

Swartz Creek Community Schools

Parent-Student Handbook

2026-2027



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For the purposes of this handbook, the term “Parent” includes a legal guardian or other person standing *in loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

For any course that commenced while a previous handbook was in effect, the academic grading policies in effect at the beginning of the academic year shall remain in effect until such time as the newly adopted policies can be reasonably and practicably implemented, at which point the new policies shall govern.

Section 1 - Introduction

This student handbook was developed to answer many of the commonly asked questions that families may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that all students and parents should know. Please become familiar with the following information by referencing this handbook online at www.swartzcreek.org as needed by your family. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child’s teachers or building principal.

This handbook also summarizes many of the policies approved by our District’s Board of Education. To the extent that the handbook may be ambiguous or in conflict with any Board policies, the approved policy is always the guide. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

Lastly, the content of this handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board’s policies and general school policies as of July 1, 2026. If any of the policies or administrative guidelines referenced herein are revised after this identified date, the language in the most current version will prevail.

Swartz Creek Community Schools - District Mission, Vision & Values

Mission: SCCS is a family committed to excellence, instilling the values of integrity and compassion, and encouraging every individual to embrace challenges through continuous learning.

Vision: SCCS provides a world-class education through innovative experiences while developing the unique talents of our learners.

District Values: Family, Excellence, Integrity, Compassion, Continuous Learning

Board of Education Members:

Mr. Chuck Melki – President

Ms. Jenni Wolgast – Vice-President

Ms. Andrea Fick – Secretary

Mr. Ken Engel – Treasurer

Ms. Kim Winter – Trustee

Ms. Autumn Henry – Trustee

Ms. Lorraine Ahearne – Trustee

EXECUTIVE CABINET:

Mr. Ken Janczarek – Superintendent

Mr. John Mertz – Interim Director of Human Resources

Dr. Erin North – Executive Director of Curriculum, Instruction, and Continuous Improvement

Mr. Derrick Bushon – Executive Director of Student Services

District Office Address:
8354 Cappy Lane
Swartz Creek, MI 48473
Phone: (810) 591-2300 Fax: (810) 591-2784

Fight Song

By Robert Wolfe

Here comes the Fearless Dragons,
Crimson and white our flag
Red valor glowing
Our white ever showing
Our fair hearts and sportsmanship no brag.
We always have been famous
All down through history,
No one can slay us
Only delay us
On the road to victory.
Go Creek

Section 2 – Parents & guardians

Parent & Family Engagement

As cited in Board Policy [5405](#) - “Parent/Guardian & Family Engagement”:

The District will jointly develop with parents a School-Parent-Student Compact that outlines how the Title I school, parents, and students will share the responsibility for improved student academic achievement and the

means by which the school and parents will build and develop a partnership to help students achieve state education standards. The Engagement Policy will be jointly developed and distributed to parents and family members of participating students and the local community in an understandable format and, to the extent practicable, in a language the parents can understand. An annual evaluation of the Engagement Policy's content and effectiveness will be used to design evidence-based strategies for more effective parent involvement, to revise the Parent and Family Engagement Policy, and to remove barriers to participation. The Engagement Policy will be reviewed annually at a meeting where concerned parties can discuss possible changes to the Engagement Policy.

The District recognizes the unique needs of students who are being served in its Title I program and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program must include, but is not limited to:

- An annual meeting to which all parents of participating students will be invited to inform parents of their school's participation in this part, to explain the requirements of this part, and to explain the parents' right to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled based on need and interest.
- An explanation of the details for student and parent participation, including but not limited to curriculum objectives, the forms of academic assessment used to measure student progress and achievement of the state academic standards, type and extent of participation, parent input in educational decisions, coordination and integration with other federal, state, and District programs, and evaluations of progress.
- Opportunities to participate in parent involvement activities, such as training parents to work with their students to improve achievement. A goal of parent activities is to provide parents with opportunities to participate in education-related decisions for their students, as appropriate.
- To the extent practicable, opportunities for involvement in the Title I Program for parents of limited English proficiency, parents with disabilities, parents with limited literacy, parents who are economically disadvantaged, parents of a minority background, or parents of migratory children. Communication to parents about student progress and other Title I matters will be provided in a language the parent can understand, to the extent practicable. Responses to parent concerns will be provided in a timely manner.
- Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the District, if requested by the parents or as deemed necessary by District staff.
- Coordination and integration of parent involvement programs and activities with other community programs. These may include cooperation with other community programs such as Head Start, preschools, and other community services.
- Educating teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of parent contributions, how to reach out to, communicate with and work with parents as equal partners.

EXISTING OPPORTUNITIES FOR PARENT AND FAMILY ENGAGEMENT:

Pre-School Opportunities

- **Great Start Readiness Program (GSRP)**

The Great Start Readiness Program is a tuition-free preschool that prepares children for kindergarten. Eligible students are children of Swartz Creek School District who attain age four by October 1st of the current year. The preschool is funded by a grant from the Michigan Board of Education. The State has

identified 25 factors that may affect your child's education at any time in their kindergarten through 12th grade school career. Your child must meet the factors to be eligible for the program. Contact the Little Dragons Learning Center for more information at (810) 591-4346.

Elementary School Opportunities

- **Parent Teacher Associations**

Each building has a parent-teacher organization. The groups provide funds and manpower to enrich the educational experiences of the student body. Membership is open to all parents within the district.

- **Volunteers**

Every building values the contributions of volunteers. Opportunities exist for parents to assist in classrooms and libraries. Parents are encouraged to participate in field trips by taking on the role of chaperones. Homeroom parents plan and supervise classroom parties and often assist with classroom fundraising. Buildings also seek parent help for book fairs, bake sales, field days, walking clubs and special activities like "Jump Rope for Heart."

- **Newsletter/Publications**

Buildings regularly send out newsletters to keep parents up-to-date on all building activities and opportunities for involvement. Included with the newsletters are parenting tips and other relevant information that parents should know about educating their children. District newspapers are produced quarterly and are delivered by U.S. Mail to all residents of the Swartz Creek School District.

- **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice each year. Parents are encouraged to meet with their child's teacher at both conferences and to contact that teacher when a situation may arise throughout the school year.

- **Open Houses**

Each building schedules open houses early in the school year so that parents can become familiar with the building and meet the teachers as well as other school personnel.

- **Student Handbooks**

At the beginning of each school year, parents and students have access to handbooks online that provide the most complete information available on rules, expectations and policies.

- **Report Cards & Progress Reports**

Report cards are distributed four times a year. Between marking periods, parents receive progress reports which notify parents of any academic concerns.

- **Parenting Seminars**

Love and Logic is just one seminar that is frequently offered for parents. Substance abuse seminars, such as the FANG program, inform parents of what they can do to help their children avoid substance abuse. Other programs presented are "Helping Your Child Understand Their Emotions" and "Read With Your Child".

- **Student Performances**

Many opportunities are provided for parents to come into the schools and observe student demonstrations of learning.

- **District Website**

The District website, www.swartzcreek.org provides the latest information on school calendars, activities, and programs, as well as links to pertinent information for school families and community members.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the school office upon entering the school and must provide identification via a Michigan Driver's License or state identification card before signing in to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he or she should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

In those instances, where parents wish to volunteer within a specific school building, help chaperone a school event or field trip, they must complete a **Volunteer Information Profile** and submit to the school office when wishing to volunteer at least five school days in advance of the event so the required background checks can be conducted.

Please also reference Board Policy [3105](#) - Visitors and Volunteers and Policy [5401](#) - Parent Involvement In Education.

District Mobile App & Communications

Our District has an established mobile app that can be used to view our District website and also generate mobile texting, voice, and push notifications formerly sent to families via other robocall services. All families are encouraged to download our District app from the Apple or Android app store and set up important notification preferences in the app settings. Please note that all users with the app will be automatically placed on our text messaging list and will be required to "opt out" through the mobile app if not interested in this service.

Emergency Closing & Delays

If the District or a school must be closed or have a delayed start because of inclement weather (or other conditions), the information will be posted via our District website: www.swartzcreek.org and through the following television stations:

- **Television:** CBS - Channel 5 - WNEM, ABC - Channel - 12 WJRT, NBC- Channel 25 - WEYI

Parents and students are responsible for knowing about emergency closings and delays. In order to provide immediate communication in these special circumstances, our District will be using Thrillshare to notify families through our mobile app regarding cancellations and other emergency information (messages may be transmitted as a text message, push notification or voice message). Parents are also asked to keep their contact information updated through their child's school office and consider downloading the District mobile app which will be the official method for communication when weather-related closings arise.

School Day Bell Schedules

2026-2027 High School (Gr. 9-12) Full Day Bell Schedule (Tuesday, Thursday, Friday)

<u>Class</u>	<u>Time</u>
1st Hour	7:25AM - 8:25AM
2nd Hour	8:30AM - 9:30AM
3rd Hour	9:35AM - 10:35AM
4th Hour	10:40AM - 12:10PM
Lunch Periods	
A Lunch:	10:40AM - 11:10AM - (4th Hour: 11:10AM - 12:10PM)
B Lunch:	11:10AM - 11:40AM - (4th Hour: 10:40AM -11:10AM & 11:40AM - 12:10PM)
C Lunch:	11:40AM - 12:10PM - (4th Hour: 10:40AM - 11:40AM)
5th Hour	12:15PM - 1:15PM
6th Hour	1:20PM - 2:20PM

2026-2027 High School (Gr. 9-12) Full Day Bell Schedule with SRT (Monday and Wednesday)

<u>Class</u>	<u>Time</u>
1st Hour	7:25AM - 8:12AM
2nd Hour	8:17AM - 9:04AM
SRT	9:09AM - 10:09AM
(This includes Homeroom for five minutes for attendance and announcements then they transition to their scheduled SRT through RTI Scheduler)	
3rd Hour	10:14AM - 11:01AM
4th Hour	11:06AM - 12:36PM
Lunch Periods	
A Lunch:	11:06AM -11:36AM - (4th Hour: 11:36AM -12:36PM)
B Lunch:	11:36AM -12:06PM - (4th Hour: 11:06AM -11:36AM & 12:06PM-12:36PM)
C Lunch:	12:06PM-12:36PM - (4th Hour: 11:06AM -12:06PM)
5th Hour	12:41PM - 1:28PM

6th Hour

1:33PM - 2:20PM

High School High School (Gr. 9-12) - Half Day Schedules

Half Day (AM) Schedule

1st Hour: 7:25AM - 7:55AM

2nd Hour: 8:00AM - 8:28AM

3rd Hour: 8:33AM - 9:01AM

4th Hour: 9:06AM - 9:34AM

5th Hour: 9:39AM - 10:07AM

6th Hour: 10:12AM - 10:41AM

Half Day (PM) Schedule

1st Hour: 11:16AM - 11:44AM

2nd Hour: 11:49AM - 12:15PM

3rd Hour: 12:20PM - 12:46PM

4th Hour: 12:51PM - 1:17PM

5th Hour: 1:22PM - 1:48PM

6th Hour: 1:53PM - 2:20PM

Middle School (Gr. 6-8) Daily Schedule

Dragon Time: 7:40AM - 8:25AM

1st Hour: 8:30AM - 9:21AM

2nd Hour: 9:26AM - 10:17AM

3rd Hour: 10:22AM - 11:13AM

4th Hour: 11:18AM - 12:38PM

Lunch Periods

A Lunch: 11:18AM - 11:43AM - (4th Hour: 11:43AM - 12:38PM)

B Lunch: 11:43AM - 12:13PM - (4th Hour: 11:18AM - 11:43AM & 12:13PM - 12:38PM)

C Lunch: 12:13PM - 12:38PM - (4th Hour: 11:18AM - 12:13PM)

5th Hour: 12:43PM - 1:34PM

6th Hour: 1:39PM - 2:30PM

Middle School (Gr. 6-8) - Half Day Schedules

Half Day (AM) Schedule

Start Time: 7:40AM

Dismissal: 10:51AM

Half Day (PM) Schedule

Start Time: 11:26AM

Dismissal: 2:30PM

Elementary (K-5) Daily Schedule

Start Time: 8:25AM

Lunch & Recess: 50 Minutes

Dismissal: 3:25PM

Elementary - Half Day Schedules

Half Day (AM) Schedule

Start Time: 8:25AM

Dismissal: 11:40AM

Half Day (PM) Schedule

Start Time: 12:30PM

Dismissal: 3:25PM

Section 3 - Enrollment/withdrawal

Enrolling In School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. Please also reference Board Policy [5303](#) - Student Enrollment & Withdrawal.

