# Cadillac High School

## Student / Parent Handbook

## 2026-2027



**WELCOME TO CADILLAC HIGH SCHOOL** ***Home of the Vikings***

Dear Students, Parents and Guardians

I would like to welcome you to the 2026-2027 school year at Cadillac High School! The purpose of this handbook is to provide students and families with information about the policies and procedures which drive the academic and student life at our school. The policies and procedures set forth in this handbook are designed to promote a rigorous, safe and nurturing environment for students that enable the high school community to focus on the learning process.

Our Core Values articulate the beliefs about students and learning that we as teachers, students, administrators and community believe are essential to promoting student success. While the student handbook articulates the policies of the school, the Core Values guide our decisions and interactions within the school community. I encourage you to discuss these values with your family and find ways to support these as members of our school community.

**AS VIKINGS WE ARE...**

***RESPECTFUL, RESPONSIBLE, READY, and RESILIENT.***

***We teach our students to:***

***Be where you are supposed to be. Be there when you are supposed to be there. Be doing what you're supposed to be doing. And give great effort.***

If you are new to Cadillac High School, it is important that you read the entire handbook to ensure that you are familiar with the policies and procedures of the school. If you are returning to the school, you may wish to familiarize yourself with all policies and procedures, but focus on those policies which have changed from previous years. Please note that failure to read or review the handbook is not an acceptable reason for not following or knowing our school policies and procedures.

We look forward to working with each of you over the course of the year. Go VIKINGS!

Sincerely,
Jim Walter, II

Cadillac High School Principal

**CADILLAC SENIOR HIGH SCHOOL**
**500 CHESTNUT STREET**
**CADILLAC MI 49601 (231) 876-5800**

**ADMINISTRATION**

**PRINCIPAL**……**JIM WALTER**
**ASSISTANT PRINCIPAL**……**KERI POWELL**
**ATHLETIC DIRECTOR**……**FRED BRYANT**
**ADMINISTRATIVE ASSISTANTS** ……**JESSICA GURDEN & DENA KINNIE**

**COUNSELORS**

| **ANNA GOODEN** | **MEAGAN HOBART** | **KRISTI SCHWARTZ** |
|---|---|---|
| A-G | H-O | P-Z |

## School-Wide Vision

Promote and foster a unified school community focused on high achievement and continuous learning.

- Engage in deep continuous learning while working toward increasing independence and ownership.
- Provide systems of communication and collaboration where all voices are valued and solicited.
- Ensure comprehensive academic, social, and emotional support for students, staff, and members of the school community.

## School-Wide Mission

Provide a comprehensive public education that challenges individuals to reach their full potential. With students as the focus of all we do, we are committed to establishing and achieving high expectations with measurable goals that promote excellence. The students, school, parents and community share the responsibility to provide an environment that will enable students to develop essential skills necessary to be functioning members of society.

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***Disclaimer:*** *The handbook is not intended to be all-encompassing and does not create a contract between the school and parents or students. School officials may revise the handbook to implement the school's education program and ensure student wellbeing. School officials are responsible for interpreting the handbook and, if the handbook does not address a specific situation, school officials will make decisions based on staff discretion, applicable board policies, and administrative guidelines, and state and federal statutes and regulations, consistent with the school's best interests.*

# I. Nondiscrimination and Harassment Policies

The purpose of this handbook is to serve as a guide and supplement to the Board of Education Policies. For all detailed CAPS board policies, including Nondiscrimination and Harassment, please visit the CAPS Neola website **HERE**

**Non-Discrimination**

The Cadillac Area Public School Board of Education complies with all federal laws and regulations prohibiting discrimination and will all requirements and regulations with the U.S. Department of Education that no person, on the basis of race, color, religion, national origin or ancestry, height, weight, age, sex, marital status or physical handicap, shall be discriminated against, excluded from participation of any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Further, it is the policy of the Cadillac Area Public Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, height, weight, age, sex, marital status or physical handicap, be excluded from participation in, be denied benefits of or be subject to discrimination under any program or activity and in employment.

**Student Sexual Harassment and Intimidation (JAAD-8015)**

Any student who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s) to the building principal, teacher, or ~~guidance~~ counselors who shall inform the grievance officer. When the student files a verbal or written complaint, the grievance officer shall conduct a prompt and complete confidential investigation. Any student

who engages in discriminatory and/or sexual insults, intimidation, or harassment shall be disciplined and counseled to refrain from such conduct. Sexual harassment can be unwelcome sexual advances; request for sexual favors, or other verbal or physical conduct of a sexual nature where:

1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

For information about your rights or grievance procedures, contact Title IX officers Mrs. Jaime Heuker at 231-876-5012 or Michael Outman at 231-876-5600 and/or visit the VikingNet website **HERE** for policies, procedures and reporting forms

# CHS Graduation Requirements

Cadillac High School follows the Michigan Merit Curriculum requirements for graduation*

| Subject Area | Credit Requirements | Additional Information |
|---|---|---|
| English (ELA) | 4.0 Credits | English 9 (1 credit)<br>English 10 (1 credit)<br>English 11 or Honors 11(1 credit)<br>Senior English (1 credit) |
| Math | 4.0 Credits | Algebra I (1 credit)<br>Geometry (1 credit)<br>Algebra II (1 credit)<br>Senior Math Credit (1 credit) |
| Science | 3.0 Credits | Earth Science (0.5 credit)<br>Biology (1 credit)<br>Chemistry/Physics (1 credit)<br>Science Elective (.5 credit) |
| Social Studies | 3.0 Credits | US History & Geography (1 credit)<br>World History & Geography (1 credit)<br>Civics (0.5 credit)<br>Economics (0.5 credit) |
| PE and Health | 1.0 Credit | Health (0.5 credit)<br>Physical Education (0.5 credit) |
| Visual, Performing and Applied Arts | 1.0 Credit | Visual, Performing, and Applied Arts (1.0 credit) |
| World Language | 2.0 Credits | World Language (2 credits) OR<br>World Language (1 credit)plus CTE Program or additional VPAA credit (1 credit) |
| Online Learning Experience | N/A | Cadillac Area Public Schools ensure that all students are provided quality online learning opportunities throughout grades 6-12 which meet and fulfill Michigan Merit Curriculum requirements for graduation. |

| | | |
|---|---|---|
| Total Credits Required for Graduation | Varies due to transition to semesters | Class of 2027: 23.5 credits<br>Class of 2028: 22 credits<br>Class of 2029: 22 credits |

*NCAA eligibility must be established prior to graduation. Students must review course selection with counselors to ensure requirements are met.

-- All students must be enrolled in the equivalent of six (6) classes each term.

-- In order to graduate a student must complete the Michigan Merit Exam or State Required Assessment.

-- The Drop and Add period is the first three (3) school days of the school year. All schedule changes for the year must be completed at this time (barring exceptional circumstances and require admin approval).

-- Students who fail a required class may have their schedule modified at their counselor's discretion for the 2nd semester.

COURSE CATALOG (Including Virtual Courses)

**Online Course Options**

In Section 5-0-D of the Michigan School Code, students are permitted to enroll in up to two online courses per semester. Cadillac High School strongly believes that a student should only choose online courses if (1) a desired course is not offered by Cadillac High School or (2) a student's course schedule presents a conflict which prohibits the student from enrolling in a course offered by Cadillac High School. In addition, the student may not enroll in an online course if the course is not offered for credit, the credit offered is not consistent with the unit of credit required (semester for CHS), the student previously earned credit in the course, the course is inconsistent with the student's graduation requirement or post-secondary plans, the student does not possess the prerequisite knowledge and skills to be successful in the course, the student demonstrated failure in previous online coursework in the same subject, or the course is of insufficient quality or rigor, as determined by the district. All online courses must be approved by administration.
Students must make their request for an online course for purposes other than credit recovery during the regular requesting or drop/add periods.

**College Prep Program**

The following classes are recommended for those students who plan to attend a four (4) year college or a junior college. These are general suggestions. If students have an idea of the college they wish to attend, they can check the catalog in the guidance office on specific admission requirements. Science, mathematics, and foreign language requirements may be different for a private college vs. a state college.

**Science**
Earth Science
Biology
Chemistry
Physics
Anat. and Phys.
Physics
AP Chemistry

**English**
English 9
English 10 or Honors 10
English 11 or Honors 11
College Prep. English
AP English

**World Languages**
Minimum 2 years required

**Mathematics**
Algebra I
Geometry
Algebra II
Statistics
Trigonometry
Pre-Calculus
AP Calculus

**Social Studies**
World History & Geography
U.S. History & Geography
AP World History
Psychology
AP Psychology
Government
Sociology
Civics
Economics

Students planning to attend college should meet with their counselor and develop a plan that will meet their specific needs.

**NCAA Academic Eligibility**

To play sports as a freshman in NCAA Divisions I and II, you must meet specific standards. Please see your counselor for a copy of the specific standards.

**Student Financial Aid**

Students at CHS may be eligible for a number of local and/or community scholarships. Please see your counselor for potential scholarships. Applications should be secured from the counseling office during their senior year. Most scholarships are based on grade point averages, test scores (SAT and/or ACT) and the family's financial need as shown by the FAFSA. (Financial Aid Form). Local banks award student loans to students whose parents have accounts at those banks.

**Vocational Placement Wexford-Missaukee Career Tech Center**

Cadillac High School students have the privilege of attending Wexford-Missaukee Career Tech Center. However, certain requirements must be met in order to enroll in the vocational program:

1. Student must be 15 years and 6 months of age during the semester they enroll.
2. Student must turn in to a counselor an application for admission. Signatures from the STUDENT, PARENT, and TWO TEACHERS are required on the application.

Since most of the vocational programs are two-year programs, it is highly recommended that students reserve their training for the junior and senior years and take pre-vocational classes during the freshman and sophomore years. Enrollment in vocational programs is LIMITED. Each morning and afternoon session has a quota of students and when the quota is filled, the program is closed. Students have an opportunity to choose an alternate program. One year in a vocational program earns two (2)-CREDITS. We urge students to give CAREFUL CONSIDERATION in choosing a vocational program because if a student is dropped from the program, he or she will suffer a serious loss in accumulated credits required for graduation.

**Co-operative Program**

The co-op program runs through the Wexford-Missaukee Area Career Tech Center. Students interested in a co-op program should speak with the counselor at CTC.

**Educational Development Plan (EDP)**

All students need to have an EDP. **EDPs** are plans created by all students about career goals and action plans for reaching their goals. State law requires local schools to provide an opportunity for students to begin developing an EDP in Grade 7 and requires that every student has an EDP before entering high school. The EDP can be paper based, electronic, or through Web-based systems (like Xello).

**Work Experience**

Work Experience allows students who are seniors the ability to gain valuable experience while working in the Cadillac Community. These students are under the direction of their employer who evaluates their work and helps to determine whether they will receive credit/no credit. Work experience carries ½ credit per term. To be eligible, a student:

1. Must be a senior.
2. Must work a minimum of 12 hours per week
3. Must be enrolled in five (5) academic school classes.
4. Must furnish their employer with an evaluation form which must be returned at the end of every marking period.
5. Must complete all of the necessary paperwork required by the high school office.

**Dual Enrollment/Dual Credit Programs**

9th -12th grade students have the opportunity to enroll in a college course and receive both college and high school credit with the tuition, up to a specified amount, paid by the school district. Students who fail a dual enrollment, dual credit and/or concurrent enrollment class will be responsible for the cost of that class. A bill for the class will be sent upon failure of the course at the amount originally incurred by the school district upon enrollment.

Students will not be allowed to continue to dual enroll if they have not paid for their failed course. Students will not be able to walk at graduation if the bill is not paid.

In order to be eligible, the student:

1. Must be in high school.
2. Must have taken the PSAT and/or all necessary Michigan Merit Exam components
3. Must have obtained a minimum score on one of the above tests. See your counselor.
4. Must be enrolled in at least one (1) high school course
5. Must take no more than four (4) courses total each term. (Total tuition and fee support not to exceed the percentage allocated from the district's foundation allowance.

DUAL ENROLLMENT COURSES

Payment by the school district for college courses is limited to:

* Courses not offered by the school district.
* Courses offered but not available to the student due to a scheduling conflict.
* Academic courses only and may not be related to an activity, hobby/craft, recreational, physical education, theological, divinity or religious courses.

ADVANCED PLACEMENT

Advanced placement or college prep courses offered at the high school have precedence over equivalent courses at a postsecondary institution. Students may take college courses during the school day or in the evening during the regular academic year. Classes may be taken on or off campus, on the weekend, on the internet or television.

CREDIT

Courses taken through dual enrollment and paid for by the school district will award both high school credit and college credit. The school district determines the amount of credit that will be granted for each course. These dual enrollment credits will be included on the high school transcript; the course title will include the name of the postsecondary institution where the course was taken.

DROP AND ADD POLICY

If a student elects to drop a dual enrollment course after the published drop and add date for the college in which he/she is enrolled, he/she must reimburse the school district for the funds which are retained by the college. He/she will also receive an "E" for that dropped class on his/her high school transcript. Students who fail a dual enrollment course must reimburse the district for the course. Students may not participate in graduation activities until these reimbursements are made.

