policy, to specifically prohibit bullying and cyberbullying, as defined below. The Superintendent is directed to post this Policy on the School District's website.

The Superintendent shall report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

The Superintendent shall promulgate such administrative regulations as he/she may deem necessary for the implementation of this Policy. The regulations shall include all the following:

- A procedure for an individual to report an act of bullying;
- A procedure for the prompt investigation of a report of an act of bullying by the building principal or his/her designee;
- A procedure for providing notification to the parent of both the claimed victim of an act of bullying and the parent of the alleged perpetrator;
- A procedure to protect the confidentiality of a person making a report of bullying;
- A procedure for documenting any prohibited bullying incident that is reported; and
- A procedure for the Superintendent to report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

Definitions- The following definitions shall apply for purposes of this Policy:

“Bullying” means any written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more School District students, either directly or indirectly, by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or,
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“At school” means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle, and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. *“At school”* includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the School District.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Accountability- Each student in the School District is accountable for his/her own behavior, based on age-appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

Retaliation- Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying 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.

DUE-PROCESS PROCEDURES FOR DISCIPLINE

AP-2

Introduction- These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program.

If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

Short-Term Suspension- (i.e., 10 School Days or Fewer)

As a rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses;
- Provide the student an opportunity to explain his/her version of the facts; and
- Consider each of seven individual factors listed on pages 5-6 of this Student Code of Conduct.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The principal, or his/her designee, shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. A Student Suspension Notice or its equivalent is to be completed, with copies going to the parent and the student's file. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

Long-Term Suspension- (i.e., 11 School Days or More), Expulsion (60 School Days or More), and Permanent Expulsion

Step 1. If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent shall be notified in writing of:

- The charges against the student;
- The recommended disciplinary action;
- The fact that a hearing will be held before the Superintendent or his/her designee; and
- The time, place, location, and procedures to be followed at the hearing.

The written notice will also document the building administrator's consideration of the individual factors listed on pages 5-6 of this Student Code of Conduct and consideration of restorative practices. If the building administrator decides the student's presence in school would present a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

Step 2. A hearing before the Superintendent, or his/her designee, will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors listed on pages 5-6 of this Student Code of Conduct, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed.

The student and/or his/her parent may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision.

The Superintendent or his/her designee, may amend the principal's charges upon motion of the building administrator, student, or parent, or amend the charges upon his/her own motion to conform to the

evidence presented at the hearing. Additionally, the Superintendent, or his/her designee, may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

Step 3. The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision shall be mailed at that same time. These timelines, however, may be enlarged by the Superintendent, or his/her designee, due to extenuating circumstances.

Step 4. A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent. An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at his/her level and make a recommendation to the Board of Education. The student, parent or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, or the student and will render a written decision on the appeal within fifteen (15) school days.

INCONSISTENCY WITH LAW, BOARD POLICY, OR ADMINISTRATIVE REGULATION

AP-3

This Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Policies/Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Policies/Administrative Regulations, and Board Policy supersedes Administrative Policies/Regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

AP-4

Rights Under FERPA- The federal law known as the Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The word "parents," when used in these Annual Notifications includes legal guardians and, where required by law, those acting in the place of parents.

1. The right to inspect and review the student's education records within 30 days after the day the School District receives a request for access.

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School District to amend their child's or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If the School District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.

3. The right to provide written consent before the School District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A designated school official with a legitimate educational interest includes a person employed by the School District as an administrator, teacher, or other person designated by the Board of

Education. A school official also includes a liaison officer who, while not employed by the School District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the School District, performs an institutional service or function (such as design and maintenance of the School District's security camera system) for which the school would otherwise use its own employees and who is under the direct control of the School District with respect to the use and maintenance of personally identifiable information from student education records.

4. The right to refuse to allow the disclosure of "directory information".

"Directory information" regarding a student may be released to any requesting person or party, in addition to the eligible student or his/her parent, without written consent. The Board of Education has defined "directory information" to include a student's:

- Name;
- Address and telephone number;
- Photograph;
- Birth date and place of birth;
- Participation in School District related programs and extracurricular activities;
- Academic awards and honors;
- Height and weight, if a member of an athletic team;
- Honors and awards; and
- Dates of attendance and date of graduation.

