

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

ADMINISTRATION

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(SENIOR COUNSELOR)

CADILLAC HIGH SCHOOL'S MISSION

The mission of Cadillac High School is to provide a comprehensive public education that challenges individuals to reach their full potential. With students as the focus of all that we do, we are committed to establishing and achieving high expectations with measurable goals that promote excellence. 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.

THE HANDBOOK CONTAINS CADILLAC HIGH SCHOOL'S RULES AND REGULATIONS. EACH STUDENT WILL RECEIVE A COPY AND IS RESPONSIBLE FOR ITS ENTIRE CONTENTS. FAILURE TO READ THIS BOOKLET IS AN UNACCEPTABLE REASON FOR NOT FOLLOWING THE RULES. IF STUDENTS HAVE ANY QUESTIONS, PLEASE DISCUSS THEM WITH THE PRINCIPAL, ASSISTANT PRINCIPAL, TEACHERS, PARENTS, OR COUNSELING OFFICE.

TABLE OF CONTENTS

HIGH SCHOOL ADMINISTRATION
HIGH SCHOOL COUNSELING
DISTRICT/HIGH SCHOOL MISSION STATEMENT

I.	NONDISCRIMINATION AND HARASSMENT POLICIES	
A.	Non Discrimination Policy	01
B.	Grievance Procedure	01
C.	Student Sexual Harassment and Intimidation	01
II.	CURRICULUM AND ACADEMIC REQUIREMENTS	
A.	Requirements for Graduation	02
B.	College Prep Program	03
C.	NCAA	03
D.	Student Financial Aid	03
E.	Vocational Placement Wexford-Missaukee CTC	04
F.	Co-operative Program	04
G.	Work Experience	05
H.	Dual Enrollment Program	05
I.	Independent Study Program	06
J.	Summer Intersessions--	06
K.	Adult Night School	06
L.	Correspondence Courses	06
M.	Early Graduation	06
N.	Attendance Qualifications for Graduation	07
O.	Participation in Public Ceremony	07
P.	Adult High School Graduation	07
Q.	Academic IEP Procedure	07
R.	Referral Policy	07
III.	GRADING POLICIES	
A.	Marking System	08
B.	Senior Examination	08
C.	Valedictorian/Salutatorian/Top Twenty Award Criteria	08
D.	Grade Changes Hearing Committee	08
	Incomplete Grades	09
	Academic Letters	09
G.	Honor Roll	09
H.	Testing Out	09
I.	Retaking a Class	09
IV.	LIBRARY SERVICES AND PROCEDURES	
V.	GUIDANCE AND COUNSELING	
VI.	CONDUCT AND DISCIPLINE	
A.	Introduction	10
B.	General Policies for Conduct	10
C.	After School Detention	11
D.	In-School Suspension	11
E.	Saturday School	12
F.	Suspensions and Expulsion	12

G.	Weapons and Arson Under Section 1311 of the School Code and the Gun-Free Schools Act		13
H.	Drugs and Alcohol		13
I.	Gang and Racially Related Situations, Religious Slurs	16	
J.	Cheating Policy	16	
K.	Physical Restraint		16
L.	Search and Seizures		16
M.	Arrest and Interrogation by Law Enforcement Agencies	17	
N.	Parking Permits	17	
O.	Marriage and Pregnancy		17
P.	Freedom of Expression	17	
Q.	Student Due Process and Appeal Procedure	17	
VII.	ATTENDANCE POLICY		18
VIII.	GENERAL SCHOOL PROCEDURES		
A.	Assemblies		20
B.	Bulletin Boards	20	
C.	Fire and Tornado Drills	20	
D.	Accidents or Communicable Diseases	20	
E.	Administering Medication		20
F.	Use of Inhalers	20	
G.	Lockers	20	
H.	Lost and Found	21	
I.	Medical Excuses From Physical Education		21
J.	Fund Raising		21
K.	Student Directory		21
L.	Right to Access and Privacy of Records	21	
M.	School Dances	21	
IX.	CLUBS, STUDENT ORGANIZATIONS AND ACTIVITIES		
A.	Student Activities		22
B.	National Honor Society	22	
C.	Student Leadership Opportunities		22
D.	Junior Rotarians		22
E.	Student Council	22	
X.	EXTRACURRICULAR ACTIVITY CODE		
A.	Eligibility		25
B.	Violations		25
C.	Violation Reporting and Hearing		26
D.	Penalties		26
E.	Self Disclosure	27	
F.	General Clauses	28	
G.	Athletic Injuries	28	
H.	Additional Policies		28
I.	Guidelines for Attire		28
J.	Scholar Athlete	28	
K.	Awards	29	