**Online Learning Opportunities**

In Section 21f of the Michigan School Code, students are permitted to enroll in up to two online courses per semester.

- Students may not take online classes that do not meet the rigor of classes offered at CHS in person.
- Students will not be permitted in an online course that they do not possess the prerequisite knowledge and skills to be successful completing.
- Students who have failed an online class in the same subject will not be enrolled in future courses in that subject (online).
- Online classes are offered as Pass/Fail, not subject to traditional letter grading. The criteria for passing is achievement at 72.5% or higher. Below 72.5% is failing. Pass/Fail classes will have an impact on GPA, and are registered as a D- for NCAA purposes.
- Exceptions to these rules may be made at the sole discretion of the principal.
- The district approves online courses on a case-by-case basis to ensure they meet the expectations and integrity of the Cadillac High School curriculum.

Students must make their request for an online course for purposes other than credit recovery during the regular requesting or drop/add periods. Exams for online classes may not be exempted. Students who fail a school district paid online class will be responsible for the cost of that class. A bill for the class will be sent upon failure of the course at the amount originally incurred by the school district upon enrollment.

**Early College Program**

The Wexford-Missaukee Early College (WMEC) is a 3 year program serving students who attend public school districts within the Wexford-Missaukee ISD (WMISD). Students who enroll in the WMEC are committing to an additional (13th) year of high school and do not receive their high school diploma until the end of the 13th year. During grades 11-13, students participate in an integrated sequence of high school and college courses, which lead toward a specific Associate Degree and/or Certificate that aligns with their selected Career Technical Center program. Students interested in Early College should speak with their counselor during their sophomore year.

**Summer School**

Summer school courses are for students who failed a core content class with at least a 40% and no more than 15 absences. Any student who successfully completes all course objectives in a summer school course (for remediation purposes) will receive credit for the course. Summer school follows strict attendance and behavior expectations. The original grade of an "E" will remain on the transcript.

**Early Graduation**

Students seeking early graduation must be able to meet all graduation requirements by the end of the first semester of senior year. Students who qualify for early graduation must submit a request to their guidance counselor by **November 1st.** All early graduation applications are subject to review and approval by the Principal. Early graduates are able to participate in the graduation ceremony under the same guidelines as full year graduates.

**Non-Graduating Seniors**

Seniors who have not met graduation requirements by the last day of senior exams may request, and upon administrative approval, work on finishing the school year in order to earn credit. Administrative review will include, but not be limited to, attendance, ability to earn credit (i.e. grade in class to date) and behavior. If approved, seniors will attend and fully participate in **all** classes. Seniors not making adequate progress, attending all classes and/or disrupting the learning environment will terminate this agreement.

**Attendance Qualifications for Graduation**

A senior should be in attendance during both Fall and Spring semesters of the year in which they expect to receive a diploma from the Cadillac School District. No student shall be denied the receiving of a DIPLOMA if they meet graduation requirements of the Cadillac School District.

**Participation in Public Ceremony**

No student shall be denied a DIPLOMA if he/she meets graduation requirements of the Cadillac School District; however, participation in the graduation ceremony is a privilege, not a right. To participate in Graduation ceremonies, students:

1. Must have reconciled all monies owed for course fees, class projects, books, library fees, lunch dues, athletic fees, etc.

It is the right of the administration to deny any student participation in the public ceremony based on due process findings of violations of the student handbook and code of conduct.

Students enrolled in the Wexford Missaukee Early College Program may walk with their class in the commencement ceremony provided they have met the following provisions.

a. The student must be enrolled in the Wexford Missaukee Early College program and be on track to complete the program the year after their scheduled graduation date.
b. The student must have met all of the requirements for Cadillac High School, except for their final semester of 12th grade English, completed by the last day for graduating seniors of their graduating year.

**Alternative School Referral Policy**

A high school student, who is in the process of being dropped or has dropped out, or a student who is lacking in credits and graduation is in jeopardy, ***will*** be referred to the Cadillac Innovation High School Alternative Education Program for screening and placement in one of the alternative programs. Students with the following credit deficiencies will be referred: For the class of 2027, students entering 11th grade with less than 11 credits or entering 12th grade with less than 17 credits. For the class of 2028 and future students entering 10th grade with less than 4 credits, 11th grade with less than 10 credits, or 12th grade with less than 16 credits.

**Viking Virtual Students**

The Viking Virtual Student Handbook outlines all of the requirements and responsibilities to be accepted into the virtual program as well as the requirements to remain in the Viking Virtual program. Students in the Viking Virtual program in grades 9-12 are considered Innovation High School students. The minimum graduation requirements must be met along with the completion of four years of high school and meeting all of the Michigan Merit Curriculum requirements. Students who meet the graduation requirements through the use of Viking Virtual classes will receive a CAPS graduation diploma and they will be invited to participate in the CIHS graduation ceremony held every June of each school year. All students must have a current EDP and acquire parent and home school permission to enroll. Should you choose virtual programming, you may only have one opportunity to return to CHS in person based upon the determination of the principal.

# III. GRADING POLICIES

**Marking System**

The key to the marking system at Cadillac High School is as follows:

A – Exemplary
B – Proficient
C – Average
D – Needs Improvement
E – Failure to meet expectations

A term grade is the combination of 18 weeks of coursework and performance on a semester exam. Coursework will account for 85% of the semester grade while the exam will account for 15%.

**Grading Scale**

| Percentage | Grade |
|---|---|
| 92.5 – 100 | A |
| 89.5 – 92 | A- |
| 86.5 – 89 | B+ |
| 82.5 – 86 | B |
| 79.5 – 82 | B- |
| 76.5 – 79 | C+ |
| 72.5 – 76 | C |
| 69.5 – 72 | C- |
| 66.5 – 69 | D+ |
| 62.5 – 66 | D |
| 59.5 – 62 | D- |
| 0 – 59 | E |

**Exam Exemptions/Incentive for Excellence**

A student who meets *all four* of the below criteria will qualify to exempt up to two exams per semester (applies in grades 9-12):

• The student must have zero unexcused (U), and 3 or less parent excused (Z) absences. (excludes medical, court, college visits, school activity & funeral absences when documentation is provided)
• The student must not have been suspended in or out of school during the semester.
• The student must have no disciplinary action resulting from academic dishonesty, tardiness, or cell phones.
• The student must have a 72.5% or higher in each of their classes Students may only exempt an exam one time per year per class.
• Exams for online classes may not be exempted.

Exam exemption list will be compiled and distributed by the office.

**ACADEMIC HONORS**

**Senior Scholars**

The Senior Scholar Award is in lieu of valedictorian and salutatorian. This award will be calculated using a formula that has been used to calculate Academic All-State. The formula uses a student's SAT score and cumulative G.P.A., through the second term of their senior year. The results from this formula will be used to generate Senior Scholar recipients. The top 20 student scores or a score of 1800 or greater will be a Senior Scholar. * Senior Scholar value is calculated using the following formula (SAT Score x .625) + (G.P.A. x 250). To be eligible for student ranking, students must be enrolled and have completed seven

(7) of the eleven terms that are used to determine class rank at Cadillac High School. It is understood that for the purpose of these awards, students who list Cadillac High School as their school of residence and who are participating in a foreign exchange program shall be considered as Cadillac High School students.

**Summa Cum Laude and Magna Cum Laude Students**

Students who achieve Summa Cum Laude and Magna Cum Laude status will be awarded honor cords to be worn at the CHS graduation ceremony.

**Grade Change Hearing Committee**

Grade changes shall be defined as changes in those grades that appear on the report card for marking periods, semester exams and final grades. The calculation and issuance of a grade are the responsibilities of the teacher. If a recorded grade given by a specific teacher is incorrect, then only the issuing teacher may change the grade. If the student disagrees with the grade, then the student has the right to appeal.

The appeal process to be followed is:

-

1. The aggrieved student must, **within two weeks** of notification of grade issuance, meet with the grade issuing teacher to discuss the difference.
2. If the student is not satisfied with the results of the meeting with the teacher, then the student must submit a letter of appeal to the principal **within two weeks** of the meeting with the teacher.
3. The principal, upon receiving the student's letter of appeal, has two weeks within which to hold a hearing.
4. The Appeals Committee will be composed of three (3) classroom teachers, one (1) Cadillac Board of Education member and the Superintendent or his/her designee. The Superintendent or his/her designee will chair the hearing. All five members of the committee have equal voting power. A simple majority of the present Appeals Committee members are necessary to render a decision.
5. The committee has two (2) choices in its decision making process: 1) to uphold the grade issued by the teacher or 2) change the grade as requested by the student.
6. The grade issuing teacher will present evidence to the Committee and may have representation.
7. The student appealing the grade will present evidence and may have representation.
8. The proponent of the grade change or the teacher who gave the grade may appeal the decision of the review panel to the board no later than 30 days after the date of the decision. The Board of Education, at a scheduled meeting, shall consider the reasons for and against the proposed grade change, and by a majority may approve or disapprove the decision of the review panel. The Board's decision is final.

**Incomplete Grades**

All incomplete grades must be changed to a final grade **no later than three (3) weeks** after the end of the term in which the incomplete was given. If after three weeks no final grade has been given, the incomplete grade will be changed to an "E.

**Honor Roll**

To be on the honor roll, a student must have a 3.00 average, no "E" grades, and must carry a minimum equivalent of five (5) classes per term. Students may not have an incomplete on their report card.

**Testing Out**

Students have the opportunity to test out of classes offered at Cadillac High School by successfully completing department proficiency requirements for the course during the scheduled exam times or the week prior to the beginning of school. Students must earn a minimum of a B- on the department proficiency assessments to earn credit for the course. A CR (credit) will be listed on the student's transcript indicating successful testing out of a particular course. Students must contact their counselor two weeks prior to the testing out period to make arrangements for this opportunity. Students will only be provided the *course syllabus* upon approval to test out.

**Retaking a Class**

Students who fail a required course (English, math, science, social studies) will be automatically rescheduled for the course during the next available term. This may NOT be overridden by a parent request. A student also has the option of retaking a class for better understanding of the subject and/or for a better grade. If the original grade was below a B-, the improved grade will then be on the student's transcript and be part of the cumulative GPA, and the former grade will be changed to CR. (However a letter grade of "E" cannot be replaced with CR but would be replaced with NC.) If the new grade is lower than the original grade, the original grade will be used and the lower grade changed to a CR. (However a letter grade of "E" cannot be replaced with CR but would be replaced with NC.) If the original grade in the class was a B- or higher, both the original grade and the grade earned in retaking the class will appear on the student's transcript and be factored into the cumulative GPA. The CR will not be part of the cumulative GPA but will remain on a student's transcript in order to show extra effort in mastering a subject area. If students want to take advantage of the above grade changes the class must be retaken from a CHS staff member at CHS. Courses must be retaken with a CHS instructor for the above policy to be in effect.

# IV. COUNSELING

The goal of services is to assist the individual student to achieve to the level of his/her capacity, to meet and solve problems, and to become a well-balanced and mature person. It is the philosophy of the guidance department to encourage students to also discuss sensitive topics with members of their families.

**Confidentiality Guidelines**

Your confidentiality as a student is important to us! Confidentiality within a school setting has certain limits. In our school, what is said here stays here with the following exceptions:

1. **Harm to Self or Others**
   This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. Anything that puts your health or safety, or someone else's health and safety, at risk needs to be reported.

2. **Abuse or Neglect**
   If you talk with one of us about abuse (physical, emotional, verbal, sexual, or other abuse) whether to yourself, to another minor or to an adult in the building, we are required to report it to Child Protective Services.

3. **Court and other Legal Proceedings**
   By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as required in a legal setting, but we must cooperate with the police, CPS and the courts.

4. **Other Issues deemed related to school struggles**
   The building principal is responsible for ensuring a safe and disruption-free learning environment. Anything shared in counseling that gives the impression that the environment may be compromised may be reported to the principal. In accordance with Federal Child Find obligations the district is required to explore any issues that might indicate an existence of an educational disability. Relying on professional judgment, issues surrounding an academic or social challenge that impacts your ability to be successful at school may be disclosed to necessary school personnel.

If there is a need to reveal information, we will try to let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

The department maintains records on each student that identify him/her as a unique individual. It dispenses information to the student to help with his/her personal, vocational, and educational plans. In the spring, a counselor meets with each student to re-evaluate his/her curriculum plans in the light of his/her goals. Throughout the year the counselors meet with the individual students to assist them with their adjustment to social, personal, educational, and vocational plans. This meeting may be requested by the counselor, student, his/her parents, or his/her teachers.

Our counselors believe that self-guidance is the ultimate goal of effective counseling. Any student may come to a counselor regarding an immediate problem at any time. Routine conferences should be made by appointment.

Comprehensive files on vocational and educational data and an extensive library of college catalogs have been compiled by the counselors. This material is available for overnight use by students and parents.

**CRISIS TEAM INFORMATION/PURPOSE**

The mission of Cadillac High School's Crisis team is to support crisis response efforts.