In the event inconsistency exists between the Board of Education policy defining "directory information" and this annual notification, the policy prevails.

Each year, the Superintendent, or his/her designee, will provide public notice to students and parents of the School District's intent to make directory information available to students and parents. Common uses for students' directory information, which include, but are not limited to: United States Armed Forces.

Eligible students and parents may refuse to allow the School District to disclose any or all of such directory information upon written notification to the School District within thirty (30) days after receipt of the School District's public notice. Parents may submit written notification to the building principal of their child's school.

5. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5280

United States Armed Forces- The School District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed, written direction to the School District that the student's directory information not be accessible to United States Armed Forces recruiters. In such case, the information will not be disclosed.

Other Agencies or Institutions- As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or

institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

Compliance- The School District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

PESTICIDES	AP-5
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The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

DRUG-FREE ENVIRONMENT/PROTECTION	AP-6
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The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia, including alcohol and marijuana, at any time on School District property, with the Drug-Free Zone or at any School District-related event. Further, the Superintendent, or his/her designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

NONDISCRIMINATION	AP-7
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No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes that he/she has been the victim of discrimination may seek resolution of his/her complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer, Mr. Doug Newington (Superintendent), Mrs. Catherine Hall (School Counselor) at [269-746-2404], or visit the Office of Human Resources offices at [372 South Main Street Climax, MI 49034], during regular business hours (8:00 a.m. – 4:00 p.m.).

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT	AP-8
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The School District, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if he/she is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the [position] as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact the Lisa Tuinstra at 269-746-2300

or visit the Climax Scotts Jr./Sr. High at 372 South Main Street Climax, MI 49034 during regular business hours 7:30 a.m. – 3:30 p.m.

PARENTAL INSPECTION OF INSTRUCTIONAL MATERIALS AP-9

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

SCHOOL PROPERTY AP-10

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas, vehicles, and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, a warrant or parental permission has been obtained.

SEARCH AND SEIZURE AP-11

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the School District's Student Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

SPECIAL EDUCATION AND 504 AP-12

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services.

PERSONAL CURRICULUM AP-13

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal

curriculums, please go to <https://www.michigan.gov/mde/> and enter Personal Curriculum in the search bar.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION AP-14

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents;
- Mental or psychological problems of the student or his/her family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical examinations and screenings. 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 be given access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

PROGRAMS FOR ENGLISH LANGUAGE LEARNER STUDENTS AP-15

Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student's instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

CHILD NUTRITION PROGRAM AP-16

The School District participates in the National School Lunch Program, School Breakfast Program, and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the School District's main office. The corresponding policy and/or administrative regulation may be reviewed by any interested party and can be found by visiting . <https://www.csschools.net/>

To apply for reduced-price or full-price meals at any time during the school year, please visit <https://www.csschools.net/> and fill out and apply to Mrs. Joan Haynes at Climax-Scotts Jr/Sr High 372 South Main Street Climax, MI 49034. Please be sure to include all required information; the School District cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR, and TANF may apply which contains only each Student's name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

Students whose parents become unemployed during the school year are eligible for reduced-price or full-price meals during the period of unemployment, provided the household income during that period is within the income eligibility range. Students in households participating in WIC may be eligible for reduced-price or full-price meals. Please fill out an application for eligibility determination. Head Start enrollees and foster, homeless, migrant, and runaway children are categorically eligible for free meals. Please contact your student's school for additional information. Any information included on the application may be verified by the School District at any time.

If you disagree with the School District's decision about your application, you may ask for a hearing by contacting [Mr. Doug Newington, Superintendent of Schools] at [269-746-2404].

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

WELLNESS POLICY

AP-17

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies and/or administrative regulations can be found at: <https://www.csschools.net/>

DISTRICT POLICIES

GRADUATION

DP-1

Graduation Ceremony - The Climax-Scotts Community School District is very proud of each of its graduates and considers the graduation ceremony of the highest significance.