I. Nondiscrimination and Harassment Policies

A. Nondiscrimination Policy

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

B. Grievance Procedure (BCAE-8018)

Section 1:

If any person believes that the Cadillac Area Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504, he/she may bring forward a complaint, which shall be referred to as a grievance, to Mr. Paul Liabenow, Central Office, 421 South Mitchell Street, Cadillac, MI 49601

Section 2:

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally with the local Compliance Officer who shall in turn investigate the complaint and reply with an answer to the complaint within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures:

Step 1:

A written statement of the grievance signed by the complainant shall be submitted to the local Compliance Officer within five (5) business days of the receipt of answers to the informal complaint. The Compliance Officer shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) school days.

Step 2:

If the complainant wishes to appeal the decision to the local Compliance Officer, he/she may submit a signed statement of appeal to the superintendent of schools within five (5) business days after receipt of the local Compliance Officer's response. The superintendent shall meet with all parties involved, try to work out a solution, and respond in writing to the complainant within five (5) school days.

Step 3:

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of the receipt of the superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of the meeting.

Step 4:

If at this point the complainant's grievance has not been satisfactorily settled, he/she may further appeal to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC 20201.

C. 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 counselor 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.

II. CURRICULUM AND ACADEMIC REQUIREMENTS

A. Requirements for Graduation (Classes of 2009 & 2010)

The course requirements for graduation will be:

3	Credits	Communication Arts (English)
2	Credits	Mathematics
2	Credits	Science
2	Credits	Foreign Language, Fine or Performing Arts, Vocational Education, or Practical Arts, or any combination thereof
1	Credit	American Studies
1	Credit	Physical Education
1	Credit	Global Studies
½	Credit	Government (Class 2009) Civics (Class 2010)
½	Credit	Personal Guidance
½	Credit	Basic Communication (Speech)
½	Credit	Computer Education; ANY ONE of the following in grades 9 thru 12:
		OR
½	Credit	of a computer education class previously;
		OR
1	Credit	courses in which computers are integrated into the curriculum.

Requirements for Graduation (Classes of 2011 and on)

4	Credits	Math (1-credit Algebra I, 1-credit Geometry, 1-credit Algebra II, 1-credit in final year of high school)
4	Credits	English (English 9, English 10, English 11, English 12)
3	Credits	Science (1-credit Biology, 1-credit Physics or Chemistry and 1 additional credit)
3	Credits	Social Studies (0.5-credit Civics, 0.5-credit Economics, 1-credit US History & Geography, 1-credit World History & Geography)
1	Credit	Physical Education & Health
1	Credit	Visual Performing and Applied Arts
1/2		Online learning experience
2	Credits	Starting with the Class of 2016; Language other than English

--The number of credits required for graduation; class of 2009 – 23.5 credits, 2010 – 25 credits, 2011 – 26.5 credits and 2012 – 27.5 credits. All students must be enrolled in the equivalent of five (5) classes each term.

--One half credit of the physical education requirement may be waived by completing one season in any competitive sport program sponsored by Cadillac High School (only class of 2009 & 2010)

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

Required Assessment.

- Students may elect to waive the ½ credit of the Basic Communication requirement by successfully completing one of the following courses: Debate, Forensics, Radio Production, Television Production, or Performing Arts (only classes of 2009 & 2010)
- The Drop and Add period is the first ten (10) school days of each term. A student may drop or add a class without penalty during the first five (5) days. During the second five (5) days, a student may drop or add without penalty with teacher recommendation only.