The CHS Crisis Team is composed of trained staff, including administration, counselors, outside agencies, additional staff. The focus of efforts of the Crisis Team is the following:

- Support to Cadillac High School in dealing with crisis situations e.g., situations involving loss or trauma, such as a natural, accidental, or suicidal death of a student, parent, or staff member or a national disaster.
- Create dissemination of information on topics related to crisis response and grief and loss.
- Compile and disseminate information to assist with the revision of individual building crisis plans.
- Compile and disseminate appropriate information (e.g., sample parent letters) to assist the ongoing operation of school crisis teams.
- Assist in the aftermath of a crisis. Serve as a resource to debrief crisis teams following a crisis, if requested.

# V. CODE OF CONDUCT

**INTRODUCTION**

The fundamental goal of Cadillac High School is to develop healthy, educated and socially well-adjusted individuals who are contributing members of our community. The school and district code of conduct is a means to help students develop the understanding, attitudes, ideals and habits necessary to develop self-discipline, respect and positive behaviors. To that end, when a student is in violation of school expectations and violates the right of himself or others to learn, appropriate consequences will be applied.

**CORE VALUES AND EXPECTATIONS FOR CONDUCT (*5500*)**

Students, parents and staff have the right to know the positive behaviors and attitudes the school expects of all members of the school community. As a member of the CHS school community, we:

***DEMONSTRATE RESPECT FOR PEOPLE AND PROPERTY***

- Respect the property of others and the school. Treat it as your own.
- Settle differences in a manner that is respectful of the social, emotional and physical needs of those involved. Seek mediation from a trusted adult to help.
- Display good sportsmanship and positive behavior at school related functions. Be supportive.

***TAKE RESPONSIBILITY FOR OUR BEHAVIOR AND OUR LEARNING***

- Recognize that the purpose of being at school is to promote learning and help us be successful in our pathway to success.
- Complete all homework, classwork and assignments. Acknowledging they are given to help us develop our knowledge and skills.
- Take responsibility for our choices in order to grow as individuals. Accept constructive criticism and find ways to improve.

***DISPLAY A READINESS TO LEARN AND SUCCEED***

- Come to school dressed appropriately and in a way that promotes value for ourselves and others.
- Be free from drugs and alcohol. A clear mind is important to our ability to succeed and make positive choices.
- Attend school regularly and be in class on time to give ourselves the opportunity to succeed. Give our best effort each day in order to maximize our potential.

***ARE RESILIENT IN OVERCOMING ADVERSITY***

- Apply the equation for success in our decision-making (Event + Response = Outcome). Intentionally choose an above the line response to each difficult event and situation.
- Learn from our mistakes and value continuous improvement. Repeated mistakes and negative behaviors harm ourselves and prohibit success.
- Actively work towards demonstrating positivity in our communications and interactions with others. Assume positive intent and seek clarification before judging.

**BEHAVIOR CLASSIFICATION AND ACTION GUIDELINES**

The CHS Code of Conduct covers behaviors within the school, classroom, school grounds, school transportation and all school sponsored activities or events, regardless if the event is on school property. Nothing contained in these policies shall be interpreted to limit the ability of the building administration to protect the health and welfare of the student body and exercise professional judgment in identifying and/or handling inappropriate behaviors.

Discipline is meant to support positive behavior choices and restorative justice practices.

**LEVEL 1 and LEVEL 2 BEHAVIORS**

Level 1 and Level 2 behaviors are those in which the behavior negatively impacts the ability for the student's self and/or others to appropriately access their education. The goal of Level 1 and Level 2 actions are to correct and provide students the opportunity to develop positive alternative choices in their behaviors moving forward.

**LEVEL 3 BEHAVIORS**

Level 3 behaviors are those in which the behavior produces physical, mental and/or emotional harm to self or others. These behaviors will immediately result in administrative investigation as well as potential police investigation. Actions resulting from Level 3 behaviors can and will result in suspension up to expulsion depending on the severity of the Level 3 behavior (see Suspension and Expulsion Guidelines). In addition, restorative practices may also be considered dependent on action. Examples of Level 3 behaviors (not an exhaustive list):

1. Acts of Extortion
2. Alcohol (use and/or possession)
3. Bullying (including Cyberbullying) - see below for further guidelines and legal implications
4. Fighting (including physical assault of student)
5. Forgery
6. Gambling
7. Gang and Racially Related Situations, Religious Slurs - see below for further guidelines and legal

8. Gross Misbehavior
9. Harassment - see below for further guidelines and legal implications
10. Hazing
11. Illegal substances (use and/or possession including look-alikes)
12. Marijuana (use and/or possession including paraphernalia and look-alikes)
13. Sexual Harassment - see below for further guidelines and legal implications
14. Sexting
15. Theft
16. Tobacco/nicotine use including vapes, liquid and e-cigarettes
17. Verbal Threat

**LEVEL 4 BEHAVIORS**

Level 4 behaviors are those in which the behavior presumes and/or presents significant harm to self or others and fall under MCL 380.1311(2), MCL 380.1311a of Mandatory Permanent Expulsion subject to possible reinstatement. The below behaviors will result in investigation and upon findings result in recommendation for expulsion to the Superintendent.

1. Arson
2. Assault of school employee, volunteer or contractor (including physical or verbal)
3. Criminal sexual conduct on school property
4. Dangerous weapon
5. Possession of firearms) on school property

**BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (5517.01)**

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

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

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

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

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

**Notification**

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

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

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

**Implementation**

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

Every incidence of bullying or harassment needs to be addressed immediately and effectively. However, it is important to be able to recognize when behavior does or does not fall under the label of bullying or harassment. As most administrators and teachers know, there are a myriad of situations and circumstances of inappropriate student behavior that call for intervention but not all are necessarily acts of bullying or harassment and many of these situations can be addressed using common sense and typical means of behavior, modification or management. **It is when student behavior becomes**

**physically or emotionally harmful to another student and is repeated to the point that it affects the victim's ability to feel safe and participate normally in school that formal steps to eliminate the offending behavior become necessary.**

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

**Procedure**

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

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

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

**Non-Retaliation/False Reports**

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

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

**Prevention/Training**

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyberbullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyberbullying and other aggressive behavior.

**Definitions**

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

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

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

**"Bullying"** is defined as repeated written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, 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 repeated act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with 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.

**DRUGS, ALCOHOL AND TOBACCO/NICOTINE**

The use, possession, and distribution of illicit drugs, alcohol and/or tobacco/nicotine is unlawful. Students who violate federal, state and local laws along with the Board of Education policy will be dealt with under existing policies and procedures as outlined in this document. The Cadillac School District recognizes that chemical dependency is a treatable health problem, which does not respect any group or age. Health problems of youth are primarily the responsibility of the home and community, but schools share in that responsibility.

Violations of the Cadillac Area Public School District's policy are defined as behaviors, which indicate support and/or encouragement of drug and alcohol use. The following procedures should be used when students are found in violation of these rules:

1. Staff members shall confront and inform the student of the violation, confiscate materials, stop the activity, make and/or report the student to the administration for further investigation and/or implementation of consequences.
2. The administration, staff, chemical health team, or counselors may confer with the student regarding the violation and future behavior.

3. When grounds for reasonable suspicion in the determination of the rule violation exist, the consequences must be administered.
    a. School officials may request a student take a drug or alcohol test if there is reasonable suspicion that the student has consumed alcohol or used drugs. The reasonable suspicion must be based upon observable behavior sufficient to establish that the student is under the influence. This test shall be administered only by (a) school principal or assistant principal who is trained to administer the test. Evidence of being under the influence is a violation of policy and the law.
    b. Students, parents or guardians shall be informed of this policy and the implementation procedures pertaining to use or administration of the drug or alcohol test.
    c. School officials can take appropriate disciplinary action for drug or alcohol consumption even though a student refuses to take a requested test, since observable behavior has established that the student has consumed alcohol (and refusal to take the test may be considered in the discipline procedure).
4. Parents shall be notified of the suspension.
5. Police are to be informed and charges pressed when drugs and/or alcohol is observed being consumed on school property and/or suspicion exists that alcohol was distributed or sold on or off school property.

<u>Alcohol</u>

The Board of Education expects staff to approach and confront students, plus inform parents and police when they have suspicion of illegal use of alcohol. If an administrator, staff member, supervisor, or an adult chaperone has reasonable suspicion that a Cadillac student has consumed alcohol, they shall confront the student and/or report such to the administrator or school staff in charge.

Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's Kingsbury malt beverage, and Zing malt beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct and the extracurricular code.

The following guidelines are to be followed when reasonable suspicion exists and a decision is made by the student to voluntarily take an alcohol test:

1. Testing procedure:
    a. Option 1: (Parent/Guardian/Administrator available)
    If a student is suspected of violating school rules or policies relating to consumption of alcohol, the following procedures shall be implemented as closely as possible:
    (1) An administrator shall attempt to contact a parent/guardian to request the

parent/guardian to come to the school.

(2) When the parent/guardian arrives at the school, the administrator shall explain to the parent/guardian that there is reasonable suspicion the student has consumed alcohol and give the basis for the reasonable suspicion.

(3) The parent/guardian will be advised that the student has the opportunity to take an alcohol test in order to prove the student's innocence. The parent/guardian will be requested to direct the student to take an alcohol test.

(4) The administrator shall give notice to students that the refusal to submit to an alcohol test may be taken into consideration at subsequent discipline procedures or appeals.

(5) If the student's observable behavior or the result of an alcohol test demonstrates the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.

(6) Administrators may also refer any case involving suspected consumption of alcohol to the police or request the police to assist with the test. If a minor is observed in possession, the police shall be called.

b. Option II: (Parent/Guardian not able to be contacted). If a student is suspected of violating school rules or policies related to consumption of alcohol and if the parent(s) guardian of the student cannot be contacted, or is unable or unwilling to attend, then an effort should be made to transport the student to the parent(s)/guardian. The following procedures shall be implemented as closely as possible:

(1) The administrator shall explain to the student that there is reasonable suspicion that the student has consumed alcohol. The basis for the reasonable suspicion, shall be explained to the student.

(2) The student shall be advised of his/her right to have another person present on his/her behalf during the alcohol test. If the student desires another person to be present, the administration will attempt to obtain a person who is readily available.

(3) The student will be advised that he/she has the opportunity to take an alcohol test in order to prove the student's innocence. (The student will be requested to take an alcohol test).

(4) The administrator shall give notice to the student that the refusal to submit to an alcohol test may be taken into consideration at subsequent discipline procedures or appeals.

(5) If the student's observable behavior or the results of an alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.

(6) Administrators may also refer any case involving suspected consumption of alcohol to the police or request the police to assist with the test. (If a minor is observed in possession, the police shall be called.)

**Drugs and Tobacco/Nicotine Products**

It is against school policy to advertise, deliver, attempt to deliver or cause to be delivered a non-controlled substance which the person (a) represents to be a controlled substance; or (b) represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. Proof of any one of the following is prima facie evidence of the above:

1. The substance resembles a controlled substance or tobacco/nicotine product.
2. The substance is unpackaged or is packaged in a manner normally used in illegal delivery of a controlled substance.
3. The substance is not labeled as required by the FDA.
4. The person states that the substance may be resold at a price that substantially exceeds the value of the substance. The sale of any drug which is not in properly labeled, sealed packages is against school policy.

5. No person may advertise a non-controlled drug:
   a. If the ad contains any untrue, deceptive or misleading representation regarding the effect of the drug.
   b. Which has not been approved for human consumption for its physical or psychological effects.
   c. Which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute or use the drug as a controlled substance.

The consequences for a violation of the drug/alcohol policy may occur at four different levels:

LEVEL I

VIOLATION: Possession of drugs/alcohol paraphernalia, *zig-zag (papers)* i.e. pipes, vapes, e-cigarettes, vape juice, clips, empty containers used for alcohol, during school or at a school activity, or if found guilty in the courts.

CONSEQUENCES: 1) Confiscation of said materials: 2) Parent notification; 3) Three days out of-school suspension, plus referral to counseling if considered appropriate by the administration.

LEVEL II

VIOLATION: Possession of alcohol or illegal drugs:

CONSEQUENCES: 1) Five (5) day suspension out of school or a three (3) day suspension out of school with a referral to counseling and the following of recommended guidelines from the counseling referral.

2) Immediate removal from school property by parent, legal guardian, or police if the parent is not available in a reasonable amount of time. 3) Notification of law enforcement and charges pressed. If a second infraction occurs within a given school year, the violator will receive a more stringent penalty that may include expulsion.

LEVEL III

VIOLATION: Reasonable suspicion or witnessed use of drugs or alcohol.

CONSEQUENCES: 1) Seven (7) days suspension out of school or a five (5) day suspension out of school with a referral to counseling and the following of recommended guidelines from the counseling referral. 2) Immediate removal from school property by parent, legal guardian, or police if the parent is not available in a reasonable amount of time. 3) Notification of law enforcement and charges pressed. If a second infraction occurs within a given school year, the violation will receive a more stringent penalty that may include expulsion.

LEVEL IV

VIOLATION: Distribution, sale or attempted sale of alcohol/drugs during school or at school activities.