Participation in the Commencement Exercises - Recognizing that personal and family plans for graduation must be made early in the school year, the following policy and procedures will be used in determining who will be a candidate for participation in graduation.

1. A student, who at the end of the first semester of their senior year, is more than 2 credits behind the number required for graduation (counting credits that could be earned the second semester) may be omitted from graduation ceremonies and publications.
2. A candidate for graduation is one who has earned the required credits (Friday before graduation) at the end of their senior year.
3. A student who has not earned the required credits by the Friday before graduation will lose the privilege to walk at graduation.
4. A student who is eligible for graduation at the end of the first semester but falls one half credit behind during the second semester, could be allowed to take part in graduation ceremonies if permission is granted by the principal.
5. Permission to take part in graduation ceremonies does not guarantee that a diploma will be awarded.

6. Students are expected to have appropriate dress and behavior to walk at graduation. All fines and obligations, including disciplinary obligations, must be completed by the graduation date.

SCHOOL TRANSPORTATION

DP-2

Bus Rules and Procedures - Ensuring the safety of children both to and from school is of the utmost importance to the Climax-Scotts Community School District. The following rules and procedures have been put in place to make transportation as smooth and as comfortable as possible.

a) **Bus Stop Procedures:** As hard as we may try to maintain consistent pick-up and drop-off times, there may be fluctuations of 5-10 minutes depending on road conditions and other circumstances beyond our control. Students need to be at the bus stop no less than 5 minutes before the scheduled pick-up time. Students must wait at least 10 feet back from the road.

b) **Bus Rules:** The following infractions are deemed “major” as far as the safety of everyone on the bus:

- ♦ Standing/moving around the bus while it is in motion.
- ♦ Throwing objects in or out of the bus.
- ♦ Fighting, hitting, punching or bullying.
- ♦ Any part of the body out of the window.
- ♦ Profane or abusive language, racial slurs, or threats of violence.
- ♦ Unauthorized use of emergency door.
- ♦ Possession of dangerous objects or controlled substances.

Any of the above infractions could lead to suspension from bus privileges. Should that occur, the student is also banned from riding the bus to/from sports activities. The bus driver has the authority to suspend a student from the bus. Principals will be informed of all the above possible infractions.

In addition:

- ♦ Students are not allowed to bring glass containers, animals, or insects on the bus.
- ♦ Game Boys, personal CD players/headphones are permitted. Unauthorized cell phone use is prohibited.
- ♦ Climax-Scotts Community School District assumes no liability should any items be stolen, lost or damaged.
- ♦ Eating, drinking, and chewing gum are permitted with the permission of the bus driver.

Severe Thunderstorm or Tornado Warning - Should a severe thunderstorm or tornado warning be issued close to the regular dismissal time, students will be kept at their respective buildings until the warning has been lifted. **Should a warning be issued while students are on route to or from school, they will be taken to the nearest district building (Elementary, Intermediate or Jr./Sr. High) until the danger has passed.** Parents may pick up their children during either of these situations should they choose to do so.

GENERAL POLICES

DP-3

1. **Accidents/Illness at School** - All accidents at school or school activities must be reported to the teacher/coach/sponsor. Reports of accidents and injuries will be documented and turned into the office. Please list an alternative person on the emergency release with the name, relationship and phone number. If a student becomes ill at school and cannot remain in the classroom, he/she must ask the teacher for a pass to the office to arrange to be sent home. Arrangements to go home should be made within one hour.
2. **Announcements** - Announcements will be read daily in each classroom during 1st hour in each teacher’s room. Announcements will appear daily on the television outside the office. An announcement wishing to be made must be turned into the office by 7:15 a.m.
3. **Book bags, backpacks, or other similar carriers are not allowed in the classroom.**
4. **Damaged, lost or stolen textbooks/school-owned materials** -Textbooks, school-owned musical instruments and other similar class related materials become the responsibility of the student to whom they are issued.