B. 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 catalogue 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

Physical/Earth Science
Field Ecology
Biology
Vertebrate Biology
Anat. and Phys.
Chemistry
Physics
Advanced Chemistry
A.P. Biology

English

English 9 or Accelerated 9
English 10 or Accelerated 10
English 11 or Accelerated 11

College Prep. English
A.P. English

Foreign Language

4 yrs. Recommended

Mathematics

Algebra
Geometry
Adv. Algebra
Func. & St. & Trig.
Pre-Calculus
A.P. Calculus

Social Studies

World History & Geography
U.S. History & Geography
Advanced World History
Psychology
Sociology
Government
Civics
Economics

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

C. 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.

D. Student Financial Aid

The following scholarships are offered to students of Cadillac High School. Applications should be secured from the counseling office during their senior year. Most scholarships are based on grade point averages, tests scores (ACT) and the family's financial need as shown by the F.A.F. (Financial Aid Form). Local banks award student loans to students whose parents have accounts at those banks.

Scholarships Available for CHS Students

American Legion Auxiliary
Joshua Bell
Oma & Kenneth Brodeur Scholarship
Cadillac Area Art Association
Cadillac Business and Professional Women's Club
Cadillac Rubber and Plastics Scholarship
Cadillac Viking Boosters Scholarship

Kris Eggle Scholarship
Elks Scholarship
Esta von Bergen Scholarship
4-Seasons Ford Scholarship
Four Winns Scholarship
Kelly Garcia Memorial Scholarship for the Performing Arts
Amy Hutton Scholarship (Forest View Students ONLY)
Kiwanis Club Scholarship
Korean War Veterans
Bob Kukla Golf Scholarship
Dr. Mannion Scholarship
Masonic Lodge Scholarship
Michigan Competitive Scholarship (Take ACT and fill out state grant form)
NMC Presidential Scholarship
Northwest Michigan Association of Home Builders Scholarship
Pell Grant (Take ACT)
William Peterson Scholarship
Pettengill Scholarship
Project Strive Scholarship
Rotary Scholarship
George and Lynda Terrill Scholarship
Wal-Mart Scholarship

E. 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 of age.
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.
3. The student must take the General Aptitude Test Battery (GATB) during the regular testing times prior to admission.

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. **IN SOME CASES, 10TH GRADERS ARE ADMITTED TO A PROGRAM IF THEY MEET ALL THE ABOVE REQUIREMENTS AND RECOMMENDATIONS, AND IF THERE IS ROOM IN THE PROGRAM OF THEIR CHOICE.**

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 then to choose an alternate program.

One year in a vocational program earns three (3) 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.

F. Co-operative Program

The cooperative plan of vocational education is a program through which the student can develop occupational skills as the result of supervised experiences on-the-job related to instruction in the school. Under the plan, a student is permitted to leave school for part of the day to work at least fifteen hours a week on a job for which he/she gets paid. The student is granted ½ credit per semester or one (1) credit per year for satisfactory completion of the program. To qualify for a co-op job, a student must have been taking preparatory classes at the Career Tech Center or be a senior enrolled in one of the new programs at the Career Tech Center and also have related instruction during the time of employment. He/She must be enrolled in at least three (3) classes and remain in good

standing in these classes during the semester. If the co-op program is taken with the vocational lab, the classes may be taken only in the day-school program.

The co-op program will be handled through the Wexford-Missaukee Area Career Tech Center. The coordinator will make all placements and do all follow-up work. Students must follow all rules and regulations of both Cadillac High School and the Career Tech Center to remain in the co-op program.

G. 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.

H. Dual Enrollment Program (IDC-7648)

Eleventh and twelfth 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 are interested in dual enrollment should see their counselor for more details.

ELGIBILITY

The student must:

- *be in eleventh or twelfth grade
- * have taken the PSAT, PLAN, ACT or MME
- *obtained a minimum score on one of the above tests. See your counselor for a list of the qualifying scores.
- *be enrolled in at least one high school course
- *take no more than five (5) 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: not activity, hobby craft, recreational, physical education, theological, divinity or religious courses.