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

- certified birth certificate
- court papers allocating parent rights and responsibilities, or custody (if appropriate)
- two proofs of residency
- proof of immunizations
- special education IEP if applicable

Students enrolling from another school who are non-residents of Swartz Creek must be approved through a school of choice application or a release from their resident district, and have an official transcript from their previous school in order to have credits transferred. The school office will assist in obtaining the transcript and other appropriate documents, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. Please also reference Board Policy [5307](#) - Homeless Students.

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

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

Scheduling & Assignment

ELEMENTARY LEVEL

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

SECONDARY LEVEL

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled by the counselors. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Foreign students and foreign-exchange students from recognized and approved student programs are eligible for admission on the same basis as other non-resident students. Please also reference Board Policy [5306](#) - Foreign Students.

Transfer Out of The District

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the district, the parent should notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the building administrator for specific details. Parents will be required to either complete a Withdrawal Form in the Counseling Office (secondary) or note of parent intention to withdraw a student. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Withdrawal From School

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parent. Please also reference Board Policy [5303](#) - Student Enrollment & Withdrawal.

Dual Enrollment

The Board of Education recognizes the value to students when permitted to participate in courses offered by accredited and degree-granting colleges and universities in Michigan. Eligible postsecondary institutions shall include state universities, community colleges, and independent nonprofit degree-granting colleges or universities located in Michigan that choose to comply with the Postsecondary Enrollment Options Act. The Board will allow eligible high school students who meet the criteria established in the Superintendent's guidelines to enroll in an eligible postsecondary course while in attendance in the District.

The Superintendent shall allow students, upon a written request of his/her parent, to take readiness assessments in order to establish eligibility for postsecondary enrollment. Any tests are to be administered free of charge in accordance with the District's testing schedule. Students will be eligible to receive appropriate credit for completing any of these courses, providing they meet all requirements for the type of credit they wish to earn. Any student in grades 9-12 may enroll in a postsecondary program, providing he or she meets the requirements established by law and by the District. Any interested student should investigate eligibility by consulting their counselor.

Swartz Creek Early Middle College

The District values the opportunity for students to earn college credits while completing their high school graduation requirements. To support this, students meeting selection criteria are eligible to participate in the Early Middle College (EMC) program. This program blends high school courses with college courses and requires students to attend a fifth year (entirely at Mott Community College) to earn their high school diploma. Students who complete the program could earn up to an Associate's Degree from Mott Community College. Students in the EMC program (who are on track to complete the program) will be allowed to participate in their cohort's graduation ceremony at the end of their fourth year of high school. Students who are interested in the SCEMC should contact their counselor prior to scheduling their 11th grade classes.

Online/Blended Learning Program

The District shall provide eligible students within its boundaries the option of participating in online or blended learning courses. Such a program takes place in an interactive learning environment created through technology. The student and teacher may be separated from each other by time and/or space or may interact before, during, and/or after the regular school day. The purpose of the program is to make instruction available to District students using online and distance education technology in both traditional and nontraditional classroom settings. For the 2026-27 school year, the District shall provide online programming for Grades K-5 in coordination with GenNet. Instruction will be provided asynchronously with support through a teacher and designated mentor. Each instructional day for students in this program will minimally include four core courses and one elective course.

Homebound Instruction

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

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

Applications for individual instruction shall be made by a physician (licensed to practice in this State), parent, student, or other caregiver. A physician must certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

Students who qualify for homebound instruction are deemed, by their physician, to be unable to attend school and school activities. The school acknowledges the physician's expertise and will not allow the student to participate in any school event. Please also reference Board Policy [5416](#) - Homebound & Hospitalized Instruction.

Section 4 – Student Services

Individuals With Disabilities

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Please contact:

Director of Student Services
8354 Cappy Lane
Swartz Creek, Michigan 48473
Phone: (810) 591-2300
Fax: (810) 591-2784

to inquire about evaluation procedures and programs. Please also reference Board Policy [5601](#) - Special Education.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the school administration to inquire about evaluation procedures and programs offered by the District. If at any time parents would like to speak with a school staff member or have a conference using translation, please ask for translation or for the Language Lines Translation System.

McKinney-Vento Homeless Assistance Act

The purpose of McKinney-Vento is to ensure that students who are homeless may continue their education with as little disruption as possible. Questions regarding the McKinney-Vento Homeless Assistance Act can be directed to the District Liaison listed below:

Director of Student Services
8354 Cappy Lane
Swartz Creek, Michigan 48473
Phone: (810) 591-2300
Fax: (810) 591-2784

Upon enrollment of a homeless child, the District Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless child is immediately contacted to provide academic or other relevant records. If upon enrollment the homeless child is found to be in need of any immunizations required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records. The Liaison will also contact the Director of Operations to assure transportation of the homeless student is provided in accordance with the Board's Transportation Policy.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for an expedited resolution. The Liaison should attempt to resolve disputes within five school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Michigan Department of Education. According to State guidelines, the State Coordinator has an additional five school days from the time of notification to bring about a resolution. Individuals not satisfied with the State Coordinator's proposed resolution can appeal such decisions to the State Superintendent of Public Instruction within five school days for a final resolution of the dispute. Please also reference Board Policy [5307](#) - Homeless Students.

Section 5 - Student Health

Student Well-Being

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures for addressing fire, severe weather and critical violent incidents along with accident reporting procedures. If a student becomes aware of any dangerous situation or accident, he or she must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent, and on file in the school office. A student may be excluded from school until this requirement has been fulfilled.

Parents of students or students 18 years of age or above with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

Injury & Illness

In case of illness and injury, parents must keep their child's school informed with emergency phone numbers and any changes that might occur. School staff will notify the parent of any illness or injury that occurs at school. No student will be permitted to attend school if he or she has a fever, cough, respiratory illness, or diarrhea. The decision shall be made by the school administrator according to existing policies.

Parents must notify their child's school office if that child has any serious communicable disease: COVID-19, Hepatitis B, AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex), herpes, or other like diseases that may present potentially serious health problems for those who come in contact with the disease or the disease carrier.

Concussion Law

Public Acts 342 and 343 (Concussion Law) became effective June 30, 2013, and requires all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intramural and out-of-season camps or clinics.

If a student is injured at school during physical education class, recess, or other school related activities and shows symptoms of a concussion, the student must be withheld from physical activity until the **Medical Clearance To Return To Play** form is signed by an appropriate health care professional. Please also reference Board Policy [5712](#) - Concussion Awareness.

If a student communicates with an adult at school that he or she was injured outside of a school related activity and shows signs of a concussion, the same procedures apply and the student must be withheld from all physical activity until the **Medical Clearance To Return To Play** form is signed by an appropriate health care professional.

Understanding Concussion

Some common symptoms include the following:

Headache, pressure in the head, nausea, vomiting, dizziness, balance problems, double vision, blurry vision, sensitivity to light, sensitivity to noise, sluggishness, haziness, fogginess, grogginess, poor concentration, memory problems, confusion, feeling down, not feeling right, feeling irritable, slow reaction time, and sleep problems.

What Is A Concussion?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury until a health care professional says they are okay to return to play.

If You Suspect A Concussion:

- **Seek Medical Attention Right Away** - A healthcare professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it; report it. Ignoring symptoms and trying to “tough it out” often can make it worse.
- **Keep Your Student Out of Play** - Concussions take time to heal. Don’t let the student return to play the day of injury until a healthcare professional says it’s okay. A student who returns to play too soon while the brain is still healing risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- **Tell The School About Any Previous Concussion** - Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

Signs Observed By Parents:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets instructions
- Can't recall events prior to or after a hit or fall
- Is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

Concussion Danger Signs:

In rare cases, a dangerous blood clot may form on the brain of a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body he or she exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

Respond To A Report of A Concussion:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, he or she should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/TraumaticBrainInjury/.

Board Policy [5712](#) - Concussion Awareness provides specific steps that school employees must take when treating a student-athlete that may have suffered a concussion or has been formally diagnosed as such by a physician. In those instances, where a student-athlete has been diagnosed as suffering a concussion, a **Return To Activity & Post-Concussion Consent Form** will need to be completed (available through the school office).

Emergency Medical Authorization

The Board has established a policy that every student must have an **Emergency Medical Authorization Form** completed and signed by his/her parent in order to participate in any activity off school grounds. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program. Please also reference Board Policy [5702](#) - Student Illness & Injury.

Use of Medications

In those circumstances where a student must take prescribed or over-the-counter medication during the school day, the following guidelines are to be observed in accordance with Board Policy [5703](#) - Medications.

Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours. The parent should give the first dose of any new prescription or over-the-counter medication, except for "as needed" emergency medications (e.g. auto-inject epinephrine, glucagon, diazepam).

The following Medication Request and Authorization Form(s), available through your child's school office, must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours that does not require a complete medical management plan

- **Prescription Medication Authorization Form**
- **Over the Counter Medication Authorization Form**
- **Temporary Medication Authorization Form**

All medications must be registered with the principal's office.

Medication must be brought to the school office by a parent or guardian and will be properly secured. Medication may NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, the time of day, and a witness. This log will be maintained along with the physician's written instructions on the original medication container and the parent's written permission to release.

Any student who is found with unauthorized medication or other medicated items in their possession and/or has not registered that medication with the principal's office is subject to discipline up to and including suspension from school.

Documents must be updated each school year and will be considered valid if dated any time after April 15th of the previous school year.

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

MEDICAL MANAGEMENT PLANS

Conditions that require medical management plans (plan templates available through the school office):

- Type 1 Insulin-dependent diabetes
- Asthma
- Epilepsy or Seizure Disorder
- Anaphylactic Allergies
- Any condition that requires special monitoring or diagnostic assessments prior to interventions during the school day.
- Any condition that requires medication administration three or more times daily during the school day on a consistent basis.

What the parent must supply:

- An appropriate Medical Management Plan (see linked examples below), signed by parent and medical provider
- Any associated consent forms signed by parent
- Medications provided in an officially labeled container with medication name, full directions, expiration date, issue date and prescriber's information
- Any supplies necessary to provide the approved care or treatment

Please review the list of Medical Management Plans below. Hard copy examples can be obtained through your child's school office:

- Asthma Action Plan
- Allergy Management Plan
- Diabetic Management Plan
- Seizure Action Plan
- General Medical Management Plan

Control of Casual Contact Communicable Diseases

Each school environment represents a high concentration of people so it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease

Communicable diseases are required by law to be reported in Michigan (such as influenza, hepatitis, chicken pox, and measles). They provide education, tracking, and support to schools, physicians/providers, and laboratories on reportable diseases. A full list of reportable conditions can be found at the [Genesee County Health Department](#) website.

Any removal will only be for the contagious period as specified by Genesee County Health Department guidelines. Please also reference Board Policy [5713](#) - Immunizations & Communicable Diseases.