- a) Books and other materials must be returned in good condition.
- b) Library fines for overdue or lost materials will be posted regularly and are considered student fines.
- c) There are some fees for some class materials in the art and shop curriculum.
- d) Fees are assessed when students select to use materials that go beyond the normal school supplies provided by the Board of Education.
- e) Students will be assessed fines for damaged texts.

Penalties include: Replacement cost for damaged, lost and stolen materials, denial of participation in school related activities including graduation activities for seniors, withholding permission to take exams and/or report cards until fines/fees are paid.

5. **Field Trips** - Only students who provide the teacher with the required permission and medical release form signed by his/her parent/legal guardian will be allowed to attend. Principal has the discretion to not permit a student to attend a field trip due to behavior, attendance or academic standing.
6. **Visitors** - Guests and parents must check in at the main office immediately upon entering the building. Visitors must be here for educational purposes only. No student not attending Climax-Scotts Community Schools is permitted without principal authorization. ALL parents/visitors must check in at the office upon arrival
7. **Hall Passes** - A student is not to be in the hall during class time without a pass. A student given a pass is expected to report immediately and directly to his/her destination. These passes will be governed by each teacher's hall pass regulations for his/her classroom.
8. **Lockers** - A student may only use the locker assigned to him/her. Lockers are school property, available to students for their use while at school.
10. **Personal Property** - The school cannot be responsible for contents of a locker or personal items that may be lost or stolen at school. Students are cautioned to keep all valuables which may be necessary to bring to school from time to time, on their person at all times. If a theft of personal or school property occurs, it should be reported to the office immediately.
11. **Lunch Hour Procedures** - We have a closed campus, which means that students are to remain in the building throughout the day including the lunch period. To maintain a pleasant and comfortable lunchtime environment, cafetorium rules and regulations must be observed.
 - a) Students should report to the cafetorium in an orderly manner for lunch after dismissal from class.
 - b) Students will form a single line while waiting for lunch or the snack shack.
 - c) No line cutting is allowed.
 - d) Students are expected to be respectful to cafetorium personnel.
 - e) Students will dispose of all plates, silverware, and unwanted food in the wastebaskets provided.
 - f) Students are expected to recycle cans and bottles.
 - g) Students will not panhandle other students for lunch money.
 - h) Students must remain in designated areas only, during the lunch period.
 - i) If a student needs to see a teacher or needs a restroom pass, they must clear it with the lunch supervisor and use the sign in/out sheet.
 - j) Food or beverages are not to be taken out of the cafetorium. Items in question will be thrown away.
 - k) Senior High students must use the senior high hallway restrooms and Junior High students must use the Junior High hallway restrooms. All other hallways are closed.
 - l) Any student caught throwing objects will be issued a Detention or SAS, with possibility of losing the privilege to eat with friends during the lunch hour.
 - m) Prior arrangements must be made and authorized by the administration for any absence during the lunch period.

12. School Supplies - Students will be issued textbooks, paper, and such laboratory equipment as is reasonable and necessary for the schoolwork.

- a) Students will be responsible for the care of the textbooks, library books, and equipment and may be required to pay for excessive wear and destruction of such items.
- b) Students will be required to pay full replacement costs for lost/stolen books or class materials.

13. Emergency Dismissal Instruction/Inclement Weather - In the event of an emergency evacuation of the school, we will dismiss in the following manner:

- a) The Superintendent (or person in charge) will notify all building principals of the dismissal and the appropriate time buses will arrive.
- b) Building principals will notify all teachers and students that school will be dismissed or canceled.
- c) The Superintendent, or person in charge if he/she is absent, will announce the dismissal of school to the transportation supervisor, maintenance supervisor, and all special education schools and radio stations.
- d) If a tornado watch has been issued, school will not be dismissed, and principals shall be notified to periodically check weather conditions and listen for radio and TV bulletins.
- e) In the event of a tornado warning, school will not be dismissed, and children will be requested to stay at school. They will take cover, as per tornado drills.
- f) Parents who pick up their children from school must follow the attendance procedures.
- g) Unless the Administration is reasonably certain that children can be transported home safely, there will be no attempt to do so until the warning is lifted.
- h) The decision to hold or cancel scheduled events will be made by the Superintendent or his/her designee.
- i) Information about dismissals or cancellation of school will be broadcast on local television and radio stations as well as through the district School Messenger Alert System. **Online:** www.cancellations.com

14. Emergency Drills and Procedures - Fire and disaster drills are held periodically throughout the year. Teachers will advise students of the procedures and drill specifics at the beginning of each semester. Directions and maps will be posted in each classroom.