Advanced placement of 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.

I. Independent Study Program

Seniors have the opportunity to do an advanced research program that is well beyond the approved curriculum taught at Cadillac High School. The research must be done in a clearly defined area and should be related to the student's career or college goals. The independent studies program is not a substitute for a course currently being offered or an extension of a course that has been previously taken by the student.

A. Eligibility in the Independent Study Program

1. Must have successfully completed 21.5 credits.
2. Must be a student in good standing.
3. Must be working toward graduation requirements.
4. Must be approved by the senior counselor and building principal.
5. Should have a superior academic background.

B. Procedure

1. The student must obtain approval from the senior counselor and the high school principal (an IEPC may also be used).
2. The student must have a specific area and a general plan before applying.
3. The student must secure a mentor teacher.
4. The student and mentor teacher must meet with the Assistant Superintendent for Curriculum. At this meeting the following will be established:
 - a) Specific content of the program
 - b) Bench marks and time lines.
 - c) What the grade will be based upon.

*It must be noted that the student will receive a grade and credit for one (1) semester of work for one (1) class. This grade will be figured into the student's G.P.A.

J. Summer Intersessions

Any student who successfully completes all course objectives in an intersession course (for remediation purposes) will receive credit for the course. The credit will replace an "E" or no credit grade on the student's record.

K. Adult Night School

Adult night school may only be taken by seniors who have a full load of regular courses in the day school program and with permission of a counselor, administration, and the Adult Education Coordinator.

Required courses, if offered during the term must be taken in the day school program and not in the night school program. Seniors may not take government in adult night school. Students may enroll in two (2) classes at one time and earn a max of two (2) credits a year.

L. Correspondence Courses

Correspondence courses may only be taken by seniors who have a full load of regular courses in the day school program and are deficient in credits towards graduation and with permission of an administrator.

Required courses, if offered during the term, must be taken in the day school program and not through correspondence courses.

Seniors may not take Government through correspondence courses.

No more than two (2) correspondence courses may be taken at one time, with a max of 2 credits per year.

The cost of the correspondence courses is the student's responsibility.

M. Early Graduation (JSHH-8440)

Language regarding early graduation requirements and procedures will be as per the

current Cadillac Board of Education Policy. Please inquire in the guidance office.

N. Attendance Qualifications for Graduation

A senior should be in attendance during all three (3) terms 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.

If a senior is in attendance two terms or less, at Cadillac Senior High School, he/she should receive a diploma from the school previously attended. This student would be allowed to participate in the Cadillac graduation exercises.

O. 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, all students must meet all graduation requirements by noon on the second Friday prior to the graduation ceremony. Students owing money for shop fees, class projects, books, library fees, etc., will be denied participation in the public ceremony.

P. Adult High School Graduation

The requirements shall be the same as those which were required of students in Cadillac High School in June of the year of the candidate's eighteenth birthday or the current graduation requirement at the date of application for enrollment in the Cadillac Adult High School Completion Program.

Q. Academic IEP Procedure

The purpose of academic IEP is for those situations in which a deviation from the normal class schedule is requested.

1. A request to hold an academic Individual Educational Plan (IEP) will be made by either the student or his/her parent/legal guardian. The request must be made at least fifteen (15) working days prior to the first day of school or the start of the term. The request must:
 - A. Be made in writing
 - B. Include the reason for the deviation
 - C. Include the specific curriculum and/or procedure to be modified.
2. The principal will arrange for an IEP within five (5) days of having received the request.
3. The IEP committee shall include:
 - A. Administrator
 - B. Counselor
 - C. Parent and student
 - D. Teacher selected by the parent
 - E. Up to two (2) teachers selected by the administration
4. A majority decision of the committee members present will determine the outcome of the request.
5. If the parent or student is not satisfied with the results, they may take their request to the Cadillac Superintendent of Schools.

It is clearly understood that the IEP cannot change or modify Board of Education policy nor can it create a situation that would be counter to existing employee contracts.