Control of Non-Casual Contact Communicable Diseases

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

Non-Casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Section 6 – Attendance

Student Attendance

Regular attendance is essential to your student's academic success and the development of strong work habits such as dependability and punctuality—traits highly valued by employers. Each school day includes valuable instruction and activities that cannot be recreated through independent study. Excessive absences, even when excused, can negatively impact learning and achievement. **Under Michigan truancy laws, both excused (EX) and unexcused (UEX) absences count toward a student's overall attendance record and may lead to truancy concerns.** Only absences coded as medical (MED), in-school suspension (ISS), out-of-school suspension (OSS), field trip (FT), religious observance (RO), family funeral (FF), homebound (HB) are excluded from truancy calculations. To maintain accurate records and provide proper support, please submit documentation from a licensed medical professional or other appropriate verification for any absences that may qualify for exclusion. Attendance is monitored closely, and building administrators are required to intervene if absenteeism becomes chronic.

EXCUSED ABSENCES (EX)

In the case of an absence, the parent shall contact the school office by telephone, email, or handwritten note (signed by parent) within two school days of the absence explaining the reason for the student's absence. Students may be excused from school for one or more of the following reasons provided in this section (Section 6 – Attendance).

Important Note: In the event that a student's absences become excessive or discrepancies arise with phone or email requests, the building principal may require that a communication plan from a parent or legal guardian be considered to excuse absences.

Added Requirement For SCHS Students: In order to be excused from school, a parent or legal guardian must call the Swartz Creek High School Welcome Center (810-591-1899) or email schs_attendance@k12.swcrk.org within 48 hours of the student's absence from school. Any absence not excused within 48 hours will result in an unexcused absence.

PERSONAL ILLNESS OR ILLNESS IN THE FAMILY (MED)

If there is a pattern of frequent absences for "illness," the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. All Chronic Illness Form requests submitted by parents will be reviewed by the building principal for approval and monitoring. If a child's attendance exceeds the adjusted level of absences, alternate learning options (e.g. Homebound Instruction) will be considered by the school for resolution.

QUARANTINE OF THE HOME (MED)

This is limited to the length of the quarantine as fixed by the proper health officials.

DEATH OF A RELATIVE (FF)

This is limited to five days for an immediate family member and one day for any other relative unless otherwise approved by the building principal.

COURT ORDERED APPEARANCE (CO)

Any student shall be excused for the purpose of attending a court hearing that they are ordered to attend

OBSERVANCE OF RELIGIOUS HOLIDAYS (RO)

Any student shall be excused for the purpose of observing a religious holiday consistent with their creed or belief.

IN SCHOOL SUSPENSION (ISS) *SEE NOTE

Consequences assigned to students to allow them to remain on school property.

*Work assigned to students is meaningful for learning. At the time consequences are assigned, notification will be sent to the school office. Work will be prepared for the student.

OUT OF SCHOOL SUSPENSION (OSS) *SEE NOTE

Disciplinary removal from school. Students are not allowed on school property during out of school suspension.

*Work assigned to students is meaningful for learning. At the time consequences are assigned, notification will be sent to the school office. Work will be prepared for the student.

ABSENCE DURING THE SCHOOL DAY FOR PROFESSIONAL APPOINTMENTS (MED)

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, when a student is to be absent for part of the day:

- The student must have a statement to that effect from their parents (verbal or written).
- The student must bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that they reported promptly for the appointment.
- The student may report back to school immediately after their appointment if school is still in session.

VACATIONS DURING SCHOOL YEAR (EX)

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make the necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Family vacations will be excused when they are accounted for by prior contact between the home and building administrator.

Arrangements for the absence must be made in advance of the student's leaving one week prior to the starting date for the absence. The student will be required to see each of their teachers to make arrangements for making up the class work missed.

UNEXCUSED ABSENCES (UEX)

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to truancy laws of the State. Unexcused absences are in violation of State law, are regarded as truancy, and are not acceptable. School officials have a legal obligation to take action when a student develops a pattern of unexcused absences. In addition, excessive unexcused absences may result in loss of extra-curricular activities. (sports, music, clubs, dances, field trips, etc.).

Excessive Excused Absence Policy

Excessive excused absences from school have a significant and negative impact on learning and achievement. Patterns of absenteeism will be monitored at both full and half day increments and will regularly be reviewed. Despite written excuses and explanations from the parent, frequent or excessive absenteeism is a concern that the school administrator has an obligation to address with parents.

For purposes of this policy, a student who accumulates **10 or more absences during a school year**, whether excused or unexcused, will be considered to have **excessive absences**.

The District may begin attendance interventions before a student reaches 10 absences when a pattern of absenteeism, unexcused absences, tardiness, or missed instructional time creates concern.

Sick Child Policy

Parents may NOT send a child to school if the child shows any signs of illness (see symptoms listed below), or is unable to participate in the normal routine and regular school day. Sick children are potentially contagious and may put staff and students at risk.

In the event a child becomes ill and needs to be picked up, the parent will be called and are expected to come to pick the child up within one hour. If a parent cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come to pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

Please notify the school if your child has contracted an infectious or communicable disease and fax or otherwise provide a doctor's statement. The school is obligated to report all communicable diseases to the health department each week.

Symptoms requiring removal of a child from school:

- Fever - fever is defined as having a temperature of 100°F or higher. Students need to be fever free and without the aid of fever reducing substances (Tylenol or other medications) within the past 24 hours.
- Fever AND sore throat, rash, vomiting (within the same day), diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or two or more loose stools within the last four hours.
- Vomiting: student must not have vomited within 24 hours of returning to school.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking, or continuous coughing.
- Development of any rash or any other spots that resemble childhood diseases.

- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety, or well-being of the other children in our care.

Added Requirement(s) For SCHS Students: A parent or guardian must provide permission for a student to walk or drive home, or to be picked up by someone other than the legal guardian. **Exception:** If a student is exhibiting symptoms that require removal from school and a legal guardian cannot be reached, staff may authorize the student to leave with an emergency contact.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without written permission signed by the custodial parent or guardian. If a custodial parent or guardian is not available, the school may contact and obtain permission from an alternative person listed on the student's emergency contact list.

SCHS is a closed campus, meaning students are not allowed to leave school grounds during the day without prior authorization. Students who leave campus without administrative and parental approval, or are not in their assigned location with permission will be considered skipping and assigned, at minimum, detention or suspension equal to the hours missed.

Students may only return the same day from an appointment with a doctor's note or documentation from a licensed professional. Returning to school for any other reason is not permitted unless it is school-related and pre-approved.

Only students with an Age of Majority form on file may sign themselves out. All others must have prior parental or guardian permission via phone call or written note—emails will not be accepted.

Attendance Policy & Intervention

It is imperative that students be in attendance each school day to avoid missing any portion of their education. Many important learning opportunities result from active participation in classroom and other school activities which cannot be replaced by independent study. Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit our School wants to help students develop as early as possible in their school careers. Parents and students can view the full menu of attendance codes and definitions found in the first portion of the "Attendance" section of this handbook.

DISTRICT ATTENDANCE INTERVENTION PROCESS

The following attendance intervention process applies to students in grades K–12.

FIVE ABSENCES – FIRST ATTENDANCE NOTIFICATION

When a student accumulates five excused and/or unexcused absences during the school year:

- A first attendance notification will be sent to the parent.

- The student's attendance record will be reviewed.
- The parent will be reminded of District attendance expectations and absence-reporting procedures.
- School personnel may contact the student and/or parent to identify any circumstances contributing to the absences.
- A copy of the attendance notification may be maintained in the student's educational record.

TEN ABSENCES – EXCESSIVE ABSENCE INTERVENTION

When a student accumulates 10 excused and/or unexcused absences during the school year:

- The student's attendance will be considered excessive.
- A second attendance notification will be sent to the parent.
- A parent conference may be scheduled.
- School personnel will review the reasons for the student's absences and identify barriers or supports that may improve attendance.
- If frequent illness is contributing to the student's absences, documentation from a licensed medical professional may be required.
- The building administrator may establish additional documentation requirements for future absences when appropriate.
- The student may be referred to the Attendance Task Force or other school-based student support or intervention team.

FIFTEEN ABSENCES – FORMAL ATTENDANCE INTERVENTION

When a student accumulates 15 excused and/or unexcused absences during the school year:

- A third attendance notification will be sent to the parent and may be placed in the student's educational record.
- A meeting may be scheduled with the student, parent, building administration, Attendance Task Force, and/or other appropriate school personnel.
- An attendance improvement plan may be developed when appropriate.
- A home visit may be conducted.
- The parent will be notified that continued attendance concerns may result in referral to appropriate county truancy resources or the court system.
- Additional school or community supports may be discussed based upon the student's individual circumstances.

TWENTY OR MORE ABSENCES – ADMINISTRATIVE REVIEW AND POSSIBLE REFERRAL

When a student accumulates 20 or more excused and/or unexcused absences during the school year:

- The building administrator will review the student's attendance record and the interventions previously attempted.
- Additional meetings, supports, or attendance requirements may be established.
- The building administrator may make a referral to the appropriate county truancy officer, court, or other agency in accordance with applicable law and District procedures.

Nothing in this intervention process requires the District to wait until a particular attendance threshold is reached before addressing serious attendance concerns or making a referral when circumstances warrant earlier intervention.

Tardies

HIGH SCHOOL – TARDY POLICY

Students are expected to be in their assigned classroom and seated when the tardy bell rings. A student is considered tardy if they arrive up to nine minutes late. Students who arrive 10 minutes or more late will be marked with an unexcused absence for that instructional period.

First-hour tardies may be excused by a parent or guardian by calling or emailing the Swartz Creek Attendance Office at (810) 591-1899 or schs_attendance@k12.swcrk.org

Consequences for unexcused tardies are as follows:

Infraction Level (Each Class): 3rd Unexcused Tardy

Action(s)/Consequence: Notification to the parent or guardian and Swartz Creek High School Attendance Task Force.

Infraction Level (Each Class): 4th-6th Unexcused Tardy

Action(s)/Consequence: Progressive Discipline will be assigned. Sixth tardy will result in another phone call to parent or guardian from the Attendance Task Force.

Infraction Level (Each Class): 7th and more Unexcused Tardy

Action(s)/Consequence: Progressive Discipline will be assigned. Ninth tardy will result in another phone call to parent or guardian from the Attendance Task Force a parent meeting may be requested.

MIDDLE SCHOOL – TARDY POLICY

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, he or she is to report to the Office before proceeding to his/her first assigned location. Any student who is nine minutes late or less, shall be addressed by the teacher. Students who are more than nine minutes late will be considered absent for that instructional period. Students have a responsibility to arrive at each class on time. Excessive tardiness in any individual class will result in the following disciplinary steps listed below. (Important Note: Students will have a clean slate at the beginning of each semester):

1 - 3 Tardies: Tardy recorded by teacher in PowerSchool and robo-call made for each occurrence

4 Tardies: The above plus referral written in PowerSchool, meeting with attendance/tardy task force, restriction from in-school reward events, Dragon Time restrictions

5 - 6 Tardies: The above plus morning detention and or lunch detention (totaling 60 minutes)

7 - 8 Tardies: The above plus after school detention (totaling 120 minutes)

9 - 10 Tardies: The above plus in person parent meeting and possible class escort, loss of extracurricular privileges (fun nights, dances, etc.)

11+ Tardies: The above plus additional loss of privileges and possible school suspension, and academic intensive focus

ELEMENTARY (K-5) TARDY POLICY

Students arriving late to school will receive a tardy slip from the office and their tardy will be noted in the attendance system.

An accumulation of four days tardy will equal one unexcused absence.

Excessive days tardy may result in a meeting with the attendance task force, administration, and/or the GISD attendance liaison officer.