15. Medications - By State law, medicine (both prescription and non-prescription), taken during school hours, must be taken in the office and under the supervision of a member of the school staff. Medication cannot be kept in a student's locker, bag or purse, or car. All medications must be checked and held in the office. To assist the student with medical needs, the school must have the following information:

- a) The medication label attached to the medicine that includes the student's name, doctor's name, name of medication and dosage.
- b) A note from a parent/legal guardian authorizing school personnel to give medication to their child during school hours.

A pupil whose parent(s)/guardian(s) and physician provide written permission will be able to self-administer and self-possess his/her own emergency medications. A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration. A pupil's use shall not be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall come only after a consultation with the parent(s)/guardians(s). For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent(s)/guardians(s) on record at the school (as described in the Michigan Revised School Code, Section 380.1179). All controlled substances must be checked in to the main office and administered under supervision.

- 16. Student Sales** - Nothing is to be sold in school, such as candy, etc., without the written permission of the administration. Outside sales must not interfere with school programs or other fund raising events, which promote school activities. Students may not sell candy in classrooms or in hallways. Students having outstanding moneys from class organization sales are held accountable (the same as student fines).
- 17. District Technology Code of Ethics** - All students and parents will be required to read the Technology Code of Ethics and sign the User's Responsibility Declaration Form prior to accessing and using technology within the district. Use of technology within the district is a privilege that may be revoked at any time.
- 28. Dance and Party Regulations** - All high school dances will be held in the Cafetorium, and are only open to grades 9-12. All junior high dances will be held in the Jr./Sr. High Cafetorium and are open to students in grades 6-8. Junior high dances will last a maximum of two hours.
- a) Guests must be accompanied by students from our school. The host student must sign the guest list in the office after obtaining a guest form to be approved by administration of the guests' current school and subsequent approval from this administration. Guest students not attending school must be under the age of 19 and a graduate of CS or under the age of 19 and had attended dances in the past.
 - b) Students will be held responsible for the actions of their guests.
 - c) Guests are expected to observe all rules and regulations expected of our students.
 - d) School rules apply at dances and parties.
 - e) Students and guests will be allowed one entry to the dance or party. Those who leave may not re-enter.
 - f) The school dress code will apply to dances and parties; exceptions may be made for formal events.
 - g) Halls may be used only when necessary to reach the bathroom or lockers. Locker rooms and their entrances are off limits during dances and parties.
 - h) A Dance Policy Form and building request must be filled out by the advisor and turned in to the principal at least 2 weeks before the event.
 - i) Coats or jackets may not enter the dance. Exceptions may be made for sport coats, tuxedo jackets, etc.

ATHLETIC CODE OF CONDUCT

ATHLETIC PHILOSOPHY

AC-1

The Athletic Program at Climax-Scotts Jr./ Sr. High School recognizes those individuals who participate in the various sports programs as "student-athletes". The phrase represents not only our philosophy, but also our priorities.

1. Even though an individual may choose to join an athletic team he/she is still first and foremost a student at Climax-Scotts Jr./Sr. High School. The student elects to take on the responsibility of attending practice sessions and athletic contests in addition to his/her classroom duties, not instead of those duties.
2. The student-athlete is not only a student in the classroom, but, a student of the sport he/she has chosen, which includes the following:
 - a) physical conditioning;
 - b) rules and regulations of the game;
 - c) skills related to the sport;
 - d) techniques and strategies;
 - e) safety aspects of the game or sport; and
 - f) personal hygiene and health.