R. Referral Policy

A high school student, who is in the process of being dropped or has dropped out, will be referred to the Cooley Alternative Education Program for screening. If a student completes a successful semester at Cooley, or another high school or approved program, he/she may re-enroll at Cadillac High School. A successful semester would be 80% or better attendance and passing all classes.

III. GRADING POLICIES (IKA-R, 7560, 7561, 8055)

A. Marking System

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

A.	Excellent	D.	Passing
B.	Good	E.	Failure
C.	Average		

A term grade is the combination of 12 weeks of coursework and performance on a trimester exam. Coursework will account for 80% of the trimester grade while the exam will account for 20%.

Grading Scale

<u>Percentage</u>	<u>Grade</u>
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

B. Senior Examination

Seniors with a grade of B- and four (4) or fewer absences for the spring (3rd) term will not be required to take the final exam for that subject. School-related absences and absences due to a death in the immediate family will not be counted in this total and are not calculated in this exam exemption. **Suspension (Out of school as well as In-school) days will be counted in the total when determining exam exemption.** A senior who does not have to take the exam may do so to try to better his/her grade.

C. Valedictorian/Salutatorian/Top Twenty Award Criteria (2009-2010)

To be eligible to become the Valedictorian or Salutatorian, students must be enrolled and have completed seven of the eleven terms that are used to determine class rank at Cadillac High School.

C2. Senior Scholars

Starting with the graduating class of 2011 Cadillac High School will implement a Senior Scholar Award 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 the students' ACT score and cumulative G.P.A., through the second term of their senior year. The results from this formula will be used to generate a Top Twenty-Five list.

To be eligible to be ranked in the Top Twenty (class of 2009 & 2010) or Top Twenty - Five (class of 2011 on), students must be enrolled and have completed six (6) 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.

D. Grade Changes Hearing Committee

Grade changes shall be defined as changes in those grades that appear on the report card for marking periods, trimester 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.

E. 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."

F. Academic Letters

Any student who has achieved a cumulative G.P.A. of 3.50 or better will be awarded an academic letter. All subsequent completed requirements for the award will be recognized by a pin or medal that can be affixed to the original award.

G. 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.

H. Testing Out

Students have the opportunity to test out of classes offered at Cadillac High School by taking the department assessment for the course during the scheduled exam times or the week prior to the beginning of school. Students must earn a minimum of B- on the department assessment to earn credit for the class. A CR (credit) will be listed on the student's transcript indicating successful testing out of a particular course. Students should contact their counselor or the building principal, two weeks prior to the testing out period, to make arrangements for this opportunity.

I. 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. If the new grade is lower than the original grade, the original grade will be used and the lower grade changed to a CR. 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 students' 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.

IV. LIBRARY SERVICES AND PROCEDURES (JSHH-H - 7400)

The library, combined with the audiovisual area, forms the Library Media Center. It is open daily from 7:30 a.m. to 3:30 p.m. There are librarians available to aid the students in using the Center or in finding and using library materials.

V. GUIDANCE AND COUNSELING (JSHM -7500)

The basic goal of guidance 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.

The guidance 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 catalogues have been compiled by the counselors. This material is available for overnight use by students and parents.

VI. CONDUCT AND DISCIPLINE

A. Introduction

The Cadillac Area Public School District has the responsibility to provide services and educational opportunities for all eligible individuals within the district. It shall be the responsibility of the administration and staff to work with the parents and to use the resources of the district to develop, deliver and administer services and programs for individuals according to their needs. Services and programs shall be provided to all persons as long as their behavior and/or presence is not a detriment to the general welfare of the student body.

The building principal has responsibility for the conditions in the school building to which he/she is assigned that relate to the health and welfare of the students enrolled in the building. 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.

B. General Policies for Conduct (JFC - 8340)

To help maintain the physical facility, an environment for learning, and behavior respectful of others, the following general policies of conduct have been developed:

1. Hallways

Student should refrain from running in the hallways and use the right side of the

hallway for passing. Language used in the halls should be appropriate and not be offensive.

2. Food and Beverages

All open containers of food and beverage are restricted to the cafeteria and may be confiscated if found outside of the restricted area.