CONSEQUENCES: 1) Ten (10) day suspension, 2) Move for expulsion, 3) Notification of law enforcement agency, 4) Charges pressed.

**GANG, RACIAL AND/OR RELIGIOUS SLURS**

To provide a safe environment for all students in Cadillac High School, all gang or racially-related identifying clothing, items and activities or religious slurs are strictly prohibited in school, on school property, and at all school related events. Failure to strictly comply will result in disciplinary action.

1. Students in possession of symbols or signs.
   First offense: cover over or remove.
   Second time or refusal upon request: Two (2) day in-school to out-of-school suspension.
   Parent Contact
2. Distribution of printed material or symbols or signs.
   Action: Administrative conference; parent contact; three (3) day in-school suspension to out-of-school suspension.
3. Racial or Religious Slurs
   Action: Parent contact; Two (2) day out-of-school suspension

**WEAPONS AND ARSON**

**Definition**

Under Section 1311 of the School Code (MCL 380.1311) school districts are required to expel a student who possesses a dangerous weapon in a weapon-free school zone or who commits arson or criminal sexual conduct in a school building or on school grounds. In this policy, the term arson should mean personal property over $100.00 or any building arson. In addition to requirements imposed by state statute, the federal Gun-Free Schools Act of 1994 (20 USC 3351) as amended by PL 103-382 (Section 14601, Part F), requires states to enact a state law requiring school districts to expel, for a period of not less than one year, any student who brings a weapon to school. For purposes of Public Act 328, a "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles (MCL 380.1311). A "weapon free school zone" is school property, which includes a building, play field, or property used for school purposes to impact instruction of children or used for functions and events sponsored by a school or a vehicle used by a school to transport students to and from school property.

Public Act 328 requires that when a student is alleged to possess a dangerous weapon, commit arson, or commit criminal sexual conduct in violation of Section 1311 of the School Code, the school board or designated school officials must:

**Process**

1. Investigate the circumstances to substantiate the allegations. If the allegations are substantiated, conduct a hearing to determine the facts and decide whether the student must be permanently expelled. The hearing must conform with due process requirements. If the allegations are proved, the student shall be expelled unless he/she can establish in a clear and convincing manner, at least one of the following:
    a. The object possessed by the student was not intended for use as a weapon or for delivery to another person for use as a weapon.
    b. The student did not know that he/she was in possession of the weapon.
    c. The student did not know that the object was a dangerous weapon.
    d. The student possessed the weapon with permission from the school or police authorities.
2. Enter information concerning the student's expulsion on the student's permanent record. The student is expelled from all Michigan school districts unless placed in an appropriate alternative education program. The alternative program should be operated in a manner which ensures that those students are physically separated at all times during the school day from the general students.
3. Refer the expelled student to the county department of social services (DSS), community mental health agency, and to the criminal justice or juvenile delinquency system. Referrals must be made

within three (3) days after the expulsion.

4. Notify the student's parent or legal guardian of this referral. If the student is 18, the student is notified.

**DEFINITIONS OF DISCIPLINE ACTION**

CHS believes in providing students the opportunity to correct inappropriate behaviors and decisions in order to make better choices to support their success in school and in the real-world. As a result, the following progressive discipline options are utilized at CHS.

**AFTER SCHOOL DETENTION**

After school detention will be assigned for students who have violated school rules as outlined in the CHS Code of Conduct. A student may be placed into this program by either a teacher or an administrator and a 24-hour notice will be given to the violating student. After school detention runs Tuesday, Wednesday and Thursday each week. Students are expected to report at 2:50 PM and remain until 3:40 PM. Misbehavior in after school detention may result in dismissal from detention and further disciplinary action.

Assignment of after school detention is not an appealable consequence.

**IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension may be assigned for students who have violated school rules as outlined in the CHS Code of Conduct and/or at the discretion of administration. Students assigned to ISS will report to the media center at 7:50 AM and will remain until 2:40 PM. Students will be under direct supervision of school staff and will not be permitted to leave the ISS room other than to utilize the restroom with permission. Students will be escorted to the cafeteria for lunch where they remain under supervision until the lunch period ends.

Students assigned to the ISS will not be allowed to participate in extracurricular or co-curricular activities on the day of their in-school suspension. This includes but is not limited to band and choir performances, Forensics, Debate, SADD, newspaper, musicals, plays, yearbook, Student Council, Assemblies, Cheerleading and Athletics–the practice and participation.

Misbehavior in ISS may result in dismissal from ISS and further disciplinary action.

Placement into In-School suspension is not an appealable punishment.

**SUSPENSION**

Under certain conditions as outlined in the CHS Code of Conduct, students may be denied the privilege

of attending Cadillac High School. The rules and regulations listed below shall also apply at any event or function and location at which Cadillac High School students are participants, or at any time, in or out of school, when the conduct has a direct and immediate effect on the discipline and welfare of the school and its personnel. The discipline may be progressive for each infraction or combination of infractions up to fewer than 60 school days (MCL 380.1310d(5)). A student may be suspended immediately when the health and welfare or safety of a student or school employee is in question.

Prior to any suspension the student has the right to 1) be told the nature of the charge, 2) be given an opportunity to respond and 3) if he/she denies the charges, be given a statement of the evidence supporting them.

**Students who have been suspended from school shall not be on school property or shall not attend extracurricular activities for the duration of their suspension.**

**EXPULSION**

Under certain conditions as outlined in the CHS Code of Conduct and/or as outlined in Section 1311 of the School Code, students may be recommended for exclusion from Cadillac Area Public Schools. Expulsion is defined as exclusion of a student from school for disciplinary reasons for a period of 60 or more school days.

Mandatory permanent expulsion (for violations of Section 1311 of School Code and/or Level 4 violations) as defined by MCL 380.1311 (4) excludes students from all public schools in the state of Michigan and shall not be allowed to enroll in a school district unless the student has been reinstated under subsection (6). Mandatory permanent expulsion may result in reinstatement but is not required.

**Students who have been excluded shall not be on any school or CAPS property and shall not attend extracurricular activities for the duration of their expulsion.**

**SECLUSION AND RESTRAINT**

Seclusion and Restraint shall only be used in last resort emergency intervention. Emergency seclusion and emergency physical restraint may be used only under emergency situations in which a student's behavior poses imminent risk to the student's safety and/or safety of others and requires immediate intervention. Students requiring emergency seclusion and/or restraint will only be administered by trained and certified members of the CHS Crisis Prevention and Intervention (CPI) team.

**SEARCH AND SEIZURE**

**Process and Procedure**

1. The principal, assistant principal, or the principal's designee has the right to search a locker,

personal property and/or individual to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

2. Law enforcement officers have the right to be in the building if they have a warrant or are invited by the school authorities. When the officer has reasonable cause to believe that the person has committed a felony or misdemeanor, law enforcement officers are empowered to arrest or search a person without a warrant, including children.
3. School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general and random inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.
4. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**INTERROGATION AND/OR ARREST BY LAW ENFORCEMENT**

Should police interrogation and/or arrest be necessary, administration shall immediately notify student parent/guardians. Students have the right to be informed of the charge, the right to remain silent, and the right to have their parent or attorney present.

**STUDENT DUE PROCESS AND APPEAL PROCEDURES**

Before any disciplinary action is taken against a student, the student has a right to the due process guaranteed him/her by the Constitution. If the penalty is minor in nature, no formal due process procedure or formal appeal procedure is required in that the student is not significantly deprived of his/her constitutionally protected right to attend school. If a student is suspended from school (not exceeding ten (10) days), is dropped from a class or is dropped from Cadillac High School, the student is entitled to certain procedural safeguards which include either oral or written notice of the charges against him/her, an explanation of written notice of the evidence, opportunity to present his/her side of the story, and the right to appeal to the Board of Education. Due process for suspensions of 0-10 days does not guarantee that the informal hearing affords the student the opportunity to secure counsel, confront and cross examine witnesses or to call his or her own witnesses.

For suspensions exceeding ten (10) days or expulsions exceeding sixty (60) days, the proceedings are more formal. Here, due process requires that the student receive (1) written notice of the charges sufficiently detailed to give the student a fair opportunity to present a defense, (2) advance notice of a hearing, and (3) an explanation of his/her procedural rights before the hearing occurs. The hearing itself is formal in nature and the student has a right to counsel, to examine and cross-examine witnesses and to choose whether the hearing is open or in private.

**Student Appeal Procedure for Disciplinary Decisions of School Personnel**

LEVEL 1: A student who wants to appeal the decision of the Advisor/Coach/Administrator must submit a request to appeal in writing within 48 hours of the notice of suspension. Once this is done, disciplinary measures, which deny a student the right to attend class or the opportunity to participate in a school function will be delayed until a decision is rendered by the Level 2 Appeal Committee.

LEVEL 2: A student has a right to representation (parents, attorney, ombudsman, faculty member etc.) at any level of appeal. The principal or his designee shall choose a neutral committee consisting of two (2) faculty members, one (1) representative of the student council, and two (2) parents of high school students. Alternates shall also be selected to replace committee members who are unable to attend an appeal or have a conflict of interest with the appeal. The principal or his/her designee shall convene the committee within five (5) school days of the applicant's request to appeal the Level 1 decision and preside over the meeting. The athletic director, assistant principal, or the advisor in charge of the activity shall be able to attend the appeal. The committee will hear the appeal and by a majority vote render a decision to either exonerate the student or allow the penalty to stand as determined by the building administration. This decision must be made within three (3) school days of the time of the hearing.

**If the Level 1 disciplinary measures are upheld at Level 2, they will be implemented upon the decision of the Level 2 committee.**

LEVEL 3: If the appellant or administration are not satisfied with the Level 2 decision, request for review by the Superintendent of Schools must be made within seventy-two (72) hours of the decision at Level 2. The superintendent or his/her designee shall meet with the appellant or his/her representation and the involved administrator within seventy-two (72) hours of the notice of appeal to Level 3. A decision shall be made in writing within seventy-two (72) hours of the meeting held for Level 3.

LEVEL 4: The appellant or administrator may appeal the decision at Level 3 to Level 4 by submitting a written request of a hearing with the Board of Education within 72 hours of notice of the decision at Level 3. The Board of Education shall receive immediate notice of a request to Level 4 and shall hold this hearing within 14 calendar days of the date of the written request for a hearing at Level 4. The report of the decision of the Board of Education shall be available within ten (10) calendar days of the hearing.

The appellant's or administrator's failure to meet the time requirements shall waive the right to appeal at the next level unless an extension of the time requirement is agreeable to both the appellant and the administrator. The appeal procedure may be utilized for only the following reasons:

1. To provide factual information, which may have been omitted, overlooked or not available at

Level 1.

2. The basic rights of due process were not provided to the student at Level 1.
3. The student feels that the decision was based upon erroneous finding of facts.

If the appellant believes that the punishment is too severe for the offending act(s) then the above appeal procedure is followed except that the principal or his/her designee shall replace the appeal committee at Level 2. All other requirements of the appeal procedure will be followed.

# VI. ATTENDANCE POLICY

Cadillac Area Public Schools believes strongly that important events take place in class every day and the interactions and instruction between teachers and students can never be fully replaced when a student is absent. Research shows that frequent absences seriously impact a student's ability to be successful in school.

The Cadillac High School Attendance Policy rests on the premise that important events take place in class every day and that such activity or interaction between teacher and students can never be exactly duplicated. Interaction among students and staff coupled with involvement in the total school environment are critical factors in the learning process. Such interaction is dependent upon a student's presence in school and the classroom. Therefore to maximize learning, regular school attendance is essential and vitally important to each student's success. Studies indicate a high correlation between attendance and success in school. Attendance directly affects academic progress and development as well as attitudes and habits for later life. While keeping records of student attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parents/guardians and the student. The school continually attempts to teach students the value and importance of regular attendance. Through cooperative efforts of the parents/guardians and the school, it is hoped that each student will develop good attendance habits and attitudes, which will improve the quality of life for each individual and society as a whole. It is for these reasons that the following attendance policy has been developed.

This policy defines minimum student attendance to receive academic credit in courses of instruction to be approximately ninety percent of the sessions a class regularly meets. Students may have grade point average (GPA) affected in a class with eight (8) or more hours of excused or unexcused absences during a semester. An hour of absence is defined as one (1) class period.

Transfer students shall have attendance requirements adjusted on a pro-rata basis for the balance of the semester in which they enroll. Attendance is accumulated for all classes during each class hour for students transferring classes within the high school.

Student non-attendance, even where it does not result in loss of credit per se under the policy, may positively or negatively affect a student's grade.

## CHS Attendance and Absentee Procedures

**Definitions**

A. Excused Absences ~~(7)~~. These absences, such as illnesses not requiring confinement or hospitalization, are excused by parents/guardians within three (3) school days, (with the day of the absence counting as day one (1)). **Absences not excused within the three (3) school days will be recorded as unexcused.** If the absence is excused, the student is required to make up all work missed within the required time limit. The time limit is one (1) school day for each day of absence. It is the student's responsibility to contact each teacher to discuss whatever he/she missed while absent. **Additionally, any assignments due or tests scheduled on the day of a student's excused or exempted absence, must be turned in or taken the day the student returns to school during class.** If it isn't possible to use the class period, a mutually agreed upon, alternate date/time can be established. Any extenuating circumstances that would require an extension of the deadline would be at the teacher's discretion. Any make-up work that is not completed within the required time will result in the student receiving an "E" or no credit for that work. There are times that students may feel too ill to attend school, but their illness may not warrant a doctor's visit.