Section 7 – Academic Requirements

Graduation Requirements

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

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the school will grant that request. The District shall provide this annual notice to parent or legal guardian by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website. The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- Traditional coursework
- Demonstrating mastery of subject area content expectations or guidelines through related coursework in which content standards are embedded
- Non-traditional coursework
- Independent teacher-guided study
- Testing out
- Dual enrollment
- Advanced placement courses
- International baccalaureate or other early college programs
- Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum
- Online class

Students shall successfully complete an online course or learning experience OR shall have the online learning experience incorporated into each of the required credits of the Michigan Merit Curriculum. Special education students who properly complete the programs specified in their IEP, or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the IEPT may participate in graduation activities as recommended by the student's IEPT. Reasonable accommodations shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if he or she successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if he or she earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State. The student may also earn a qualifying score, as determined by the District on one or more assessments developed or selected by the District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required. The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided he or she completes the same content requirements as the high school subject area and the student has demonstrated the same level of proficiency on the material as required of the high school students.

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

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area. A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

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

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony, however, when personal conduct warrants. Please also reference Board Policy [5409](#) - Academic Credits & Graduation.

SCHS Graduation Requirements

Students must earn 23 board-specific credits to earn a diploma and be eligible to participate in graduation. Swartz Creek High School students who are enrolled in the general education program have four years to complete the requirements set forth for graduation. If a student is deficient in credits at the end of any school year, he/she must pursue an approved method of credit recovery and provide his/her counselor with proof of the credit(s) obtained before the next school year begins. A student who fails to successfully recover credits will be placed at the Virtual Learning Center until he/she earns the required number of credits. Students who

are transferred to the Virtual Learning Center and wish to return to Swartz Creek High School must meet the criteria of recovering credits to the point he/she is on track for graduation. The student's attendance, academic performance and discipline will also be taken into consideration.

Promotion, Placement, & Retention

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Students of the Swartz Creek Community Schools will be placed at the grade level or program to which they are best adjusted academically, socially and emotionally. In general, the educational program will provide for the continuous progress of students from grade to grade with students spending one year in each grade. Students in special programs may be assigned a different progression as determined by the program to which they are assigned.

Placement in special programs, promotion, or retention of the student will be made in the best interest of the student after careful evaluation of all the factors relating to the advantages and disadvantages of alternatives has been completed. For further information regarding this topic, please also reference Board Policy [5411](#) - Student Promotion, Retention, & Placement.

HIGH SCHOOL – PROMOTION, RETENTION, & PLACEMENT

Students receive assistance with course scheduling that matches their individual skills and educational development plans upon a trajectory to ultimately graduate at the close of the fourth year. Opportunities for students to address credit deficiencies are provided to help them keep pace with their grade-level group.

MIDDLE SCHOOL – PROMOTION, RETENTION, & PLACEMENT

Middle school students are placed into grade levels, classes and interventions by the Swartz Creek Middle School administration. Placement is based upon class performance, growth (SRG - Standards Referenced Grading), individual need and age level/ability.

ELEMENTARY (K-5) SCHOOL – PROMOTION, RETENTION, & PLACEMENT

Classroom assignments in Swartz Creek Community Schools are made by building principals. Placement will be based on several factors including the intellectual, physical, social and emotional development of the student as revealed by the use of available data and observations of the staff.

Grading

HIGH SCHOOL - GRADING

Students must earn 23 credits to graduate. If a student does not meet graduation requirements at the end of his/her senior year, a diploma will not be awarded. The school year is based on two semesters and an exam grade. Every student will take final exams. Other assessments are given at the discretion of the teacher during the semester.

Grades are ranked as follows:

- A - Work of distinctly superior nature
- B - Work above average
- C - Work average
- D - Work below average
- E - Work of such a nature that no credit is given and/or attendance failure
- I - Incomplete assigned. Non-negotiable assignments will need to be completed within a three-week window to earn course credit.
- S - Student receives credit
- U - Student receives no credit
- P - Passed
- F - Failed
- T - Tested Out
- CR - Credit
- CF - Course Failure

Students receiving letter grades will be evaluated using the following standards:

Letter Grades & Percentages

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

I (Incomplete) = Test/Quiz/Assignment/etc. grades listed as an I during the marking period impact the overall grade as a zero if not completed prior to the end of the reporting period.

Ways To Earn Credit

Method: High School Courses

- Description: Courses offered at any public or private school
- What is Proficiency?: D- or Above
- How is it designated on the transcript?: Letter grade
- Is this part of the HS GPA?: Yes

Method: Courses prior to high school (MS) that meet high school requirements

- Description: Courses such as Algebra 1, Spanish 1, or MVHS
- What is Proficiency?: D- or Above
- How is it designated on the transcript?: CR
- Is this part of the HS GPA?: No

Method: Testing Out

- Description: Taking an assessment that demonstrates proficiency in a course
- What is Proficiency?: 77% or Above
- How is it designated on the transcript?: T
- Is this part of the HS GPA?: No

Method: Credit Recovery

- Description: Summer school or credit recovery courses
- What is Proficiency?: D- or Above
- How is it designated on the transcript?: Letter Grade
- Is this part of the HS GPA?: Yes

Method: Dual Enrollment and Early Middle College

- Description: College courses taken and a portion paid for by the district during the school year
- What is Proficiency?: D- or Above
- How is it designated on the transcript?: Letter Grade
- Is this part of the HS GPA?: Yes

Method: Simultaneous Enrollment

- Description: College courses taken and paid for by the student at any time during their high school Career. Three credit course = One HS Credit
- What is Proficiency?: D- or Above
- How is it designated on the transcript?: Letter grade submitted to the counselor via college transcript
- Is this part of the HS GPA?: Yes

Method: Accelerated Credit Attainment During HS

- Description: MVHS online courses paid for by the student with counselor pre-approval.
- What is Proficiency?: D- or Above
- How is it designated on the transcript?: Letter Grade
- Is this part of the HS GPA?: Yes

Method: Foreign Language Assessment

- Description: Students can earn credit in a language not offered by SCHS by meeting competency criteria established by the Superintendent
- What is Proficiency?: 77% or Above
- How is it designated on the transcript?: CR
- Is this part of the HS GPA?: No

Method: Home School - Scenario #1

- Description: Documentation must be provided to the school district.
- What is Proficiency?: Evidence of Proficiency
- How is it designated on the transcript?: All courses taken at a home school will be given a grade of Pass or Fail (P/F) and transcripts will denote "home education" with P/F grades and "credits" assigned.

- Is this part of the HS GPA?: No

Method: Home School - Scenario #2

- Description: Assessment(s) must be completed.
- What is Proficiency?: 77% or above
- How is it designated on the transcript?: T
- Is this part of the HS GPA?: No

Method: Semester Course Assessments

- Description: When a student fails a course, semester credit can be earned if 77% is achieved on the semester assessment
- What is Proficiency?: 77% or Above
- How is it designated on the transcript?: D
- Is this part of the HS GPA?: Yes

Method: Personal Curriculum

- Description: Students can earn credit in a course when an agreement is developed by the SCHS Instructional Team
- What is Proficiency?: Evidence of Proficiency Defined in Personal Plan
- How is it designated on the transcript?: P
- Is this part of the HS GPA?: No

Calculating Grade Point Average (GPA)

Grade Point Average in all classes except Advanced Placement and qualifying Dual Enrollment is calculated by changing each letter grade earned into its numerical equivalent according to the chart below. All grades earned are used to make this calculation. When a student repeats a class he/she failed, the original grade earned and the grade earned retaking the class are both used in the calculation.

Letter Grades Points Earned

A	4.0
A-	3.8
B+	3.5
B	3.0
B-	2.8
C+	2.5
C	2.0
C-	1.8
D+	1.5
D	1.0
D-	0.8
E	0.0

Weighted Grade Policy

Semester grades earned in Advanced Placement courses will be weighted by adding one additional point when the grade point average is computed. The actual grade points earned are listed for each letter grade a student could earn in an AP class:

AP Letter Grades Calculation

A	5.0
A-	4.8
B+	4.5
B	4.0
B-	3.8
C+	3.5
C	3.0
C-	2.8
D+	2.5
D	2.0
D-	1.8
E	0.0

MIDDLE SCHOOL - GRADING

SCMS has established four marking periods to provide ongoing reporting of student achievement throughout the school year. SCMS has implemented a Standards Referenced Grading (SRG) system where all performance assessments and assignments will be scored using the following chart: Parents can make general progress checks regarding their child by accessing PowerSchool's PowerParent and referencing traditional letter grades posted for each class that represent an updated average of the performance assessments posted in each class at any moment in time. The following scale will be utilized:

Letter Grade	% Range	Description	Score
A+	97-100	Exemplary	4
A	93-96	Exemplary	3.8
A-	90-92	Competent	3.6
B+	87-89	Competent	3.5
B	83-86	Competent	3
B-	80-82	Progressing	2.8
C+	77-79	Progressing	2.5
C	73-76	Progressing	2
C-	70-72	Progressing	1.8
D+	67-69	Emerging	1.5
D	63-66	Emerging	1
D-	60-62	Emerging	0.8
E	1-59	Limited Evidence of Learning	0.5
I	0	No Evidence of Learning	0

Please note that all parents are encouraged to always look beyond the letter grades to check for their child's learning within each standard, and to encourage that "Competent" performance or higher is always being pursued (meaning your child is scoring a three or higher).

ELEMENTARY (K-5) SCHOOL - GRADING

The elementary buildings use a standards-based system to report student progress at the end of each of the four marking periods of the school year. The reporting system is as follows:

- 3 - Proficient: Student meets grade level expectation with consistent accuracy and quality independently
- 2 - Developing: Student is developing an understanding of, but not yet meeting grade level expectation independently
- 1 - Limited: Student is not demonstrating an understanding of grade level expectation

Make-Up Tests & Other School Work

Students who have been excused from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the school office (counselor or assistant principal) as soon as possible to obtain assignments. An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that alternative assignments may be given as a substitute for certain types of school work such as labs or skill-practice sessions

HIGH SCHOOL – MAKE-UP TESTS/SCHOOL WORK

Incompletes

Certain courses require that "non-negotiable" assignments be completed as part of the experience for that course. Until the assignment is completed in a satisfactory manner, a grade of "I" will be used to communicate that it must be completed.

An "I" will impact the grade as zero until it is completed. Credit for the course will not be given until the course requirements are satisfied.

Retake Policy

Students will have the opportunity to redo any assessment or assignment which impacts the course grade. All re-dos must be submitted within two weeks from the original assignment due date. Make-up tests may be more rigorous, so it is in the best interest of students to give their best effort initially.

Students may be asked to complete certain tasks to assess preparation prior to completing a test redo. ALL classwork or homework assigned prior to an assessment should be completed prior to a test retake.

Homework

Homework is assigned as an extension of daily learning. Homework completion will be assessed as part of the CREEK Employability Skills Rubric and will count as 20% of the earned semester grade.

MIDDLE SCHOOL – MAKE-UP TESTS/SCHOOL WORK

In cases where students are unable to attend school, they will have full access to content, assignments and assessments. It is the student's responsibility to contact the teacher/s requesting materials and new deadlines. All work and assessments shall be completed in a timely manner, determined by the teacher of record.

LATE WORK POLICY:

Students are expected to complete all assignments and assessments within one week of the unit's end. Unit ending dates will be clearly communicated. Work submitted beyond this timeframe may result in a failing grade unless prior arrangements have been made or extenuating circumstances are discussed with the instructor.

Re-do Policy:

All students have the ability to retake or resubmit any assessments/projects that have an impact on their grade. Students must notify their teacher of their choice for the re-do and a deadline will be designated for the assessment/project. To be eligible for a re-do, students must first complete any additional preparation tasks required and all assignments assigned prior to the original assessment/project.