3. The student-athlete, upon joining an athletic team, becomes a representative of the school and community. In doing so, the student-athlete is expected to display sportsmanlike conduct both on and off the field of play, in relationship to his/her teammates, fellow students, teachers, officials, coaches, and athletes from other schools. We are proud of our students, school, and community and insist they be represented with pride.

ORGANIZATION & ADMINISTRATION

AC-2

The Climax-Scotts Community Schools are voluntary members of the M.H.S.A.A. by Board of Education action and will compete only with other member schools. The purpose of the M.H.S.A.A. is to promote, develop, direct, protect, and regulate amateur interscholastic athletic relationships between member schools, and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

All parties concerned with interscholastic athletics at Climax-Scotts Schools are to know, understand, and adhere to all rules and regulations of the M.H.S.A.A. to the letter and spirit of the rule.

PARTICIPATION REQUIREMENTS

AC-3

At Climax-Scotts Jr./Sr. High, we are interested in students' abilities, but more importantly, we are dedicated to helping all students improve and further develop their abilities as they experience the joy of competition.

1. The student-athlete will, during the sport(s) season, be given the opportunity to participate in interscholastic contests. This, however, does not mean that every athlete will play equal amounts of time in contests.
2. **Athletic Assessment Fee**
Every high school athlete will be asked to pay a one-time fee of \$150 and every junior high school student athlete will be asked to pay a one-time fee of \$100 for the school year. There will be a family cap of \$300. Sponsorships are available for those families that cannot afford the participation fee.

Criteria considered in determining a student- athlete's game time include:

- Nature of the sport;
- Number of team members;
- The student-athlete's attendance at practice;
- Attitude in regard to the team concept;
- The pace of the game;
- The student-athlete's ability to make a contribution to the team in various game situations;
- The individual's willingness to participate in a contest;
- Team morale;
- The physical and emotional well-being of each athlete.

C-S Junior High (CSJH)

It is our hope that the participation policy at CSJH will enable and encourage more students to participate in sports programs than would the selective "CUT" policy procedure. It is also our desire to emphasize learning, putting forth the best effort, and fair play rather than merely making the final score the most important part of any game.

ELIGIBILITY REQUIREMENTS

AC-4

All participants in Climax-Scotts Jr./Sr. High athletics are subject to weekly eligibility requirements. They are graded weekly in all subjects. A grade below D- will result in a student being placed on warning the first week and ineligible the following week if their grades do not improve. All parents will be sent a letter when they are placed on warning or are ineligible. Students are responsible for letting parents know their eligibility status. The student must practice with the team but cannot participate in the games until he/she becomes academically eligible.

A student's schoolwork always comes first and participation in athletics is a privilege of those who observe this fact. Participation in athletics is dependent upon the scholastic record of the student. Eligibility is the student's responsibility.

To be eligible to represent Climax-Scotts Jr./ Sr. High School in an athletic contest, the student must

1. Be enrolled not later than the fourth Wednesday after Labor Day or the fourth Wednesday of February.
2. May not be enrolled nor compete in more than 8 semesters in a four-year senior high school (9-12).
3. Carry at least twenty (20) hours of academic work each semester.
4. Have passed twenty (20) hours of course work (4) subjects carried in the previous semester and be passing in twenty (20) hours of academic work during the current semester, including physical education.
5. Must be under nineteen (19) years of age. Nineteenth birthday must be before September 1.
6. Shall not have been a member of any other organized team of the same sport during the season.
7. Shall not have played for money, played under an assumed name, or with players who were playing for money.
8. Must not accept any award exceeding \$25.00 in value.
9. Any participant who fails a nine-week period or semester in any class will be ineligible beginning on the Monday after grades are reported to the High School office. If the current sport has ended, ineligibility will carry over to the first mandatory practice week of the next sport the athlete participates in.
10. Any student participating in interscholastic athletics is required to have a current year physical examination dated after April 15th of the previous year. A card, completed and signed by the parent or guardian which documents the examination, must be filed with the Athletic Director before participation will be allowed.