B. Unexcused Absences (U). These absences have not been excused by parents/guardians within three (3) school days. Any deviations from this time limit will require administrative approval.

C. Exempted Absences. The following classifications will not be counted toward the seven (7) days. The student is required to make up all work missed within the required time limits as described. It is the student's responsibility to contact the teacher regarding work missed.

1. **Court Related (R)**. Court related absences must be verified through written documentation provided by the court.
2. **Funeral/Bereavement (F)**. Days are granted for the death of an immediate family member (parent, guardian, sister, brother or grandparent).
3. **Medical (M)**. Students should schedule medical appointments at times when they will not miss classes. There are times that students may feel too ill to attend school, but their illness may not warrant a doctor's visit. These absences will be excused but not medically exempt. Student absences due to hospitalization or extended chronic illness are classified as "Medical." We require a yearly doctor's note for ongoing medical.

4. **School Related (V)**. Absences due to school related activities (school sponsored or approved academic/athletic events, competitions, assemblies, meetings, etc.) are recorded and considered school approved and shall not accumulate to cause a loss of credit.
5. **College Visit (C)**. Each Junior will be allowed two (2) college visitation days; each senior will be allowed three (3) college visitation days. These days will be excused as school activities/college days provided the student meets with his/her counselor to have the visit pre-approved. The student must have all forms filled out completely. Also, there must be written verification from the college at the completion of the visit. This verification must be submitted to the attendance secretary within three (3) school days or the absence will be unexcused.
6. **In-School & Out-of-School Suspensions (I & O)**. Absences resulting from disciplinary violations and subsequent removal from their regularly scheduled classes for a period of time. Suspended students are required to make up all work provided during the time of suspension.

****If a medical reason causes excessive absences, then administration will make the final decision on the educational impact.***

**Procedures**

Reporting Absences: A parent or legal guardian must call the attendance line answering machine at (231)-876-5800 (Option 1), it is available twenty-four (24) hours a day) whenever it is necessary for their son/daughter to be absent from school. Messages are to be left on the answering machine (please leave the student's full name, grade, date and time of absence, reason for absence and your name). If there is not a telephone available, the student must bring a signed written note identifying the date, time and reason for the absence. All absences not reported within three (3) school days (day of the absences being day one (1)) will be considered unexcused. Any deviations from this time limit will require administrative approval.

**Other General Guidelines**

1. Any student who deliberately misses a class (i.e. skips class) will receive an Unexcused Absence (U). Students may not be Excused (Z) by a parent or another teacher to miss class other than for documented medical appointments or the above Exempted Absence reasons.
2. Any student who walks out of class without teacher permission will be marked as an Unexcused Absence(U) and may receive a discipline referral. See Code of Conduct for leveled consequences.

2. Students who are more than ten (10) minutes late to a class without a pass will be given an unexcused absence for the hour.
3. Work missed for school-related and pre-approved or pre-arranged absences will be completed and turned in prior to the absence or within the time frame the teacher and student discussed. It is the student's responsibility to obtain and understand all missed assignments.
4. Any assignment(s) missed during an unexcused absence will be expected to be made-up. Credit or partial credit for that assignment shall be at the discretion of the classroom teacher per their syllabus.
5. Students who are suspended Out-of-School (O) will be allowed to take End-of-Term /Final Exams, Chapter/Unit Tests and turn in major papers/projects. Students will receive credit for daily assignments or work at the teachers discretion as outlined in their syllabus.
6. Students missing any part of the day must report to the office to sign-in and obtain a pass before reporting to class.
7. Students who leave school during the day must receive parent/guardian permission and permission from the office before they will be able to leave. Students must "sign out" using a form located in the office and leave out the front doors near Chestnut st. When the parents/guardians and emergency persons designated by the parents/guardians cannot be contacted, an administrator will determine whether or not the student should be allowed to leave.
8. If a student becomes ill during the school day, he/she should ask the classroom teacher for a pass to report to the office. The office will contact the parent/guardians to notify them of the student's condition. Permission must be granted by the parent/guardians or an emergency person designated by the parent/guardians before the student will be allowed to leave school. The student must "sign out" in the office. Failure of a student to obtain permission from the office before he/she leaves the building will result in the student receiving an unexcused absence in all affected classes.

**Tardies**

To be considered on time for a class, the students must be inside the classroom when the tardy bell rings.

- 3rd Tardy = 1 Hours of Detention
- 5th Tardy = 2 Hours of Detention
- 6th Tardy = ISS (In-School Suspension)

## ENFORCEMENT OF SCHOOL ATTENDANCE

The State of Michigan has a compulsory school attendance law that requires a parent, legal guardian or other person having control or charge of a child to send that child to public school for education

purposes from the age of six to the child's eighteenth birthday. The exceptions include, but are not limited to, sending the child to a state-approved, nonpublic school or educating the child at home in an organized educational program. Although the compulsory school attendance law does not apply to children under the age of six, a child who is at least five years of age by December 1 of the school year and is a resident of a school district which provides kindergarten work is entitled to enroll in the kindergarten MCL 380.1147. MCL 380.1561(1) provides the ONLY exceptions from attending public school for the entire school year.

Attendance/truancy officers are employed by the local school district such as CAPS and or by the intermediate school district such as the WMISD. The attendance/truancy officer is a court liaison that has the powers of a deputy sheriff within the school district while performing official duties and pursues cases of nonattendance which are reported to them by the proper authority. Local school districts such as CAPS with more than 1,000 students may employ their own attendance officers and the intermediate school board must select one or more persons to serve as attendance/truancy officers for the intermediate school district who then assume office.

An attendance/truancy officer is required to investigate cases of nonattendance at school when notified by the superintendent, administration or other school staff. If a child is repeatedly absent from school without valid excuse, or is failing in schoolwork or gives evidence of behavior problems, and attempts to confer with the parent or other person in parental relationship to the child fail, a request is made that the attendance officer attempts to notify the parent or other person in parental relationship by registered mail to come to the school or to a place designated at a time specified to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities. MCL 380.1586(2).

If a parent or person in relation fails to send a child under their control to the public school or other school listed under [MCL 380.1561], the attendance/truancy officer, upon receiving notice from proper authority of that fact, shall give written notice in person or by registered mail to the parent or other person in parental relation requiring the child to appear at the public school or other school on the next regular school day following the receipt of notice, and to continue in regular and consecutive attendance in school. MCL 380.1587. At this parent meeting, school officials will attempt to work together with parent(s), guardians and or students to figure out the reasons for the non-attendance and offer interventions to deal with the situation.

If the parent fails to comply with this notice or the truancy continues after attempts to resolve the problem, the attendance officer shall make a complaint against the parent or other person in relation having the legal charge and control of the child who fails to comply to the court having jurisdiction for truancy, refusal or neglect to send the child to school. MCL 380.1588. Likewise, the family division of the circuit court in the county where the minor under 18 years old resides has exclusive jurisdiction over

truants. The attendance/truancy officer can make a referral to the prosecuting attorney to petition the absentee child to appear before the judge or referee to face justice for truancy charges.

Parents/guardian(s) are required to send their children to school unless they fit into one of the exceptions under MCL 380.1561(3). The attendance officer and or school district makes every attempt required by statute before filing for civil or criminal charges and follows guidelines to try to resolve the problem before pursuing court action. There are serious consequences to truancy and anyone who may be found in violation of truancy may be found guilty of a civil fine between $5.00 and $50.00 or criminally up to 90 days in jail, or both. MCL 380.1599. These matters are taken very seriously in the court system and every attempt is made to try and avoid this unwanted outcome.

Michigan Legislature defines truancy as a child who has 10 or more unexcused absences per school year. Chronically absent would be defined as a child who is absent for 10 percent or more of the scheduled school days in a school year and can include days missed due to excused absences, unexcused absences, suspension or expulsion.

**Absence and Tardy Definitions** Cadillac Area Public Schools recognizes that there are situations out of your control when attendance in school may be impacted. CAPS is working collaboratively to create clear definitions, policies, and steps to improve student attendance.

**Chronically absent** means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. (For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.) Note: All absences for the school year should be counted, even if they have carried over from a different school.

**Truant/Truancy** means a child who has ten (10) or more unexcused absences per school year. A child should be counted as truant only once in a given school year. Once deemed truant, a student shall be monitored throughout the school year until improved attendance is consistent.

**Tardy/Late Absences** A student who enters a classroom after the bell is considered tardy, unless excused. Tardy students not only miss learning time, but also interrupt the learning of other students in class. Students who are tardy or arrive more than ten minutes late to class would be marked absent for that period of the day if deemed unexcused/undocumented and these tardy absences shall also count for truancy purposes and counted as instructional hours missed for that period.The following are **excusable** causes for your student to be absent from school:

- Funeral
- Legal/court proceedings
- Religious holidays
- Professional appointments with appropriate documentation

- School/educational activities
- Hospitalization or chronic illness with doctor's note

**Absences not excused within the three (3) school days will be recorded as unexcused.**

**Unexcused absence:** is any absence not accounted for above, examples of unexcused absences include, but not limited to:

- *Staying home*
- *Overslept*
- *Travel*
- *Weather*
- *Missed bus*
- *Sickness (not documented)*
- *Willful truancy (skipping)*

**Chronic Absence and Tardy Procedures**

Per state law, chronic absence and tardiness are defined as **missing 10% of enrolled school days**. This includes all absences. An absence is an absence, so please keep that in mind. Even with a parent calling them in to excuse it with a doctor's note or some documentation it will still be counted against the student's attendance. Excused absences with documentation provided within a 3-day grace period will be marked excused and not counted toward truancy. There is a difference between being chronically absent and being truant. Truancy involves a student accumulating 10 or more undocumented/unexcused absences at any time. Truancy can also include the student accumulating 4 or more undocumented/unexcused absences/tardies in a month. Student(s) absences/attendance can also be carried over from the previous school year or another school district and attendance will be flagged and monitored until satisfactory attendance is met.

In order to provide intervention and support of students who are truant, chronically absent and/or tardy, the following attendance action steps will be taken:

1. At 5 or more absences. A warning letter and or a form of contact may be made informing of the student's amount of absences/tardies.
2. After 10 absences, the school will contact parent/guardians. This contact may include but is not limited to, letter to the home, phone call or email communication. A home visit can be conducted at any time to check the well being of the student, have a meeting and or locate the student if needed.

3. Upon contact, the school administrator, counselor, or district truancy officer will arrange a conference to be attended by the parents/guardians and child if necessary. The focus of this meeting will include:

    a. Discussion of the problem in an attempt to find causal factors
    b. Development of an Attendance Intervention Plan to reduce barriers to attending
    c. Eliciting cooperation of the family and student to initiate action
    d. Referral to partner agencies/resources if warranted.

CAPS will make multiple attempts to work with parent(s), guardian(s) and students to help and or suggest ways to resolve attendance issues. CAPS administration will make every attempt possible to help in any way that we can by meetings, providing resources and or having some sort of contact-but missed meetings and or non compliance can and will result in the next step in the truancy process as the law, strict policy and procedures must be followed. Ultimately cooperation is needed to meet a common goal of the best interest of the student and resolving attendance issues.

4. After the school has attempted or complied in holding the above meeting, and the student has accumulated additional absences or tardies, a second communication will be made via certified mail or in person to the parent(s)/guardian(s) and a second meeting will be attempted.

5. At the second attendance meeting, the meeting will be held by the district truancy officer and/or ISD truancy officer. The focus of this meeting will include:

    a. Review, revision and recommitment to the Attendance Intervention Plan with referral to partner agencies/resources

    b. Explanation and documentation that further absences can and will result in automatic referral to the prosecutor.

6. Once a student has acquired 15 or more absences, the parent(s)/guardian(s) and or student can be turned over to the ISD Truancy Officer, Law Enforcement, Prosecutor and or residing Courts at any time. Additional absences shall result in automatic referral to the ISD truancy officer then prosecutor.

*Disclaimer: CAPS administration/truancy officer reserves the right to jump right to the necessary step and or the certified stage in the truancy process at any time accordingly depending upon the amount of absences and situational circumstances.*

# VII. GENERAL SCHOOL PROCEDURES

**Accidents or Communicable Diseases**

In case of an accident, students should always report to the school office. When a student is suspected of having a communicable disease or other physical condition, which jeopardizes the health, safety or

welfare of other students or impairs the education process, he/she will be sent home from school until the condition is corrected.