Homework

Homework is assigned as an extension of daily learning. Homework completion will be assessed as part of the CREEK Expectations Rubric and will count as 20% of the earned semester grade.

ELEMENTARY (K-5) SCHOOL – MAKE-UP TESTS/SCHOOL WORK

It is the responsibility of the student and parent to obtain missed assignments and ensure that they are turned in to the teacher for evaluation and feedback within a timely manner before the end of the marking period. Teachers must be given 24 hours advance notice requesting make-up work.

Student Assessment

Our District regularly uses assessment data to help monitor student academic progress at regular intervals (Example: September, December, May) and make adjustments or provide interventions to correct matters.

Our District schools also participate in the State's assessment system which is managed each spring (Example: April-May) to measure progress of all students from year-to-year and as matched against state standards. Participation of students in these programs is critical as our District is obligated to meet state and federal mandates which are directly connected to District funding. Please review general testing obligations.

HIGH SCHOOL - ASSESSMENTS

State Testing: Gr. 11 - Michigan Merit Exam (MME) - SAT, WIN Testing , and M-STEP (Science & Social Studies)

All students are required to participate in the MME State of Michigan designated battery of assessments. If the student does not complete a portion of the MME in 11th grade, they will be required to retake the entire MME in their senior year.

Gr. 9 & 10 - PSAT 9 & PSAT 10 respectively

District Progress Monitoring: Gr. 9-11 - NWEA MAP Testing in Reading and Math (Fall, Winter, Spring)

MIDDLE SCHOOL - ASSESSMENTS

State Testing: Gr. 8 - PSAT 8/9 & M-STEP (Science & Social Studies), Gr. 6 & 7 - M-STEP (Math & ELA)

District Progress Monitoring: Gr. 6-8 - NWEA MAP Testing in Reading and Math (Fall, Winter, Spring)

Along with NWEA Testing, teachers use additional measures, including IXL content assessments, three times per year to monitor progress and schedule interventions. This may also include midterms and final exams.

ELEMENTARY (K-5) SCHOOL - ASSESSMENTS

State Testing: Gr. 5 - M-STEP (Math, ELA, Science & Social Studies), Gr. 3 & 4 - M-STEP (Math & ELA)

District Progress Monitoring: Gr. K-5 - NWEA MAP Testing in Reading and Math (Fall, Winter, Spring)

These diagnostic tests are used to ensure that students are provided small group instruction to meet their individualized needs.

Recognition of Student Achievement

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

HIGH SCHOOL – RECOGNITION OF ACHIEVEMENT

Academic Awards

In order to qualify for an academic award, students must have earned a cumulative G.P.A of 3.3 or greater at the end of the first semester for the current school year.

Grade 9	One Semester
Grade 10	Three Semesters
Grade 11	Five Semesters
Grade 12	Seven Semesters

- Year One Academic Award: First year recipients will receive a certificate.
- Year Two Academic Award: Second year recipients will receive a certificate and Varsity Academic Letter.
- Year Three Academic Award: Third year recipients will receive a certificate and a scholarship pin.
- Year Four Academic Award: Fourth year recipients will receive a proclamation from the Swartz Creek Board of Education

Senior Class Ranking & Honor Students

Class rank is determined by averaging all grades attained in grades 9 through 12, which is calculated at the end of the second semester of the senior year (eight semesters).

To receive “High Honors” a student must have earned a grade point average of 3.7 or greater. “Honors” is awarded to students earning a grade point average of 3.30 - 3.74. Transfer students must complete two semesters in their senior year at Swartz Creek to be eligible for scholastic honors. Grades earned by students entering Swartz Creek may be evaluated by the administration for a grade point average.

MIDDLE SCHOOL RECOGNITION OF ACHIEVEMENT

Although students work for many rewards other than letter grades or proficiency marks, academic achievement will be recognized as an indication of hard work. Swartz Creek Middle School recognizes such achievement through its Academic Honor Program as follows:

Academic Honors with Distinction

Requirements below must be met to qualify for this academic honor:

- Students must have only final letter grades of A- or higher for each quarterly grade during Quarter One, Quarter Two, and Quarter Three.

Academic Honors

Requirements below must be met to qualify for this academic honor:

- Students must have only final letter grades of B- or higher for each quarterly grade during Quarter One, Quarter Two, and Quarter Three.

Students who feel their grades warrant them in consideration of being included in the honors night program, need to write a letter to the middle school administration requesting consideration. This letter must be submitted to the administration within two weeks of the third marking period. Requests after the two-week period will not be considered.

ELEMENTARY (K-5) SCHOOL – RECOGNITION OF ACHIEVEMENT

Each elementary building recognizes students for their positive contributions as citizens. This could be unique based on the culture and community in each school and each classroom.

Section 8 – Curriculum

Review of Instructional Materials & Activities

Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present. Please also reference Board Policy [5401](#) - Parent Involvement In Education.

Field Trips

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

Unauthorized Trips/Activities - Each year trips are planned which are not authorized by the school administration. Parents are urged to investigate the itinerary with the travel agent. If there are any questions regarding the validity of the trip, please call the school administration. The most common example is student trips during spring break. Please also reference Board Policy [5506](#) - Field Trips.

Section 9 – Technology

Use of Telephones

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

Use of Cell Phones & Other Mobile Devices

Please reference House Bill 4141 and Board Policy [5209](#) - Student Use of Cell Phones & Electronic Communication Devices. This guideline excludes the use of approved medical monitoring devices.

Computer Technology & Networks

The Board of Education is committed to using technology effectively to enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a Student Network and Internet Acceptable Use and Safety Agreement annually in accordance with Board Policy [5208](#) - Student Acceptable Use & Internet Safety Policy. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the District's **Student Network and Internet Acceptable Use and Safety Policy** and the requisite student and parent agreement will be distributed at the beginning of the school year. Please reference the next pages for the collected agreement and terms.

STUDENT NETWORK – INTERNET ACCEPTABLE USE & SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction and the way they approach student learning to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource-sharing, innovation, and communication skills and tools that will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's Policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to ensure that the use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, emails, and records of their online activity while on the network.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography, or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Nevertheless, parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- Safety and security while using email, chat rooms, social media, and other forms of direct electronic communications.
- Dangers inherent with the online disclosure of personally identifiable information.
- Consequences of unauthorized access (e.g. "hacking"), cyber bullying, and other unlawful or inappropriate activities by students online.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Deputy Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the network and the Internet for instructional purposes. Please also reference Board Policy [5208](#) - Student Acceptable Use & Internet Safety Policy.

STUDENT NETWORK & INTERNET ACCEPTABLE USE & SAFETY AGREEMENT

To access email and/or the Internet at school, students under the age of 18 must obtain parent permission and must sign and return this form. Students 18 and over may sign their own forms.

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

The Board has implemented technology protection measures that block/filter Internet access to visual displays that are obscene, child pornography, or harmful to minors. The Board also monitors the online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents are advised that determined users may be able to gain access to information, communication, and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User's Full Name (please print):

School: _____ Grade: _____

Parent's Name (please print): _____

Parent's Signature: _____

As the parent of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet.

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Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet (i.e., setting and conveying standards for my child to follow when selecting, sharing and exploring information and resources on the Internet). I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

☐ I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.

☐ I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.

☐ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a webcam.

☐ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent's Signature: _____ Date: _____

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

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Section 10 – Student Life

Student Rights & Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect the rights of their fellow students and staff. Students will be expected to follow teachers' directions and follow all school rules. Disciplinary procedures are designed to ensure due process before any student is removed from a learning environment because of his/her behavior.

Parents have the right to know how their child is progressing in school and will be provided information on a regular basis. With existing technologies, parents are highly encouraged to access our online platform, PowerSchool, through the parent portal to regularly view academic grades and attendance. Parents are also encouraged to build a two-way link with their child's teachers and support staff, via email or phone, to consider suggestions or address concerns that may help their child best accomplish his/her educational goals.

Students must arrive at school on time, prepared to engage and learn within our educational program. If for some reason, this is not possible, the student should seek help from the building administrator or assigned counselor. If residing at home, adult students should include their parents in their educational program.

Student Rights of Expression

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

Material cannot be displayed or distributed if it:

- Is obscene to minors, libelous, indecent and pervasively vulgar
- Advertises any product or service not permitted to minors by law
- Intends to be insulting or harassing
- Intends to incite fighting or presents a likelihood of disrupting school or a school event
- Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act

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

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Administration 24 hours prior to display. Please also reference Board Policy [5101](#) - Student Expression and Board Policy [5503](#) - Bulletin Boards & Other Postings.

Advertising Outside Activities

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

Student Concerns, Suggestions, & Grievances

District schools are here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve their school, he or she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government. Please also reference Board Policy [5502](#) - Student Government.

A student may have the right to a hearing if the student believes he or she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

A student may not petition to have a change in grade.

School-Sponsored Clubs & Activities

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

The Board authorizes many student groups that are sponsored by a staff member. Extracurricular activities do not reflect the District curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Please also reference the associated Board Policy [5507](#) - Extracurricular Activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. Due to the continued additions/updates, please refer to www.ncaa.org for the most current list of banned substances.

Non-School Sponsored Clubs & Activities

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the building principal. The application must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. Please also reference Board Policy [3304](#) - Use of District Property and Board Policy [5510](#) - Student-Initiated Non-Curricular Clubs regarding this matter. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. Please also reference Board Policy [5511](#) - Secret Organizations. All groups must comply with school rules and must provide equal

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

Use of School Equipment & Facilities

Students must obtain the teacher's permission before using any equipment or materials in the classroom and the building principal's permission to use any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

Dress & Grooming

Please reference Board Policy [5204](#)—Student Appearance & Dress Code.

Gangs

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment are not tolerated. Gangs are defined as any group of persons who are engaged in a negative or disruptive activity. Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited. Please also reference Board Policy [5203](#) - Hazing.

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

Athletics

Swartz Creek Community Schools provides a variety of athletic activities in which students may participate provided they meet all eligibility requirements that apply. For further information and a list of activities that are currently being offered, contact Ms. Adrian Trzebiatowski, District Athletic Director, at (810) 591-1809 or click on the following "Athletics" link through our District website (www.swartzcreek.org).

Student Attendance At School Events

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

To ensure that students attending evening events as nonparticipants are also properly safeguarded, the Board requires that all elementary and middle school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for this age group of students who are not accompanied by an adult chaperone.

High School students must also know that they may lose privileges to attend after-school events, including dances, as a disciplinary consequence, CREEK rubric scores and/or based on their attendance.

Middle School students' eligibility to attend school event will also be determined by their CREEK Code Expectation scores. Please note the following: Any student earning any Level One scores could be prohibited from attending school events.

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

Student Employment

The District does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he or she must maintain a job in addition to going to school, he or she must first make contact with his or her counselor to discuss any legal requirements and obtain any needed documents. Please also reference Board Policy [5804](#) - Work Permits.

Fees, Fines, & Supplies

The District will not charge fees for materials necessary to complete required courses, elective courses, or participation in any curricular programs. Students and parents may purchase additional supplies at their own expense. Regarding extracurricular and non-curricular activities, the District may charge students a fee to cover reasonable costs, pay for the use of District-owned equipment, or require students to furnish specialized equipment and clothing. Extracurricular activity coaches or sponsors will be responsible for providing students and parents with information about any fees that will be charged or required equipment and clothing.

The District may require students and their parents to reimburse the District for actual costs to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time. The District may pursue legal remedies to collect unpaid fines. Fines are collected at the end of each year.