ATHLETE CONDUCT

AC-6

Training rules are essential for each participant in the interscholastic athletic program at Climax-Scotts Jr./Sr. High School. Athletes are expected to abide by these rules all year long, not only for their own welfare, but also because they represent the school both on and off the athletic field.

It is a privilege to represent C-S in these activities. Regulations and consequences apply to all team activities at the junior/senior high level as well as all student athletes year-round and are in addition to other sections of the Student/Parent Handbook.

Controlled Substances: Any participant involved in athletics/activities at Climax-Scotts WILL NOT be in possession of, use, consume or be under the influence of, smoke, possess, furnish or deliver any controlled substance, as specified below, or drug paraphernalia at any time in any place on or off school property. Violators will be disciplined for the following offenses according to the Student/Parent Handbook:

- Possession or use of tobacco, E-cigarettes, vaporizing substances/products.
- Possession or use of controlled substances including but not limited to the following:
 - a) Alcohol
 - b) Illegal drugs

- c) Narcotics
- d) Hallucinogens
- e) Amphetamines
- f) Barbiturates
- g) Marijuana
- h) Anabolic steroid / Chorionic Gonadotropin
(non-prescription)
- i) Unauthorized prescription medications
- j) Designer drugs
- k) Mood or behavior altering chemicals substances, drugs
- l) Counterfeit/look-alike drugs

Violators will be disciplined according to the Student Code of Conduct and receive the following:

- 1st offense: Suspension from an event/activity for 1/3 of season.
- 2nd offense: Suspension for 6 months from any activity.
- 3rd offense: One calendar year suspension from all athletics.

The suspension will carry over into another school sport during the same school year or another school year. This will depend entirely on date of discipline and number of days involved in the suspension.

- Team members must ride the bus/school van to each game. They also must ride school transportation home from each game unless the coach receives a permission slip or phone call from the parent or the parent signs the student out on sign-out sheets provided by some coaches. To reduce transportation costs, there will be a possibility of alternative transportation. If there will be less than eight players coming home from an event on the bus, it will be decided to “take only” and use the school van as an alternative means of transportation with a Coach driving. Coaches would need to know the parent’s wishes at least one week in advance of the event to schedule the bus or the van for the trip. Students are not allowed to furnish individual transportation.
- Bus Discipline Policy as stated in the Student/Parent Handbook will be followed to and from all extracurricular activities.

PARTICIPATION REGULATIONS IN EXTRA-CURRICULAR ACTIVITIES AC-7

The privilege of participation in an athletic program may be withdrawn because of the violation of any local, state or federal law.

To participate in a meeting, practice, activity, game, match or tournament, a student must be in attendance in all classes on the day of the activity or practice. The following are the exceptions to this attendance regulation and must be verified:

- Absences that are **pre-excused** prior to the absence.
- Doctor or dental appointments which cannot be scheduled other than during the school day. The office must be notified **PRIOR** to the absence.
- Family emergencies – A student’s personal business such as haircuts, shopping, working, etc. will **NOT** be considered family emergency.
- Personal emergencies beyond the student’s control.
- Any school – related absence such as a field trip, counselor appointment, special permission of a teacher, etc.

All absences that are not in accordance with the above will be considered as unacceptable absences, and the student will not be permitted to participate in the activity that day or evening. In the case of Saturday events the only students who are not eligible to participate are those students who are currently academically ineligible or on suspension.

The Principal must approve any deviation from participation regulations. If the absence/ tardy is unacceptable, the student will be required to forfeit the next like event (practice for practice, event for event etc.).

MISCELLANOUS REQUIREMENT

Employed students must comply with the athletic code. An employed student **MUST NOT** let employment interfere with practices, games, matches or tournaments.

School Equipment:

- The participant is financially responsible for all equipment checked out to him/her.
- The participant will receive credit on items turned in only if they are items that were checked out to him/her.
- C-S athletic equipment must be kept in a locked locker. It may not be used for any purpose except that for which it is issued.