**Administering Medication (JHCD-8670)**

Parents/guardians who have children that require administration of medication during the school day must be adhere to the following regulations:

1. For each medication the parent/guardian must complete the CAPS Medication Request and Instruction Form including authorization from the prescribing physician.
2. Prescription medication must be properly labeled and hand delivered by a parent/guardian to the building principal or designee.
3. Medication must be administered and stored by a designated school employee. An exception will be made if written notification is provided by a physician allowing the student self-possession and self-administration. This notification must be received by the school prior to the use of the medication.
4. No over-the-counter medication, such as aspirin, will be administered to students by school personnel without written parent/guardian permission.
5. The school may set a designated time for administration of medication.
6. The building administrator may discontinue the administration of medication or reject the request to administer medication by parent/guardian because of the lack of cooperation by them or their child, concerns of potential side effects or other justifiable reasons as determined by the administrator. The building administrator will provide advance notification to the parent/guardian if this is to occur.

**Artificial Intelligence (AI) Use**

Guiding Principles:

Generative AI (Artificial Intelligence) involves tools that generate new content or outputs including text, images, videos, or music. Not only does it respond to specific requests or make recommendations, but generative AI creates content that is increasingly woven into our daily lives.

- Relationships and human connection are essential to schools and our community. We will continue to emphasize human to human interaction at CHS.
- Students are required to disclose their use of GenAI on any assignment or task. Failure to do so may result in academic penalties and disciplinary action.
- Never share personal staff, student, or family information with GenAI tools.
- Student work will not be uploaded for grading or other purposes, even if it has been de-identified.

- GenAI makes mistakes and provides misinformation. We must all critically evaluate the suggestions from GenAI tools.
- Be aware that GenAI tools can perpetuate or amplify biases present in the data they are trained on.

Artificial Intelligence within Cadillac High School may be used (at the discretion of the teacher) within a safe, effective, and responsible forum, and within the guidelines set below. Artificial Intelligence can be defined as computer systems that perform complex tasks normally done by human-reasoning, decision making, creating, etc. Any use that misrepresents abilities as a student is counted as academic dishonesty/cheating and will fall under the same disciplinary action.

| **Appropriate Uses:** | **Inappropriate Uses (subject to discipline):** |
|---|---|
| ● **Grammar and editing mistakes**<br>Revising writing for simple grammar mistakes or missing citations.<br><br>● **Outlines**<br>Break down the format for class papers or other assignments.<br><br>● **Study materials**<br>For practice tests, questions, prompts, etc. before testing days.<br><br>● **Locating sources**<br>Finding reliable media for various projects, without directly using AI's information.<br><br>● **Simplifying complex concepts**<br>Clarification on tough topics. | ● **Completing full assignments**<br>Copying the ideas of AI without showing any student effort or understanding.<br><br>● **Plagiarism**<br>Copying the direct words of AI onto any assignment without recognition/citation.<br><br>● **Improper referencing**<br>Not labeling the use of AI/not checking the validity of sources provided by AI |

The use of AI for the purposes of generating ideas or brainstorming may be permissible as defined in the class syllabus or assignment rubrics. Students should confirm appropriate use in each syllabus, rubric, or with the teacher.

Educators are responsible for guiding students on AI use. This may differ by class or assignment. Overuse of AI in ways that are not in line with these expectations or misrepresent your own work may be considered academic dishonesty and could lead to consequences. Final decisions regarding AI usage

or consequences will be at the discretion of the administrator.

**Assemblies**

Assemblies will be scheduled through the course of the school year. All students are required to attend the assembly unless advance notice from the parent or guardian has been submitted to the administrator.

**Backpacks**

Backpacks may be worn to school and placed in lockers. Backpacks **are not** permitted in the classroom.

**Bulletin Board**

The Bulletin boards outside the cafeteria are primarily for the display of notices or posters regarding school activities. Posting of such notices must be cleared with administration.

**Cell Phones/Personal Electronic Communication Devices**

The purpose of this handbook policy is to focus on learning, personal connection, and improved social & emotional well being. Use of cellular and all other Electronic Communication Devices (or ECD's) are prohibited in locker rooms and restrooms at all times. The use or possession of ECD's on school grounds is prohibited from 7:50 AM until 2:40 PM. ECD's may be kept in student lockers, but may not be accessed or used during this time period, and must be turned off. This includes passing times and lunches. The use of wireless headphones is prohibited from 7:50 AM until 2:40 PM. Wired headphones are permitted with teacher permission for instructional & learning purposes. Students violating the policy on ECD's will be subject to disciplinary action. Disciplinary action will include removal of the device to the office and may include further action up to and including suspension. Removing the privilege of technology altogether may occur in extreme cases. Electronic entertainment devices (EED's), which are entirely prohibited, are subject to this same policy and these consequences. The school is not responsible for theft, loss or damage to personal electronic devices brought onto school property or into school vehicles.

**Dress Code**

CHS believes in creating and maintaining a professional and safe learning environment which promotes positivity and limits distracting and/or offensive dress. All students are expected to attend school appropriately dressed and properly groomed. In the event, the following expectations are set by administration upon students:

- Hats are placed in lockers upon arrival and should not be worn around school
    - This includes snow caps, beanies, hoods, hats, and bandanas

- Clothing including logos that promote use or sale of drugs/alcohol, shows violence or hatred, or any message that causes or has the potential to cause a substantial disruption will not be allowed on school grounds.
- Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within general guidelines.
    - Pant/shorts length is at the discretion of a school administrator.
    - Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit.
- Items that can be used as harm inflicting devices will not be tolerated at Cadillac High School (ex: chains)
- Demonstrates hate group association/affiliation, or uses hate speech targeting groups based on their membership in a protected class
- Clothing must cover the chest, private areas, and backside at all times (for example, muscle shirts that reveal too much).

Administration reserves the right to deem clothing inappropriate and follow the actions outlined in the CHS Code of Conduct (Code of Conduct lies on pages 23-39). Rude remarks on another student's body or outfit will break Nondiscrimination and Harassment Policies (Nondiscrimination and Harassment Policies on pages 8-9) and will not be tolerated at Cadillac High School.

**Field Trips**

Students wishing to participate in a field trip for a CHS or CTC class must complete a field trip permission form and have it approved before participating. Students must be passing classes (no more than one "E") in order to participate in field trips.

**Fire and Tornado Drills**

Fire and tornado drill instructions will be different for each room and will be given by the teacher. The fire and tornado regulations will also be posted on the bulletin board in the classroom. Exit routes will be posted in each room for fire drills.

**Freedom of Expression**

Freedom of expression cannot legally be restricted unless its exercise can reasonably be expected to interfere with the orderly conduct of school functions and/or would interfere with the health and safety of either student or teachers.

**Fund Raising**

Only recognized school clubs and student organizations may conduct fundraising activities. All fundraising must be approved by the administration.

**Lockers**

All students are assigned a locker on the first day of school. Locker security is important for all students. Students should never leave money or valuables in the lockers. The school is not responsible for lost or stolen articles. If a student must bring something of value to school, the office will lock it in the safe until the end of the day. Students are NOT to exchange combinations or share lockers.

**Lost and Found**

Lost and found articles are kept in the office. All found articles, including books, are to be turned into the office at once. Owners may reclaim lost articles by identifying them.

**Marriage and Pregnancy**

Education cannot be denied a particular student because of marriage or pregnancy.

**Medical Excuses From Physical Education**

If a student is to be excused from physical education for one or two days due to a health problem, the teacher must be contacted by the parent, either by note or phone, prior to the beginning of class. If the student is to be excused from physical education for health reasons for three (3) consecutive days or more, a statement from the physician (MD/DO) must be submitted to the teacher prior to the class. If a student is to be excused from physical education for the term, a statement from the physician (MD/DO) must be submitted to the assistant principal before the student can be checked out of class. The principal may, in some medical situations, with verification from a physician, either waive the physical education requirement for graduation or award student credit.

**Parking Permits**

1. Parking permits will be issued to students with a legal driver's license and a registration form signed by a parent/guardian. If a car does not have a student parking permit, it may not be parked on school property.
2. One parking permit will be given per year. If a permit is lost or stolen, the replacement cost will be **$10.00 (ten dollars)**.
3. Any student who sells or lends his/her parking tag to another student will lose his/her parking privileges for the remainder of his/her high school years.
4. Any student who is found with a tag not registered to him/her will lose his/her parking privileges for one school year.
5. Students are to park only in the designated parking area.
6. Loitering is not permitted in the parking lot. This includes sitting in cars.
7. Those students who fail to comply with the parking regulations and students who park on school

property without an authorized parking permit will be subjected to disciplinary procedures outlined in the Code of Conduct. **Violations of parking regulations shall result in the student's vehicle being towed away at the owner's expense.**

**Right to Access and Privacy of Records**

All parents and guardians of students under 18 years of age, and all students 18 years of age and over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to that student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearing on a challenge, shall be established by the Board of Education and be made available upon request. No records, files or data directly relating to an individual student shall be made available to anyone without The consent and notification of the student or the parents or guardian of a student under 18. Expect (1) teachers and officials of this school district who have a legitimate educational interest in such information or unless (2) there has been a federal request for submission on student records in connection with a student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

**School Dances**

The following guidelines for Cadillac High School dances are designed to help provide a safe and positive experience for our students.

1. There will be no admittance of students after one hour from the start of the dance (extenuating circumstances will be reviewed and evaluated by the administrator in attendance).
2. Once a student leaves the dance (building), that student cannot re-enter. Students who leave must also leave school property, including the parking lot.
3. All rules of the Cadillac High School Handbook and Code of Conduct will be in effect
4. Sponsor(s)/advisor(s) must be in attendance for the entire dance.
5. If a CHS student wishes to bring a guest (one), the student must have a guest pass request approved prior to the dance by an administrator. The dance guest form needs to be picked up in the office, completed and filed in the assistant principal's office by the specified time. Completed application forms require the assistant principal's approval before arrangements are finalized. No guest over the age of 19 will be admitted.
6. In general, no dance shall last beyond 11:30 p.m.
7. Jr. High/Middle School (grades 8 and lower) students are not allowed at high school dances.
8. 9$^{th}$ Grade students and younger are not allowed to attend CHS Prom.
9. 10$^{th}$ Grade students may only attend CHS Prom if asked by an 11$^{th}$ or 12$^{th}$ grade CHS Student.

10. Attendance, Grades, and Discipline are monitored for prom attendance. Students must be passing classes with no more than one "E", have had no suspensions (in or out of school) during the academic year, and have missed not more than 14 days of school.

**Student Directory**

The Cadillac Area Public Schools authorizes a "Student Directory" to be available upon request. Included in this directory will be: name, current grade, address, phone number, and birthday. Every Cadillac High School student will be included in the directory unless a written request to be excluded from the list is submitted to the building principal.

**Use of Inhalers**

Students who provide the school with written physician instruction and parent/guardian permission can carry and self-administer asthma medication, such as metered – dose or dry powder inhalers.

**Work Permits**

Per the State of Michigan, students under 18 years of age must obtain a work permit or a written agreement or contract entered into between the employer and the governing school district, public school academy, or nonpublic before starting work. Work permits can be obtained from the main office registrar. If a student changes jobs, a new work permit is required for the new employer. A work permit may be revoked or denied for poor academic performance.

As of October 2, 2026, work permits will be issued through the Michigan Department of Labor and Economic Opportunity, and the school will not be directly involved.

## VIII. CLUBS, STUDENT ORGANIZATIONS AND ACTIVITIES

**Junior Rotarians**

Junior Rotarians is open to any student in the junior and senior class. Each year eight juniors and eight seniors are elected by a class and faculty vote. In addition, two at-large candidates will be selected from the junior class and the senior class by the counseling department and will be approved by the administration.

**National Honor Society**

The Cadillac Chapter of the National Honor Society was organized in the spring of 1956 to stimulate the high ideals of scholarship, leadership, character, citizenship and service. The faculty and administration feel that membership in the Honor Society is the highest award the school can give, as the foregoing characteristics exemplify the ideals of secondary education. Membership eligibility, bylaws and criteria are available through the National Honor Society advisor. Induction of new members is held once a

year during the third term. NHS discipline procedures will follow NHS bylaws.

**Student Activities**

Students have an opportunity to take part in many activities, which is a privilege not a right. These activities include student government, class activities, honor organizations, publications, plays, musical organizations, clubs, athletics and assemblies. It is advisable to limit participation in these activities if the academic success of a student will be negatively affected. The academic side of school is by far the most important aspect of a student's high school. However, school life will be enriched and the student will feel more of a part of the school community if he/she participates in the student activities.

**Student Council**

The Student Council is the student governing body of the school. It provides an opportunity for the student to participate in government and serves as a means by which the students may express their opinions to the faculty and administration. It formulates the rules by which students manage their own activities. Although every student may not be a member of the Student Council, each one is a part of it because it is conducted for the good of every student and the school. If there is anything anyone wishes to have considered by the Council, it should be referred to a class representative.

Student Council or class officer candidate requirements are as follows:

1. A student that runs for or holds an officer's position must be a member in good standing in his class and Cadillac High School.
2. All candidates must have a current academic average of 2.00 or better.
3. All candidates must be passing all classes currently in progress.
4. Candidates must present a record of regular attendance and punctuality.
5. All members shall abide by the rules for extracurricular activities contained in the student handbook.
6. Administrators may remove student council and class council members from their office if they fail to attend two meetings and their absences are unexcused.