All fines must be paid in full in order to participate in the Swartz Creek High School graduation ceremony. The student's cap and gown will be held until after the ceremony for all students with unpaid fines. Students who are a part of an Early Middle College must pay any outstanding fines prior to participating in the graduation ceremony at the end of their fourth year. Please also reference Board Policy [5404](#) - Free Textbooks, Materials & Charging of Fees & Fines.

Cash and checks are accepted forms of payment. In some instances, online payments are also available and preferred. The state maximum charge will be assessed as a "Non-Sufficient Funds Fee" for all checks returned to us by the bank for each time presented. Currently this is \$25.00. Only cash will be accepted to replace the returned check and all associated fees. After the second NSF check, parents must pay with a money order or cash. SCHS students who fail to pay their parking fee of \$25.00 will be assessed a fine for an additional \$25.00 which shall be applied to the student's account resulting in a final charge of \$50.00.

Care of Property

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

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

Student Lockers

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

Valuables

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

Lost & Found

There is a designated lost and found area for each school building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each marking period.

Fundraising

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

- Students involved in fundraisers must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the building principal.
- All other fundraising shall be done in accordance with Board Policy [3106](#) - Booster Clubs, PTO's and Other Support Groups and [5501](#) - Fundraising Activities.

Student Sales

No student is permitted to sell any item or service in school.

Section 11 - Discipline

Behavior Expectations

A major component of Swartz Creek Community Schools' educational program is preparing students to become responsible workers and citizens by teaching them how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

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

As part of our District Multi-Tiered System of Supports (MTSS), each building level has developed its own set of behavioral expectations or CREEK standards which can be viewed by accessing the designated CREEK charts. Please contact your child's school office for a copy.

These expectations are routinely taught, reviewed and reinforced through an acknowledgement or reward system to help students pursue desired behaviors.

MIDDLE SCHOOL CREEK CODES EXPECTATIONS

Any student earning any Level One scores could be prohibited from attending school events.

Student Discipline Code

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct while a student is under the jurisdiction of the school. These categories are general in nature and are not deemed to be "all inclusive." The results of disciplinary action are cumulative within and across categories of unacceptable behavior. Discipline will be enforced whenever the behavior is related to school or school activities. The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a safe and orderly environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school.

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

Explanation of Terms

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. If a student assists another student in the below described behaviors, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound judgment regarding their behavior.

DISRUPTIVE BEHAVIOR

Disruptive behavior is considered any behavior that interferes with school activities or which is a disruption of the educational process. Such disruptions also include delay or prevention of lessons, assemblies, bus transportation, field trips, athletic, and performing arts events. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Disruptive behavior is also considered any behavior which threatens a student's safety such as, but not limited to, the use of bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by any means other than the generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Presumptive Minimum Penalty Elementary:	Corrective Conference/Review Expectations
Presumptive Minimum Penalty Secondary:	30 minutes of Detention
Maximum Penalty:	10 days of Suspension

EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, poppers and incendiary devices are forbidden and dangerous. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary:	Up to 10 days of Suspension
Presumptive Minimum Penalty Secondary:	Up to 10 days of Suspension
Maximum Penalty:	Expulsion

FALSE ALARMS, FALSE REPORTS, BOMB THREATS

Issuing by word or act a false or misleading report of a fire, bomb, tornado warning, or other false report designed to disrupt the school schedule or educational process. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary:	Up to 10 days of Suspension
Presumptive Minimum Penalty Secondary:	Up to 10 days of Suspension
Maximum Penalty:	Expulsion

FIGHTING, ASSAULT, PHYSICAL AGGRESSION

Fighting, assault and physical aggression, including various forms of play fighting, is strictly forbidden. Students who fight will be referred to the school office for disciplinary action that may lead to immediate suspension from school and could also lead to possible expulsion. Claiming self-defense will not excuse a student who has engaged in a fight. Therefore, upon investigation, both parties who engage in a fight will be given appropriate consequences as determined by the Administration. Furthermore, students who initiate, encourage, escalate, or promote conflicts and fighting either verbally, written, or through a technology device will also be subject to disciplinary action. Use of non-violent conflict resolution strategies will always be the expected method of avoiding fighting.

Presumptive Minimum Penalty Elementary:	Up to five days of Suspension
Presumptive Minimum Penalty Secondary:	Up to 10 days of Suspension. For Physical Altercation 10 days of Suspension, referral to law enforcement for applicable local ordinances/citation
Maximum Penalty:	Expulsion, referral to law enforcement for applicable local ordinances/citation

FORGERY, PLAGIARISM AND CHEATING

Falsification of identification, hall/bus passes, forms and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating on school work, quizzes, tests and projects are also considered forms of falsification. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary:	Corrective Conference/Review Expectations/ Parent Contact
Presumptive Minimum Penalty Secondary:	Up to one day of Suspension
Maximum Penalty:	Up to 10 days of Suspension

GAMBLING

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

Presumptive Minimum Penalty Elementary:	Reteach expectations
Presumptive Minimum Penalty Secondary:	Up to three days of Suspension

Maximum Penalty: Up to 10 days of Suspension

INAPPROPRIATE DRESS CODE

Please reference Board Policy [5204](#)—Student Appearance & Dress Code.

Presumptive Minimum Penalty Elementary: Requirement to change clothing/Review Expectations

Presumptive Minimum Penalty Secondary: Corrective Conference/Review Expectations

Maximum Penalty: Up to three days of Suspension

INAPPROPRIATE LANGUAGE

Any behavior or language, which in the judgment of a District employee, against a District employee, volunteer, contractor, person associated with the District, staff member or student, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary: Corrective Conference/Review Expectations

Presumptive Minimum Penalty Secondary: Corrective Conference/Review Expectations

Maximum Penalty: Up to three days of Suspension

INAPPROPRIATE PHYSICAL CONTACT

Inappropriate physical contact includes, but is not limited to, horseplay and/or physically “messaging around”. Inappropriate displays of affection such as touching, petting, or any other contact that may be considered sexual in nature are also considered inappropriate physical contact. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary: Corrective Conference/Review Expectations

Presumptive Minimum Penalty Secondary: Up to three days of Suspension

Maximum Penalty: Expulsion

INDECENCY, DISRESPECTFUL BEHAVIOR

Offending and disrespectful acts, both verbal and/or physical, against commonly recognized standards of propriety or good taste. Indecency also includes possession of pornography, both electronic and “in print.” Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary: Corrective Conference/Review Expectations/Parent Meeting

Presumptive Minimum Penalty Secondary: Up to 10 days of Suspension

Maximum Penalty: Expulsion

INSUBORDINATION, PERSISTENT DISOBEDIENCE

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Insubordination also includes but is not limited to, lying to a staff member, driving or riding with another driver to the Genesee Career Institute (GCI) without written permission, parking in the wrong area of the student parking lot, or restricted area, and disobedience. Persistent disobedience is the continuation of not following reasonable directions given by a staff member. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary: Corrective Conference/Review Expectations

Presumptive Minimum Penalty Secondary: 60 minutes of Detention

Maximum Penalty: Expulsion

KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

The Board believes that students, staff members, and visitors are entitled to function in a safe school environment. In support of this position, students are required to report knowledge of dangerous weapons or threats of violence to the building principal or any school personnel. Failure to report such knowledge may subject the student to discipline.

Presumptive Minimum Penalty Elementary: Corrective Conference/Up to three days of Suspension

Presumptive Minimum Penalty Secondary: Up to 10 days of Suspension

Maximum Penalty: Expulsion

MISSED DETENTION

Students are expected to complete all detentions given to them. If a student fails to complete their detention by the specified deadline, h/she will receive disciplinary action up to and including suspension.

Presumptive Minimum Penalty Secondary: Additional Detention

Maximum Penalty: Up to five days of Suspension

PHYSICALLY/VERBALLY ASSAULTING AND OR THREATENING A STUDENT/STAFF MEMBER/ PERSON ASSOCIATED WITH THE DISTRICT

Physical or verbal assault, including a physical or verbal threat, at a school building, property, or a school-related activity against a District employee, volunteer, contractor, person associated with the District, staff member or student, which may or may not cause injury, may result in charges being filed against the student and will result in disciplinary action up to and including suspension or expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." Verbal assault is defined as "a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat." Threatening is defined as "intentionally implying to cause or attempt to cause mental or physical harm to another through verbal or written means."

Presumptive Minimum Penalty Elementary:	Up to three days of Suspension
Presumptive Minimum Penalty Secondary:	Up to 10 days of Suspension. For Physical Altercation 10 days of Suspension, referral to law enforcement for applicable local ordinances/citation
Maximum Penalty:	Expulsion

Important Note: The District always seeks to maintain the physical and emotional safety of all District staff and students and will use systems for assessing threats and providing interventions to prevent harm whenever possible. The District will expect the full cooperation of students, parents and staff when investigating potential threats and assigning preventive measures.

POSSESSION OF DRUG PARAPHERNALIA

“Drug Paraphernalia” is defined as anything associated with the possession and/or use of drugs. Items include, but are not limited to, cigarette wrapping papers, bongs, lighters, roach clips, baggies, dab pens or other electronic smoking devices and their associated charging equipment. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary:	Up to 10 days of Suspension
Presumptive Minimum Penalty Secondary:	Up to 10 days of Suspension
Maximum Penalty:	Expulsion

POSSESSION OF CELL PHONE/MOBILE DEVICE (PCD)

Possession of cell phones or other electronic mobile communication devices in the school setting is a privilege. At all grade levels, a student may use their cell phones or other electronic mobile communication devices if used for educational purposes and if given specific permission by the classroom teacher. At no time shall the school or District be responsible for the theft, loss or damage to any of these items brought onto school property. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

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

Presumptive Minimum Penalty Elementary:	Corrective Conference/Review Expectations
Presumptive Minimum Penalty Secondary:	30 minutes of Detention/Cell Phone Suspension
Maximum Penalty:	Up to five days of Suspension/Device Usage Contract

POSSESSION OF A WEAPON

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

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

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. Violations of this rule will result in disciplinary action up to and including

suspension or expulsion. Disciplinary action may also include loss of parking privileges without refunding of parking fees.

Presumptive Minimum Penalty Elementary: Up to 10 days of Suspension

Presumptive Minimum Penalty Secondary: Up to 10 days of Suspension

Maximum Penalty: Expulsion

RECKLESS DRIVING

Motorized vehicles driven on unauthorized school areas (lawns, walks, etc.) and reckless driving on authorized areas (parking lots, roadways and other school areas, etc.). Violations of this rule will result in disciplinary action which may include loss of parking privileges, suspension or expulsion.