Practice Regulations:

- When in school all day, participants must notify the coach, in advance, any time they will not attend an event.
- Any athlete missing practice without prior excuse of the coach may lose the privilege of participating.

Grooming:

- The coach has the right to request a change in grooming if the grooming of the participant is unsanitary, unsafe, and/or detrimental to the performance of the participant, another team member or competitor.

Participation Time Lines:

- Except for football, girls' volleyball players and all junior high school players, a candidate must come out during the first week of mandatory practice or he/she will not be allowed to participate.
- Football and girls' volleyball players must come out by the end of the first week of school. (This does not apply to transfer students, students who are ill at the time practice starts, or other circumstances beyond the student's control). Participation under these circumstances will be at the discretion of the Athletic Director.
- An athlete participating in each sport will be given until the day preceding the third athletic contest in that sport to decide if he/she wants to stay on the team.
- If a participant wishes to leave a sport / activity after the third athletic contest / activity he/she must follow these successive steps to gain permission.

Step 1: Conference with coach

Step 2: Conference with coach, Athletic Director and the participant and the participant's parents.

- If permission is received from the coach, the athlete does not proceed to the second step. If these steps are not followed the athlete will not be allowed to participate in future sports for ninety (90) mandatory school activity days.

- The coach of a given sport or Athletic Director may give a athlete permission to leave the sport without penalty after the third contest/performance for justifiable reasons such as, but not limited to, illness.
- An athlete choosing dual participation in athletics and/or other extra-curricular activities MUST choose a primary sport. The coaches involved must be notified of that choice.

ATHLETIC APPEALS

AC-9

The coach shall be responsible for the discipline of his/her participants. If disciplinary action taken by the coach is considered to be inappropriate by the participant and/or his/her parents, the following appeal process may be involved: Appeals may be made to the Athletic Board consisting of the Principal, AD, and Coach.

ATHLETIC AWARDS

AC-10

- To receive any Varsity award (Varsity letter, certificate or plaque) an athlete must complete the season as a member of the team in good standing.
- A Varsity player missing the standard due to injury or illness for a given season may be awarded a Varsity award as recommended by the Athletic Director and Coach.
- To receive any Junior Varsity award (JV letter or certificate) an athlete must complete the season as a member of the team in good standing.
- To receive any freshman award (chenille number of his/her graduating class) an athlete must complete the season as a member of the team in good standing.
- To receive any Junior High award an athlete must complete the season as a member of the team in good standing.
- All athletic equipment must be turned in or paid for before the athlete may receive an award or participate in the next sport season.
- A varsity letter (chenille) will be awarded the first time an athlete qualifies, varsity awards after that will be a certificate and pin representing the sport.

The following requirements are also necessary for a Varsity Award:

Football:	Play in 5 games
Girls & Boys Basketball:	Play in 10 games
Wrestling:	Wrestle in 9 dual meets
Softball & Baseball:	Play in 10 games
Volleyball:	Play in 10 games
Track:	Earn 5 points
Cheerleading:	Make a varsity squad and cheer at varsity contests
Competitive Cheer:	50 % of Varsity Competitions
Golf:	Appear in 6 matches or score in 4 matches

MODEL STUDENT CODE OF CONDUCT ACKNOWLEDGMENT OF RECEIPT

CLIMAX-SCOTTS Jr./Sr. High
2022-23 School Year

By signing and returning this form to my building principal, I acknowledge that I have received a copy of the *Student Handbook*, have read it, and understand I am bound by the expectations, rules, and guidelines set forth therein. I also understand I am still bound by the Student Code of Conduct even if I have not read it or did not return a signed copy of this form to my building principal.

The *Student Handbook* may be amended throughout the year and, if so, I understand am also bound by any amendments.

Student Name (print)

Student Name (signature)

Date

Climax-Scotts Jr./Sr. High School requires that each student (and his/her parent) sign a return a copy of this form to the student's building principal. Failure to return this form does not relieve the student of his/her obligation to act in accordance with the expectations, rules, and guidelines set forth in the *Student Handbook*.

Parent Name (print)

Parent Name (signature)

Date