<u>Executive</u>

The executive branch of the student council shall be composed of the officers of the student council, which shall consist of the President, Vice-President, Secretary, and Treasurer. All such officers shall be elected at a student body at-large election.

<u>Qualifications of Executive Members</u>

1. All student council officers must be members in good standing of the school during their time of office.
2. All officers shall be Juniors or Seniors.

3. All officers shall meet all the qualifications necessary to be a student council representative.

Duties of Executive Members

**President**

1. Preside over the conduct of all meetings according to the rules adopted by the council.
2. Represent the entire student body in a credible manner.
3. Do those things necessary and proper to maintain the proper function of the student council.

**Vice-President**

1. The Vice-President shall fulfill the duties of the President during the vacancy of the office of President.

**Treasurer**

1. The treasurer shall be responsible for all financial transactions, an accurate up-to-date record of the financial status of the student council, and security of the student council funds.

**Secretary**

1. The Secretary shall keep an accurate, up-to-date record of all the proceedings of the student council, be responsible for providing an accurate record of each meeting, administer correspondence, and keep a record of attendance of each meeting. Minutes shall be maintained on a permanent basis

Executive Board

The Executive Board of the student council shall consist of the officers of the student council and the Vice-President of each respective class. The function of the Executive Board shall be:

1. To present legislation to the student council.
2. To present student council concerns to the administration.
3. To discuss confidential matters.
4. To report to the student council the administrator's decisions concerning legislation of the student council.
5. To advise the student council of necessary actions to conduct its business.

Class Council

Each class shall elect a President, Vice-President, Secretary and Treasurer, plus one representative from each homeroom. The duties of the class officers and class representatives shall be to perform class functions under the direction of the respective class advisors. They shall meet with the class advisor on a periodic basis, with the president of each class presiding over the meeting.

1. A class President shall represent the entire class in all class functions.
2. The Vice-President of the class shall fulfill the duties of the President during vacancies and shall also be a permanent member of the school-wide student council.

3. The Treasurer shall be responsible for all financial transactions of the class, maintain an accurate, up-to-date record of the class and maintain security of class funds.
4. The Secretary shall keep an accurate, up-to-date record of all meetings of class officers and representatives and be responsible for providing an accurate record of each meeting, administer correspondence and keep a record of attendance from each meeting. Minutes shall be maintained on a permanent basis.

Initiative and Referendum

If for any legitimate reason, the student body requests an initiative or a referendum of any legislation, it must secure a petition containing 20% of the total membership of the student body in order to refer the legislation to a vote of the student body. In a vote conducted by the administration, three-fourths of the total membership of the student body must approve the petition in order to repeal or initiate legislation.

**Student Leadership**

Numerous local service clubs sponsor leadership opportunities. See your counselor for further information.

# IX. EXTRACURRICULAR/CO-CURRICULAR ACTIVITY CODE

Participating in extracurricular activities in school is a privilege. Students must be aware that they are representing Cadillac Area Public Schools (CAPS) and that their actions, conduct, and appearance must always reflect positively on the activity, school system, and community. Students, parents, and guardians should be aware that the rules, policies, and information contained in the extracurricular code pertains immediately to all CAPS regular day school students enrolled in the 7th-12th grades and to any new 7th-12th grade regular day school student once he/she completes the enrollment procedure. Students in grades 7th-12th may choose to participate in extracurricular activities.

Extracurricular activities are defined as:

1. Any CAPS athletic program
2. Any CAPS student activity program, including class officers, student council, drama club, musicals, debate and forensic competitions, and any class trips taken that do not have an academic requirement, etc.

CAPS reserve the right to determine the size and makeup of extracurricular activities, teams, etc. Students may withdraw from a program any time they feel the rules governing their conduct are in conflict with personal views or principles.

**Eligibility**

The purpose of academic eligibility is to demonstrate to individual students and the entire student body that academics are very important. Practices, games, and performances should not interfere with the time students need to study.

For a student to be eligible to compete in the extracurricular program for a full semester, he/she shall not have failed or lost credit in more than two (~~1~~2) half-credit class the previous semester and must be enrolled in the equivalent of ( 6) six classes each semester. The only one-half credit courses that are acceptable are those taken in the regular day school program. Correspondence courses and adult night school courses will not be counted. Failed courses may be made up in an administratively approved summer school program for reinstatement of extracurricular eligibility.

Eligibility will also be monitored on a weekly basis during the semester. If a student is failing or has lost credit in more than one class, the student will not be able to participate in extracurricular activities from Monday to Monday of the following week. For example, if the Athletic Office releases the not eligible list on Friday, Sept. 28, students on the list will be ineligible from 8 am Monday Oct. 1 until 8 am Monday October 8. No student can receive a failure in a class and be placed on the eligibility list without first receiving a warning on the eligibility list in that class. If a student has not received a warning or failure in the previous four weeks for eligibility purposes, the student must receive a warning before a failure can be given again. If a student seeks academic help, which results in a loss of practice time, he/she will not be penalized for doing so. Ineligible students shall not be allowed to be released for the day or early from school to travel with the team or organization. In no instance will Cadillac Area Public Schools, by enforcing weekly eligibility rules, be in violation of Michigan High School Athletic Association rules. If there is a conflict, MHSAA rules shall prevail. However, the more stringent of the penalties shall also apply.

A student who is serving an in-school or out-of-school suspension shall not participate in any extracurricular activities (practices, competitions, meetings, etc.) on the day(s) of the suspension and also on any non-school days until the suspension has been completed.

A student who is absent in the immediate one-half (1/2) day preceding participation in extracurricular activities may not participate in that program's games, practices, performances, or competitions. One-half (1/2) day shall be defined as the student's last two scheduled classes on the day of the activity. In case of an oversight, a penalty will be imposed, i.e. missed practice for a practice-game for a game.

Exceptions will be made for death in the family, college visitation and those absences that are verified

in writing by a doctor, dentist or court employee Exceptions will not be made for illness, skips, shopping, or any absence without advance notification. (This list is not all inclusive.)

Students participating in athletics must be physically fit, have a parent-signed approval slip, and have passed a medical doctor's physical exam. The physical must be given after April 15th of the previous school year to be valid for the current school year.

Vocal, instrumental music and all other co-curriculars will not have academic eligibility by the term (semester) but will be held accountable to weekly academic eligibility. Students will have to be eligible to participate in all performances, competitions and activities except for MSVMA and MSBOA districts, states and solos & ensembles. Occasionally conflicts exist between extracurricular and co-curricular activities. The student has the responsibility to immediately notify both advisors about the conflict. The following will also apply:

1. If there is a practice vs. practice conflict, then the staff persons involved will confer and make a decision. The student will be informed of the decision. No penalty shall be assessed against the student.
2. If there is a performance or game vs. practice conflict, the student will participate in the performance or game. No penalty shall be assessed against the student.
3. If there is a performance vs. game conflict, the student will decide in which activity to participate. No penalty shall be assessed against the student. It is recommended that the student notify both advisors of his/her decision at least five (5) school days before the date of the conflict.

**Behavior**

Students representing Cadillac Area Public Schools must abide by rules governing CHS Code of Conduct. The CHS Code of Conduct is in effect at all times in the calendar year. Violations are considered serious acts. A student will be disciplined if he/she violates the code at school or school events, away from school, during the off-season or vacation periods, or any time during the calendar year.

**Violation Reporting and Hearing**

Students, coaches, and parents are advised that the following procedures are to be followed in the notification and enforcement of the code:

1. Violations of the code must be turned in to the athletic director or principal by an employee of the Cadillac Area Public Schools, regardless of when the violation occurred. The administration may consider other forms of competent and credible evidence in determining violations of the Code of Conduct.

2. A preliminary determination shall be made between the reporting person and/or agency and the athletic director/administrator as to whether or not a violation of the code has occurred.
3. Parents of the violator must be notified within a reasonable period of time. This notification must occur prior to the penalty going into effect.
4. The athletic director/administrator must verbally inform the student of any action taken or anticipated.
5. If a student or his/her parent does not agree with the decision of the athletic director/administrator of the penalties to be imposed, he/she may appeal any disciplinary decision that has not already been subject to an appeal. Notice of appeal must be received in writing by the athletic director/administrator within two (2) days of notification of penalties to be imposed. A student or his/her parents must follow the steps outlined in the Cadillac Area Public Schools' Appeal Procedure for Disciplinary Decisions of School Personnel.

**Penalties**

First Offense - After confirmation of the violation, the student shall lose the privilege of participation for 25% of the regular season's scheduled events in his/her current activity (or next activity of participation if the student is not in an activity when the violation occurred). In addition, the student will be required to perform 15 hours of community service in CAPS approved programs. At least five (5) hours of community service must be completed before the student may return to competition. The other ten (10) hours must be completed before the season's last event, or a date approved by the appropriate school administrator. Otherwise, the student will not be allowed to participate in any scheduled extracurricular activities until the community service has been completed. If the student is not in an activity when the violation occurred, all 15 hours of community service must be completed before the student may participate in any extracurricular activity.

**NOTE:** All community service must be performed outside of the regular school day.

Second Offense - If a second violation occurs within one (1) calendar year of the first violation, the student shall lose the privilege of participation for one (1) calendar year from the date of the second violation. If the student is not in an activity when the violation occurred, all 15 hours of community service must be completed before the student may participate in any extracurricular activity.

Third Offense - If a third violation occurs within a student's high school career, the student shall lose the privilege of participation in all extracurricular activities for the remainder of the student's High School career.

**Academic Probation**

Students failing three or more classes at the time of an eligibility check will be placed on academic

probation and become ineligible for non-athletic events (e.g., games, contests, dances, and other school-sponsored activities). Eligibility checks occur every two weeks via grade reports. Students remain ineligible until they meet academic standards at the next check.

Online students will be deemed ineligible or truant if they lack weekly progress and regular communication with APS Online staff.

To participate in any event:
- Students must be present by the start of 2nd period on the event day.
- If the event is on a non-school day, the student must have met the attendance requirement on the most recent school day.

Students flagged for chronic absenteeism must show progress on an attendance action plan and get administrative approval to attend events.

Students with a serious disciplinary record, as determined by administration, are ineligible. Refunds will be issued to students who purchase tickets and are later ruled ineligible.

**Theft and Vandalism Under $25.00**

First Offense - Will be 0% to 25% of the regular season's scheduled events (or next activity of participation if the student is not in an activity when the violation occurred), as determined by the Athletic Director. In addition, the student may be required to perform community service in CAPS approved programs. If the student is not in an activity when the violation occurred, any community service assigned must be completed before the student may participate in any extracurricular activity.

Second Offense - Will be 25%of the regular season's scheduled events in his/her current activity (or next activity of participation if the student is not in an activity when the violation occurred). In addition, the student will be required to perform 15 hours of community service in CAPS approved programs. At least five (5) hours of the community service must be completed before the student may return to competition. The other 10 hours must be completed before the season's last event or a date approved by the appropriate school administrator. Otherwise, the student will not be allowed to participate in any scheduled extracurricular activities until the community service has been completed. If the student is not in an activity when the violation occurred, all 15 hours of community service must be completed before the student may participate in any extracurricular activity.

Third Offense - If a third or subsequent violation occurs within one (1) calendar year of the first violation, the student shall lose the privilege of participation for one (1) calendar year from the date of the third or subsequent violation.

**NOTE:** All community service must be performed outside of the regular school day.

Students who violate the code are expected to remain members of their team or activity. They shall stay involved in all aspects of the activity except for the scheduled events in which they have lost the privilege to participate. If a student (1) quits the team or activity before the entire penalty can be assessed, or (2) the number of events left on the activity's schedule is not sufficient to assess the full penalty, then the remaining portion of the penalty shall be administered in the next activity in which the student chooses to participate. Any student who is involved in more than one activity at the time of the violation shall have the penalty applied to all activities. In addition, students and their parents/guardians are encouraged to consider counseling which is available through the Student Assistance Program. Any school counselor will be able to explain the program and set up the initial screening.

**Hazing**

Refer to Article VI of MHSAA and Extracurricular Code of Conduct.

**Cheating**

First Offense - After confirmation of the violation, no extra-curricular penalty will be administered.
Second Offense - If a first and second violation occurs in grades 7-8 or a first and second violation occurs in grades 9-12, the student shall lose the privilege of participation for 25% of the regular season's scheduled events in his/her current activity (or next activity of participation if the student is not in an activity when the violation occurred).

**NOTE:** All community service must be performed outside of the regular school day.

Third Offense or Subsequent Offense - If a first, second, and third violation or any additional violation occurs in grades 7 and 8, or a first, second and third violation or any additional violation occurs in grades 9-12, the student shall lose the privilege of participation for one (1) calendar year from the date of the third or subsequent violation.