Presumptive Minimum Penalty Elementary: N/A

Presumptive Minimum Penalty Secondary: Up to five days of Suspension/Probationary Driving Period

Maximum Penalty: 10 days of Suspension/Revocation of Driving Privilege

THEFT

When a student is caught stealing school or personal property, he or she will be disciplined by the school and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building principal. The school is not responsible for personal property. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary: Restitution/Up to three days of Suspension

Presumptive Minimum Penalty Secondary: Up to three days of Suspension

Maximum Penalty: Expulsion/Referral to Law Enforcement

TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the building principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Trespassing also includes students found in unauthorized areas of the building. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary: Corrective Conference/Review Expectations

Presumptive Minimum Penalty Secondary: Up to three days of Suspension

Maximum Penalty: Expulsion

TRUANCY

Students who are late for class, leaving class without permission, misusing a hall pass and skipping class will be considered truant. All District schools have a "closed campus" policy which means that students are not to leave the school premises without authorization during the student's scheduled class hours and/or lunch hour. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary: Corrective Conference/Parent Meeting

Presumptive Minimum Penalty Secondary: Up to 30 minutes of Detention

Maximum Penalty: Expulsion

USE AND/OR POSSESSION OF DRUGS

The school has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student. The sale, distribution, possession, or use of drugs, alcohol, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

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

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he or she has reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

Special Note Regarding Board Policy on Drug Free Schools:

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he or she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Presumptive Minimum Penalty Elementary: Up to five days of Suspension/Referral to Law Enforcement

Presumptive Minimum Penalty Secondary: Up to five days of Suspension /Referral to Law Enforcement

Maximum Penalty: Expulsion

USE AND/OR POSSESSION OF TOBACCO/VAPES

The Board of Education recognizes that the use of tobacco/vapes presents a health hazard which can have serious consequences both for the user and nonuser and is, therefore, of concern to the Board. In order to protect students and employees who choose not to use tobacco/vapes, the Board prohibits the use of tobacco/vapes on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

"Use of tobacco/vapes" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, e-cigarettes, vape pens, or any rolled cigarettes. "Look alike" of any kind are also prohibited on school property. The display of unlighted cigars, cigarettes, pipes, other smoking paraphernalia or tobacco products on one's person is also prohibited by this policy. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

E-cigarettes, vape pens, and any liquid used in such items are also prohibited on school property. Students found in possession of these items and/or any liquid used in such items may be disciplined. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary: Three days of Suspension/Referral to Law Enforcement

Presumptive Minimum Penalty Secondary: Three days of Suspension/Referral to Law Enforcement

Maximum Penalty: Expulsion

Alcohol, tobacco, and other drugs (ATOD) Local Resource List**Alcohol & Drug Abuse**

- Al-Anon's ([Teen Corner](#))

- Alcoholics Anonymous (810) 234-0815
- Genesee County Commission on Substance Abuse (810) 257-3201
- Intake, Assessment & Referral Center (810) 235-9555
- Narcotics Anonymous (michigan-na.org) or Hotline (800) 230-4085
- Flint Odyssey House (810) 238-5888
- Nar-Anon (800) 477-6291
- Genesee Health System Urgent Care (810) 257-3705 or Hotline (810) 257-3740

Abuse & Neglect

- Flint Regional Emergency Services (FRES) Hotline (810) 257-3740
- Central Registry (810) 760-2222
- Health Services:
 - Genesee County Health Department (gchd.us) or (810) 257-3612
- Poison Information:
 - Poison Control Center (800) 222-1222
- Runaway Help – Emergency Shelter:
 - REACH Runaway Shelter (810) 233-8700
 - Runaway Hotline (800) 292-4517
- Sexual Assault and Rape:
 - YWCA/Crisis Line (810) 238-7233

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

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

Presumptive Minimum Penalty Elementary: Up to five days of Suspension

Presumptive Minimum Penalty Secondary: Up to five days of Suspension

Maximum Penalty: Expulsion

VANDALISM, MALICIOUS DESTRUCTION

Vandalism and malicious destruction of school property will not be tolerated. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Presumptive Minimum Penalty Elementary: Up to three days of Suspension

Presumptive Minimum Penalty Secondary: Up to three days of Suspension

Maximum Penalty: Expulsion/Restitution for Damages Caused

VIOLATION OF CLASSROOM RULES

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

Presumptive Minimum Penalty Elementary: Corrective Conference/Review Expectations

Presumptive Minimum Penalty Secondary: 30 minutes of Detention

Maximum Penalty: 10 days of Suspension

HARASSMENT, BULLYING, & INTIMIDATION

Harassment, bullying, and intimidation have various definitions and involve additional Board policies that provide additional safeguards or require compulsory processes. Please thoroughly review this section, which is also considered a portion of the District's Student Discipline Code.

Presumptive Minimum Penalty Elementary: Up to three days of Suspension

Presumptive Minimum Penalty Secondary: Up to three days of Suspension

Maximum Penalty: Expulsion

Violations of Bullying, Intimidation and Harassment include but are not limited to:

Harassment

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

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

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

Any student that believes he or she is or has been the victim of harassment should immediately report the situation to a staff member, the assistant principal, or the principal, or may report it directly to the listed directors below:

John Mertz
Interim Director of Human Resources

Erin North
Executive Director of Curriculum and Continuous Learning

Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, MI 48473
Phone: (810) 591-2300 Fax: (810) 591-2784

Complaints will be investigated in accordance with Board Policy [5202](#) - Unlawful Discrimination, Harassment, and Retaliation Against Students. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Forms of Harassment

Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the District.

Submission to, or rejection of, unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.

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

Sexual Harassment, may include, but is not limited to:

- Verbal harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks with sexual or demeaning implications.
- Unwelcome or inappropriate touching.
- Sexual jokes, posters, cartoons, etc.

- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Important Note: An inappropriate boundary invasion by a District employee or other adult member of the District community into a student's personal space and personal life is sexual harassment. Furthermore, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal child abuse as defined in State law. M.C.L.A. 722.621 et. seq.

Hazing

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

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

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

- Illegal activity, such as drinking or drugs.
- Physical punishment or infliction of pain.
- Intentional humiliation or embarrassment.
- Dangerous activity.
- Activity likely to cause mental or psychological stress.
- Forced detention or kidnapping.
- Undressing or otherwise exposing initiates.

Important Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy. Please also reference Board Policy [5203](#) - Hazing.

Bullying

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. Please also reference Board Policy [5207](#) - Anti-Bullying Policy.

NOTIFICATION

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

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

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible for implementing this policy, and may develop further guidelines, consistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual, however, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation. The identity of a student who reports bullying, hazing, or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

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

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

The building principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

Non-Retaliation/False Reports

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

Definitions

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

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

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

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

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

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

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

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

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

"Staff" includes all school employees and Board members.

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

For further definition, please review the following policies:

Board Policy [5202](#) - Unlawful Discrimination, Harassment, and Retaliation Against Students

Board Policy [5203](#) - Hazing

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Revised 2015

Disciplinary Consequences

It is important to remember that the school's rules apply while going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. In all cases, District staff shall attempt to make discipline prompt and equitable and to have the consequences match the severity of the incident. Two types of discipline are possible: informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- Change of seating or location
- After-school detention
- In-school restriction/hour-to-hour detention

Swartz Creek Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school.

DETENTIONS

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents 24 hours advance notice. The student or his/her parents are responsible for transportation.

The following rules shall apply to school restrictions:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats unless given permission to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic devices such as cellphones and other PCDs are to be available.
- No cards, magazines, or other recreational articles shall be brought into the room.
- No food or beverages shall be consumed.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It may include suspension for up to 10 school days and expulsion from school. The Board delegates to all building administrators the authority to suspend a student for up to 10 school days, consistent with the Student Code of Conduct and their professional judgment.

Before exercising this authority, the building administrator must consider the Mandatory Seven Factors. These required factors are comprised of the following:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the behavior
- Whether the behavior posed a safety risk
- Whether restorative practices are a better option
- Whether lesser interventions would address the behavior

*Please note that suspensions and expulsions may carry over into the next school year.

RESTORATIVE PRACTICES

Before suspending or expelling a student (except a student who possesses a firearm in a weapon-free school zone), administrators and the Board must also determine whether restorative practices would better address the student's misconduct or to provide it as an additional action to the suspension or expulsion. Restorative practices emphasize repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that:

- Are initiated by the victim
- Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team")
- Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community services, restoration of emotional or material losses, or counseling; pay restitution or any combination of these

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

EDUCATIONAL PROGRAMMING DURING SUSPENSION OR EXPULSION

Except as otherwise required by law or existing Board policies, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion.

Due Process Rights

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect students due process rights.

If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable, follow the procedures outlined in Board Policy [5206](#) - Student Discipline.

SUSPENSIONS – BUILDING LEVEL

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct. A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion.

Before suspending a student for 10 or fewer school days, an administrator must:

- Provide the student verbal notice of the offense the student is suspected to have committed, and
- Provide the student an informal opportunity to explain what happened.

Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

SUSPENSIONS – SUPERINTENDENT LEVEL

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct.

Before suspending a student for more than 10 school days but less than 60 school days, the Superintendent or designee must provide the parent or student with:

- Written notice of the offense the student is suspected to have committed
- An explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted
- An opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will also make the following provisions:

- Provide the parent or student at least three calendar days' notice before the hearing.
- Permit parent and student to be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

SUSPENSIONS OR EXPULSIONS - BOARD LEVEL

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with:

- Written notice of the offense the student is suspected to have committed
- An explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted
- An opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will also make the following provisions:

- Provide the parent or student at least three calendar days' notice before the hearing.
- Permit parent and student to be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

Search & Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Please also reference Board Policy [5102](#) - Lockers.

Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school-owned property and automobiles parked on school property. Canines shall not be used to search a student unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his/her person. Qualified and authorized trainers will accompany the canines throughout any searches and be responsible for controlling the actions of these dogs. An indication by these dogs that contraband is present on school property or in an automobile shall be reasonable cause for a further search by school officials.

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

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

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. Please also reference Board Policy [5103](#) - Search & Seizure.

Section 12 – Transportation

Bus Transportation To School

The school provides transportation for all high school and middle school students who live farther than one and one half miles from school and all elementary students who live farther than one mile from school. The transportation routes and bus assignments are generally available by calling the transportation office or by downloading the Stop Finder app one week prior to school beginning. Stop Finder app invites are sent to PRIMARY contacts only. Students may only ride their assigned school bus and must board and depart from the bus at their assigned bus stops. Students will not be permitted to ride unassigned buses. Please also reference Board Policy [5802](#) - Student Transportation.

Bus Conduct

It is a privilege for students to ride a District vehicle and this privilege may be revoked if the student's conduct is in violation of Transportation Department student behavioral expectations or the Code of Conduct. Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. In general, students' behavior on the bus shall be consistent with other expected school conduct. The driver shall assign seating and direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Prior to boarding the bus:

- It shall be the parent's responsibility to see that his/her child is present at the assigned bus stop.
- Parents will also be responsible for their child's conduct until the bus is boarded.
- It is expected that students will be at their regular assigned stops when the bus arrives.

The bus is not allowed to wait for tardy students at regular stops, including dismissal time after each school day.

While waiting and boarding the bus, students are expected to do the following:

- Be on time at the designated loading zone five minutes prior to the scheduled stop.
- Stay off the road at all times while walking and waiting for the bus.
- Refrain from throwing things or playing at a bus stop.
- Line up in single file off the roadway to board the school bus.

- Wait until the school bus is completely stopped before moving forward to enter.
- Refrain from crossing a roadway until the driver signals it is safe to cross.
- Go immediately to your assigned seat and be seated.

During the trip, students are expected to do the following:

- Be courteous to the driver and to other riders.
- Place books, bags and cases under your seat or in your lap to keep the aisle clear.
- Remain seated while the bus is in motion.
- Voices are to be at a conversational level with students sitting next to you.
- Ride safely by keeping head, hands, arms, and legs to yourself and inside the bus at all times.
- Keep walkers and other traffic safe by not throwing items from the bus.
- Help keep the bus environment clean and safe by not bringing food and drinks on board. Also throw out any of your unwanted papers or garbage.
- Respect all bus equipment, especially emergency doors and windows. Remain clear of these items unless directed by the driver.

Please Note: Glass containers and animals cannot be brought on board any school bus due to the numerous hazards they both present to the safety and well-being of the students and driver.

When exiting the bus and leaving the drop zone, students are expected to do the following:

- Remain seated until the vehicle has stopped.
- Cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

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

Videotape on School Buses

In accordance with Board policy, the Transportation Director may install the appropriate equipment for videotaping the interior of the buses while transporting students. Any disciplinary action resulting from the use of the videotapes shall be determined by the appropriate principal, who shall ensure that due process is provided to the students involved in accordance with existing Board policy. Any use of photographs obtained through the use of videotapes shall be in accordance with Federal and State law. Please also reference Board Policy [3104](#) - School Cameras and Monitoring and Policy [5805](#) - Student Audio & Video Recording.