**NOTE: Students may use AI tools only with teacher permission, per the AI handbook policy. Each teacher will explain when and how AI can be used, which may differ by class or assignment. Using AI in ways that go against these expectations or misrepresent your own work may be considered academic dishonesty and could lead to consequences.**

**Self-Disclosure**

A participant in extracurricular activities who, by him/herself or together with his/her parent, legal guardian or activity leader, voluntarily discloses his/her infraction of violations 1-7 in the code prior to

any reports, charges, or complaints shall have the penalty reduced to 50% for that violation provided the following conditions are met:

1. Self-disclosure whether by the student alone, or together with a parent, legal guardian or activity leader must be made to the athletic director, assistant principal or principal of the school which the athlete or participant regularly attends. Any intervening independent report, charge or complaint with regard to the particular incident prior to formal notification to the athletic director, assistant principal or principal will cause the disclosure to be deemed non-voluntary, and the athlete or participant in such an instance shall not be afforded the benefits of self-disclosure.
2. The provisions for self-disclosure contained in this section shall apply only once to any extracurricular participant during his/her years in grades 7-8 and once in grades 9-12.
3. Self disclosure shall affect only the appropriate penalty for the violation and shall not affect the status of the violation itself. (A student with no prior violation history who self-discloses an initial violation of this code would have his/her next violation treated as a second violation and subsequent violations treated accordingly).
4. Self-disclosure, which meets the requirements of this section, shall apply only to an extracurricular participant's first offense. Self-disclosure shall not modify the penalties for second or subsequent violations.
5. The student will be required to perform 7.5 hours of community service in CAPS approved programs. At least 3 hours of the community service must be completed before the student may return to competition. The other 4.5 hours must be completed before the season's last event or a date approved by the appropriate school administrator. Otherwise, the student will not be allowed to participate in any scheduled extracurricular activities until the community service has been completed.

**NOTE:** All community services must be performed outside the regular school day.

**General Clauses**

The extracurricular code attempts to cover any situation that might occur in the operation of the Cadillac Area Public Schools extracurricular program. However, all involved parties must realize that this document cannot completely encompass every possible circumstance. Cadillac Area Public Schools reserves the right to make decisions necessary and proper in any area of the extracurricular program that is not specifically stated in the code. Students and parents should be aware that the rules, policies, and information contained in the extracurricular code pertain immediately to any student once he/she completes the sixth grade at Mackinaw Trail Middle School or to any new student in grades 7 through 12 once he/she completes the enrollment procedure. Rules for each team/activity are to be given to the student in written form by his/her coach or advisor along with the penalties for violations.

**Athletic Injuries**

Extracurricular activities can be hazardous. Taking part in these activities may result in severe injury, including permanent paralysis or death, and is a calculated risk recognized by the student and the student's parent/guardians. Cadillac Area Public Schools and its employees will not assume any liability for injuries sustained by the student when he/she is participating in the school's extracurricular program.

The parents/guardians of the student will accept complete responsibility for payment of medical expenses incurred in the diagnosis and treatment of the student. Cadillac Area Public Schools will make a limited accident benefit program available for the parent and student to purchase. It is the responsibility of the student and/or the student's parents to inform the coach or advisor of any injury received by the student.

When an injury or sickness occurs, which in the judgment of the coach, advisor, or a school official requires the student to seek medical assistance, the student must submit to the coach or advisor a written statement signed by a physician (M.D./D.O.) indicating that the student is physically able to resume participation before being allowed to do so.

**Additional Policies**

1. No team may start practicing before the first date allowed by the MHSAA.
    a. If a student has quit or is cut from a squad because of lack of ability or reason unrelated to disciplinary or attitude problems, he/she may try-out for another sport program.
    b. If an athlete leaves the sport because of a disciplinary or an attitude problem, he/she may enter another sport when he/she has a written release from the athletic director.
2. Athletic equipment purchased by the Athletic Department of Cadillac Area Schools is not to be worn except for games and/or practices. Any exception to this procedure must be cleared in advance with the athletic director.
3. Each student is responsible for the care and maintenance of all equipment issued to him/her. The student will return all equipment issued to him/her at the completion of the season. The student will reimburse the school district for all equipment issued that is not returned. In addition, the student will not be issued any further equipment until previously issued equipment is returned or paid for.
4. All students are expected to ride the team/activity bus to and from all school sponsored activities. Exceptions to this rule must be approved by an administrator.
5. Athletes are not to be allowed to dress for practice prior to the end of 5th hour.

**Guidelines for Attire**

Athletes representing Cadillac High School should take extra care in their dress on the day of the contest. Game day attire will be established by the coach upon approval of the athletic director. The

enforcement of approved game day attire will be carried out by the coach/advisor.

**Scholar Athlete**

Any 10th, 11th or 12th grade student who maintains a cumulative grade point average of 3.30 or higher will be recognized as a scholar athlete in each sport in which he/she participates.

**Awards**

Varsity letters are awarded for participation in interscholastic athletics and competitive activities; qualifications as a member of a varsity squad are to be determined by its coach/advisor. While any student may receive recognition for more than one sport/activity during the school year, it is the policy of the athletic department to give only one letter while a student is in grades 9-12. Any additional awards will be represented by a certificate of a pin. Certificates are issued for participation in all other levels.

**10. Library**

**School and Classroom Library**

Library Mission:

School libraries and classroom libraries play a critical role in preparing learners for life in an information-rich society. As defined by AASL, school and classroom libraries are "dynamic learning environments that bridge the gap between access and opportunity for all K–12 learners" (AASL 2016b, 1). The school library provides access to a wide array of resources and an environment in which teaching and learning are the primary emphases. School and classroom libraries provide spaces and places for personalized learner success; learners are encouraged to explore questions of personal and academic relevance. School and classroom libraries are instrumental in fostering literacy and teaching inquiry skills to support lifelong learning.

School librarians will collaborate with educators and administration to design school and classroom libraries that are places of information access and knowledge sharing.

School and Classroom Library Selection Policy Objectives

- To provide faculty and students with materials that enrich and support the curriculum and meet the needs of the students and faculty served
- To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with a diversity of appeal, allowing for the presentation of many different points of view
- To select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions
- To select materials in all formats, including up-to-date, high-quality, varied literature to develop and strengthen a love of reading

School and Classroom Library Responsibility for Selection

The elected Board of Education shall delegate to the superintendent of schools or district administrator the authority and responsibility for the selection of library materials in all formats. Responsibility for actual selection rests with professionally trained library personnel using the board's adopted selection criteria and procedures. Because classroom collections serve as part of the curriculum, they should be part of the instructional materials selection and reconsideration policy.

School and classroom Library Selection Criteria

General Criteria:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with the need

School and classroom Library Reconsideration Policy

- Despite the careful selection of library and classroom library resources and the qualification of those involved in the selection process, objections to resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a resource.

School Library Procedures for Handling Informal Complaints

Persons with a complaint about library or classroom print or digital resources should state their concerns to the school librarian or principal. The librarian or principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the

selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of resources for their children and should accord the same right to other families.

If the complaint is not resolved informally, the librarian or principal will explain the formal reconsideration process and provide the individual with a copy of the school district's selection policy with reconsideration procedures and a request for reconsideration of resources form. If there is concern about multiple items, a separate form must be completed for each item. All complaints to staff members shall be reported to the building principal, whether received by telephone, letter, or in personal conversation. No resources should be removed or restricted from use as a result of the informal complaint.

If the completed and signed formal request for reconsideration form has not been received by the principal within two weeks, the matter shall be considered closed.

School and Classroom Library Procedures for Handling Formal Complaints

The following procedures should be followed if, after discussing the questioned resource, no resolution is made.

1. The complainant should be referred to the principal.
2. A concerned citizen who is dissatisfied with earlier informal discussions will be offered a packet of materials which includes the library's mission statement, selection criteria, request for reconsideration of instructional resources form, and the Library Bill of Rights.
3. The complainant is required to complete and submit the reconsideration form to the principal within ten business days.
4. If a completed reconsideration form is not submitted within ten business days, the matter is considered closed.
5. Upon receipt of the form, the principal should notify and provide a copy of the reconsideration form to the following individuals:
    - Superintendent
    - School Reconsideration Committee
    - School librarian
    - School Department Representative

The work in question will remain on library shelves and in circulation until a formal decision is made.

The Reconsideration Committee will be appointed by the principal and consist of a teacher, a building-level administrator, a school librarian, a reading specialist or language arts teacher, and a member of the community.

The school librarian will secure copies of the resource for the committee to review.

- The school librarian will provide the reviewing committee with a short formal Intellectual Freedom training that explains a packet of materials, which includes the library's mission statement, selection criteria, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any.
- Through interlibrary loan or other means, the school librarian will obtain copies of the material in question for review by the Reconsideration Committee.
- The Reconsideration Committee (which should include the school librarian) should schedule a formal reconsideration meeting within 10 school days after the principal receives the written request for reconsideration. The principal should notify the superintendent and the committee.
- The school-level Reconsideration Committee should follow the procedures listed below:
    - At the initial meeting, the principal and committee will review reconsideration committee guidelines and procedures. A school administrator should fully participate in the reconsideration process.
        - A member of the committee should keep minutes.
        - All committee members should fully review the resource (read or view the entire work) before voting.
        - The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
        - The complainant may make an initial verbal presentation about the resource under reconsideration or may choose to share the written form. The complainant is asked to provide sources for quotes used during this presentation.
        - The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee. The committee chair may choose to give committee members time to ask questions.
        - During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.
        - The committee's written decision (including a minority report if needed) shall be presented to the complainant, the superintendent of schools, and the school librarian within five school days after the decision is made.
        - If the complainant is not satisfied with the decision at the school level, a written appeal can be made within 10 school days to a system-level Reconsideration Committee. This request should be delivered to the superintendent of schools.
- The District-Level Reconsideration Committee will consider any appeals from the school level. The committee will be appointed by the Superintendent or his/her designee as follows:
    - District library services staff
    - School librarians from the appropriate levels
    - Other district-level instructional staff
    - A student from the level in which the challenged material resides (middle or high school level only)
- The organization of the District-Level Reconsideration Committee will be as follows:

- Policy, committee guidelines, and procedures should be reviewed at each meeting.
- The chairperson will be the school librarian (or other appropriate central office supervisor of school libraries). The secretary of the committee will be elected at each meeting.
- The chairperson will be the spokesperson for the committee at all meetings and before the Board of Education when decisions are made.
- The secretary will record the minutes and decisions of the meetings.
- These should be filed with the chairperson, who will communicate decisions in writing to the superintendent. Meetings will be called at the discretion of the chairperson or when an appeal is requested by a complainant.

- The procedures for the District-Level Reconsideration Committee will be as follows:
  - The chairperson will call the meeting within 10 school days after the written appeal is filed with the superintendent.
  - The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members at least three days prior to the meeting. The procedures for these meetings are the same as those for the school-level meeting.
- The procedures for an appeal to the Board of Education will be as follows:
  - An appeal of the decision made by the District-Level Reconsideration Committee must be made in writing to the superintendent within 10 days of the system-level committee decision.
  - A decision on the complaint will be made at the next regular meeting or special meeting within 30 days of the written request to the superintendent.
  - The board reserves the right to use outside expertise if necessary to help in its decision-making.
- The chairperson for the District-Level Reconsideration Committee will present the committee's decision to the board.
  - The complainant or designee will present the petitioner's position.
  - The board's decision will be final, and the superintendent will implement the decision.
  - Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be entertained.

*"Objectives", American Library Association, December 18, 2017.*

*http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/objectives (Accessed August 4, 2023)*

*Document ID: 8551bd63-64b3-463c-b0d7-bbfebbc6fd68*

**Condensed Student Handbook**

*Click bookmark link for more information

**FAQ:**

Academic Probation**:** Students failing three or more courses are ineligible for non-athletic events

Alternative School Referral policy: Click link for more information.

Attendance policy: Click link for more information.

Curriculum and Academic Requirements: Sexual harassment can be unwelcome sexual advances; request for sexual favors, or other verbal or physical conduct of a sexual nature

Career Tech Center (CTC) requirements: 15+ years of age, turn in an application to their counselor and signature from the student, parents and two teachers.

Dress code: No hats, midriff shirts, halter tops, clothing that glamorizes use or sale of drugs, promotes hatred, or contains sexually suggestive messages.

Dual enrollment / dual credit: Must be in high school, took PSAT and/or all MME components, minimum score on one of those tests, enrolled in one (1) high school course, must take no more than four (4) courses total each term.

Online learning opportunities: Click link for more information.

Search and Seizure policy: The Principal, Assistant Principal, or the Principal's designee has the right to search a locker, personal property and/or individual to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel.

Exam exemptions:

Summer school guidelines: Eligible students scored at least 40% in a core class and have no more than 15 absences.

Tardy policy: 3rd tardy = 1 hour of detention. 5th tardy = 2 hours of detention. 6th tardy = ISS

Work experience requirements: Must be senior, work minimum 12 hours a week, enrolled in five (5) academic classes, evaluation form to be filled out by employer every marking period, complete all paperwork in the high school office

**Rules:**

What are the behavior classifications and guidelines?

What is sexual harassment?

What is bullying? Repeated written, verbal, graphic, or physical acts (including electronically transmitted acts) that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly. It can be physical, verbal, psychological or a combination of all three.