Student Discipline

Students are expected to meet the CREEK Expectations for the Transportation Department when riding on District school buses. Parents are encouraged to contact the Transportation Department or their child's school office for a copy of these departmental expectations.

A student who misbehaves on the bus should expect to receive consequences, which may include losing the privilege of riding the bus.

Self-Transportation To School

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

The following rules shall apply:

- Students under the age of 18 must have written parent permission prior to driving to school.
- Students shall complete the Student Vehicle Form entitled: **Application To Drive Vehicle On School Property** and provide evidence of:
 - Driver's license
 - Insurance certificate
 - Vehicle registration

Applications To Drive On School Property forms are available through the SCHS School Office.

- Parking lot speed limit is 10 mph which must be observed at all times.
- The student must obtain a permit from the school office and pay a fee of \$25.00 for the entire school year. Permits purchased after the start of the 2nd semester will be charged a \$15.00 fee instead of the full year \$25.00 fee. If a student's parking permit is suspended, no fees will be refunded.
- Students who fail to appropriately purchase the full-year parking permit as required by school expectations will be charged the \$25.00 parking permit fee and assessed an additional \$25.00 fine for a total charge of \$50.00. The same permit and fine combination assessment will be charged for drivers who are expected to purchase a Second Semester parking permit and fail (\$15.00 Permit Fee + \$15.00 Fine = Total Charge of \$30.00).
- When the school provides transportation, students shall not drive to school-sponsored activities with the exception of the Genesee Career Institute (GCI). Administrative approval is needed for a student to drive to GCI.

The privilege to drive oneself to school may be revoked for the following infractions and others deemed appropriate by administration:

- Failure to register the vehicle and purchase a parking permit
- Reckless driving
- Unauthorized parking
- Transporting other students without prior approval

Failure to abide by the above rules will result in discipline, including but not limited to, loss of privileges, formal discipline, and fines. Please also reference Board Policy [5803](#) - Student Driving and Parking.

Section 13 – Food Service

Food Service Programming

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the building principal regarding both breakfast and lunch service through their child's school. Our District schools participate in the National School Lunch Program and make breakfast and lunch meals available to all students for free. We ask that every parent fill out an EDUCATION BENEFIT FORM on the [Meal Magic Family Portal](#). If you would prefer a physical copy, you can print one from the [Food Services Page](#) on the District website or request one from your child's school. Completing these forms helps prevent the district from losing important state funding for educational programs that your students are entitled to. These forms must be completed every year.

Meal Payment

All families are encouraged to visit the [Meal Magic Family Portal](#) where they can create an account. There are short tutorial videos to assist with setting up and navigating the Family Portal. Once an account has been created, parents can complete free and reduced lunch applications or Education Benefit Forms, add funds to their child's meal account, and set restrictions.

Breakfast and lunch prices are subject to change and can be reviewed on the "Food Services" webpage found on the District website at www.swartzcreek.org. Ala carte items are also available for secondary students. Students may choose to bring their own lunch to school, which is to be eaten in the school cafeteria.

Cafeteria Expectations

HIGH SCHOOL – CAFETERIA EXPECTATIONS

- All students must remain in the cafeteria or outside for the entire lunch period.
- Get permission from a staff member if you need to use the restroom or leave for any reason.
- Only enter the food section if you are purchasing food. It is not a place to socialize.
- Follow the flow of the lines in the kitchen area.
- Students are not allowed to take backpacks into the food section.
- Clean up after yourself, this includes wrappers, spills, etc.
- Speak in conversational tones with appropriate language.
- Students may use their cell phones in the cafeteria or outside during their lunch period.
- All items must be paid for prior to leaving the serving area.

Middle School – Cafeteria Expectations

Students are taught the CREEK expectations and these are modeled, practiced, and reinforced with variations for the cafeteria:

C - Bring lunch and drink to the cafeteria at the start of lunch period. Work with your family to manage your meal account when needed.

R - Report directly to the cafeteria at the start of the period and remain with classmates. Always ask for permission from staff members to leave the Cafeteria.

E - Discard your lunch tray and other trash upon finishing your meal. Work with classmates and staff to clean area at cafeteria dismissal

E - Keep hands and feet to yourself. Speak in conversational tones.

K - Use appropriate language and speak positively of others.

Additional expectations are as follows:

- Lunch may be purchased using your student number.
- Follow the flow of the lines in the kitchen area and do not enter the lines if you are not ordering food. Doing so only increases the length of the lines for other students.
- There is no assigned seating, but pick a seat and stay in it.
- Keep noise to a minimum. Avoid screaming, banging tables, etc.
- Clean up and throw away your food when finished eating. Students are responsible to clean up the mess at the table they are at and not just their seat.
- To leave the cafeteria, you must have permission from an adult and sign out (bathroom, office, classroom, student lounge, etc.).
- At the end of lunch, your table will be dismissed by an adult. You may not leave until dismissed.
- Show pride in the middle school and help the staff and others clean up, EVEN if it does not belong to you.

Elementary School (K-5) – Cafeteria Expectations

For the safety of our students, parents may come to have lunch with or deliver lunch to their child(ren). We do not accept outside food service deliveries (e.g. GrubHub, UberEats, etc.). Deliveries of this nature for children will be turned away.

Students are taught the CREEK expectations and these are modeled, practiced, and reinforced throughout the school year. Here are some of the main variations of CREEK expectations for the cafeteria by way of example and illustration:

- Follow the directions of the adults in the cafeteria.
- You may not change your meal choice without communicating it to the kitchen staff
- Ask for permission from a staff member before you leave your table/area.
- Follow the flow of the lines in the cafeteria.
- Clean up after yourself, this includes wrappers, spills, etc.
- Speak in conversational tones with appropriate language.

Section 14 - Compliance

Asbestos Management

The District is concerned for the safety of students and staff and endeavors to comply with all Federal and State Laws and Regulations (e.g. Asbestos Hazard Emergency Response Act - AHERA) to protect students and staff from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the District's "Preparedness for Toxic Hazard and Asbestos Hazard Policy" and asbestos management plan will be made available for inspection at the Central Office Administration building upon request. The Board has designated the Director of Operations to oversee the District's compliance with the asbestos management plan in accordance with AHERA. Please also reference Board Policy [3407](#) - Asbestos Management.

Integrated Pest Management

Swartz Creek Community Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or reducing an existing population to an acceptable level. The Board only authorizes the lawful application of a pesticide by a certified or registered applicator who has been properly trained. After a pesticide application, people may only reenter District property in compliance with those restrictions identified by the applicator and required by law.

Designated District personnel will provide notice to parents that they will receive advance notice of any application of a pesticide. A minimum of 48 hours advance notice will be given to parents regarding the application of a pesticide. In emergency cases, designated District personnel will provide notice to parents promptly after a pesticide has been applied. Please also reference Board Policy [3406](#) - Integrated Pest Management.

If a parent or guardian has concerns and would like to request advance notification of pesticide applications, please contact:

William Loder
District Director of Operations
8354 Cappy Lane
Swartz Creek, Michigan 48473
(810) 591-2114

Student Records

The School District maintains many student records including both directory information and confidential information. Neither the Board or its employees shall permit the release of the social security number of a student or other individuals except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records. Please reference Board Policy [5309](#).

Directory Information

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all such directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult one of our designated directors found in the Board's annual Family Education Rights and Privacy Act (FERPA) notice which is listed below:

Family Education Rights & Privacy Act (FERPA) - Annual Notice

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, notice is hereby given that the school district intends to release the following student directory information: name, address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, major field of study, date of graduation, awards and recognitions received, honor rolls, scholarships, and telephone numbers only for inclusion in school or PTO directories.

Parents and eligible students may refuse to allow the District to disclose any or all of such directory information upon written notification to the District within 14 days after receipt of the District's public notice. All questions, requests for information, or complaints relating to the Family Education Rights and Privacy Act in Swartz Creek Community Schools should be directed to either District representative listed below:

John Mertz
Interim Director of Human Resources

Erin North
Executive Director of Curriculum and Continuous Learning

Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, MI 48473
Phone: (810) 591-2300 Fax: (810) 591-2784

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building administrator. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if any unemancipated minor, his/her parents, 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
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of other individuals with whom respondents 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
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive changes in this policy. The Superintendent is also directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

The [Student Privacy Policy Office](#) in the U. S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

General inquiries may be placed with the Student Privacy Policy Office regarding FERPA or PPRA via the linked "[Contact](#)" page on their departmental website.

Armed Forces Recruiting

The School must provide at least the same access to the high school campus and student directory information as is provided to other entities offering educational or employment opportunities to students. Armed Forces means the armed forces of the United States, affiliated reserve components, and the United States Coast Guard. If a student or the parent of a student submits a signed, written request to the Board that indicates that the student or the parent does not want the student's directory information to be accessible to official recruiting representatives, then the school officials of the school shall not allow that access to the student's directory information (Reference Board Policy [5309](#)). The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure to any or all directory information including the armed forces of the United States and the affiliated service academies. Annually the Board will notify male students aged 18 or older that they are required to register for the selective service.

		Expectations				
		SWARTZ CREEK COMMUNITY SCHOOLS				
		CREEK EXPECTATIONS				
Expectations			Emerging	Progressing	Competent	Exemplary (MS/HS ONLY)
			1	2	3	4
C	Commit To Learning		Struggles to complete and/or submit assignments AND/OR Assignments submitted are generally less than satisfactory and/or not always on time	Sometimes completes and submits satisfactory-level assignments on time with occasional reminders	Consistently completes and submits quality assignments on time	Always completes and submits assignments on time AND Assignments are of high quality that can be used as an example/model for peers
R	Respect Others		Struggles with demonstrating respect to staff and requires frequent corrections to listen and comply with directions given	Sometimes demonstrates respect to staff through attitude, actions, language (verbal and nonverbal), and compliance with directions given	Consistently demonstrates respect to staff through attitude, actions, language (verbal and nonverbal), and compliance with directions given	Always demonstrates respect to staff through attitude, actions, language (verbal and nonverbal) and compliance with directions given AND Is able to ignore/not engage in the negative behaviors of peers
E	Everyone Is Responsible		Struggles to bring needed materials to class AND/OR Struggles to use time effectively despite receiving regular assistance	Sometimes brings needed materials to class OR Sometimes uses time effectively with occasional assistance	Consistently brings needed materials to class AND Consistently uses time effectively	Always brings needed materials to class AND Always uses time effectively AND Works independently without redirection, completing the work assigned
E	Everyone Is Safe		Struggles with keeping hands, feet, and/or materials to self even with frequent reminders AND/OR Struggles to remain in the learning environment (leaves without permission)	Sometimes follows safety rules to keep hands, feet, and materials to self with occasional reminders when needed OR Sometimes leaves the learning environment without permission	Consistently follows safety rules to keep hands, feet, and materials to self AND Consistently remains in the learning environment unless permission is given to leave	Always keeps environment safe by keeping hands, feet, and materials to self AND Always remains in the learning environment unless permission is given to leave AND Sets an example for peers to follow
K	Kindness Counts		Struggles to respect classmates through the use of kind language (verbal and nonverbal), actions, and attitudes	Sometimes respects classmates through the use of kind language (verbal and nonverbal), actions, and attitudes	Consistently respects classmates through the use of kind language (verbal and nonverbal), actions, and attitudes AND Consistently respects the learning environment	Always respects classmates through the use of kind language (verbal and nonverbal), actions, and attitudes AND Always respects the learning environment AND Serves as a role model in the <u>educational environment</u>