3. Maintenance of the Building

Students should not deface desks, walls, and other school property. Waste baskets should be used for discarded paper and trash.

4. Dress and Personal Grooming

Traditional social practice in dress and grooming will be followed. When the dress or grooming of a student is so extreme that it is damaging to property, or violates reasonable standards of safety, health, hygiene, or decency, it is disruptive to the educational process. The administration will require an appropriate change or modification of the student's appearance of dress before returning to class. Any indecent apparel such as muscle shirts, bare midriffs, pants with holes above the knees or clothing with profanity or inappropriate slogans or advertising will not be allowed. Any apparel that uses brand names, logos or symbols of alcohol, drugs or tobacco will not be allowed. Footwear should be worn at all times. No hats or bandannas are to be worn by any student in the school building after entering the building in the morning and until after the school dismissal bell. No chains are to be worn by any student unless approved by an administrator.

5. Electronic Devices

No electronic devices such as pagers, beepers or cell phones may be used during the hours of 7:30 a.m. to 3:00 p.m.

Sound devices (radios, tape, CD, MP3 players or other types of music devices, etc.) may only be used in the cafeteria or classroom with teacher permission.

6. Fluid Dispensers

The use or possession of fluid dispensers (spray bottles, squirt guns, and water balloons, etc.) is forbidden. Violators will have their water dispensers and all equipment associated with the dispenser confiscated, and disciplinary action may be taken. Confiscated items will not be returned.

7. Laser Pointers

The use or possession of laser pointers is forbidden. Violators will have their laser pointers confiscated and disciplinary action may be taken. A parent/guardian may contact the office for the return of the laser pointer when the school year has been completed.

8. Public Display of Affection

There shall be no excessive public show of affection in the building or on school grounds.

9. Students regardless of their age are not to possess tobacco on school property or at a school sponsored activity.

10. Classroom Behavior

Students are expected to treat school personnel with respect and follow their directions and instructions.

C. After School Detention

An "After School Detention Program" will be conducted for students who have violated certain school rules. A student may be placed into this program by either a teacher or (of the violations are but are not limited to) an administrator and a 24-hour notice will be given to the violating student. Examples

1. Swearing
2. Littering (inside or outside)
3. Drinking and food in the halls or classrooms
4. Excessive display of affection
5. Minor disrespect to a student or adult
6. Minor hall or classroom vandalism

Placement into the "After School Detention Program" is not an appealable punishment.

D. In-School/Suspension

1. Students assigned to the ISS will not be allowed to participate in extra-curricular 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.
2. Student will not be allowed breaks of any kind, except to use the restroom. Students will be escorted to the cafeteria for lunch where they will be under supervision until the lunch period ends.
 3. Placement into In-School suspension is not an appealable punishment.

E. Saturday School

A Saturday School program will be conducted for students who have violated or exceeded the attendance policy (see attendance policy). Saturday School will also be utilized for other disciplinary infractions at the discretion of the administration. Placement into the Saturday School program is not an appealable punishment.

F. Suspensions and Expulsion (JGD - 8350)

Under certain conditions, students can 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 Board of Education has established procedures whereby pupils can be denied the privilege of attending school for the reasons given below. The discipline may be progressive for each infraction or combination of infractions. A student may be suspended immediately when the health and welfare or safety of a student or school employee is in question. **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.**

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.

Actions, which may lead to suspension or expulsion:

1. **SMOKING:** The act of violating the Smoking Regulations for Pupils as contained in the laws of the State.
2. **VULGARITIES:** the use of vulgarities or the possession of materials or publications which are lewd or sexually explicit, such as depiction of a nude or semi-nude individuals in sexually suggestive situations or are considered indecent by local community standards and disruptive to the educational atmosphere.
3. **STEALING:** The act of illegally acquiring the property of another or others. Will include restitution.
4. **FORGERY:** The act of using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
5. **FIGHTING:** The act of quarreling involving bodily contact on school property, or going to or from school, including school related activities. (i.e. dance, athletic events, etc.)
6. **TRUANCY:** Repeated unauthorized absences from school.
7. **INSUBORDINATION:** The failure to respond or carry out a reasonable request by a staff member.
8. **GROSS MISBEHAVIOR:** The act of physical attack or verbal or physical threat or acts, which could lead to harmful physical effects to students or adult supervisors.
9. **VANDALISM:** The act of willful destruction of property belonging to another or others. Warning up to expulsion. Will include restitution.
10. **COMMUNICABLE DISEASES OR DANGEROUS PHYSICAL CONDITIONS (JHHA):** The condition under which any pupil is suspected of having a communicable disease or other physical condition which jeopardizes the health, safety or welfare of other students or impairs the educational process.
11. **BORROWING:** The act of extortion, or borrowing or attempting to borrow any money or thing of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.
12. **POSSESSION OR USING WEAPONS:** The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury. For weapons violations under Section 1311 of the School Code and the Gun-Free Schools Act, see Part V, Section G below.
13. **DRUGS, ALCOHOLIC BEVERAGES, ETC:** Any student who possesses, uses, distributes or is under the influence of drugs or alcohol while under the purview of the school is subject to suspension according to the drug and alcohol policy stated in Part V, Section H below.
14. **HAZING:** Soliciting, encouraging, aiding or engaging in hazing in or on any school property at any time is strictly prohibited. Hazing means any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or discomfort, physical or mental directed against a

student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization, club or athletic team.

15. **ILLEGAL INHALENTS:** The act of using, distributing or being under the influence of inhalants or chemical agents prohibited by law.

G. Weapons and Arson Under Section 1311 of the School Code and the Gun-Free Schools Act (JGD-1 - 8350)

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 380.1313). 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:

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 of 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 insures 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 if notified.

H. Drugs and Alcohol

The use, possession, and distribution of illicit drugs and alcohol 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 an alcohol test if there is reasonable

suspicion that the student has consumed alcohol. The reasonable suspicion must be based upon observable behavior sufficient to establish that the student has in fact consumed alcohol. This alcohol test shall be administered only by (a) school principal or assistant principal who is trained to administer the test. Evidence of alcohol consumption 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 alcohol test.
 - c. School officials can take appropriate disciplinary action for alcohol consumption even though a student refuses to take a requested alcohol 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.

Alcohol (JGCA - 8220)

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 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 extra-curricular 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 I: (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 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 (JGCB, JGD - 8220)

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.
2. The substance is unpackaged or is packaged in a manner normally used in illegal delivery of a controlled substance.
3. The substance isn't 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, 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.

I. Gang and Racially Related Situations, 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.
 - A. Penalty
First time: cover over or remove.
Second time or refusal upon request:
two (2) day in-school to out-of-school suspension.
 - B. Parent Contact
2. Distribution of printed material or symbols or signs.
 - A. Penalty
Three (3) day in-school suspension to out-of-school suspension.
 - B. Parent Contact
3. Racial or Religious Slurs
 - A. Two (2) day out-of-school suspension
 - B. Parent Contact
4. Coercion and threats (physical, verbal and written).
 - A. Penalty
Three (3) to five (5) day suspension first time. Upon second infraction there will be more severe penalties.
 - B. Parent conference and a signed contract.
5. Related physical acts against another student or employee.
 - A. Penalty
The student will receive a minimum of five (5) days of suspension up to ten (10) days and a move for expulsion.

J. Cheating Policy

Students are responsible for completing all assigned academic work without unauthorized aid of any kind. Academic cheating is defined as using any printed visual, or verbal material that is not the users for fraudulent purposes. Academic cheating also applies to the person who knowingly provides material and/or answers for fraudulent purposes. Specific projects include but are not limited to the following:

1. Quizzes
2. Tests, Final Exams
3. Term Papers
4. Notebooks
5. Any other material that receives a grade

Any student proven to be cheating will automatically be given a “0” on that specific project. Subsequent violations will result in a “0” on that specific project and a warning up to In School Suspension. Since grades are affected, all appeals related to cheating are to be handled by the grade hearing committee.

K. Physical Restraint

Physical force may be used to take weapons or to prevent a student from harming him/herself or other people.

L. Search and Seizures (JFG, JFG-R - 8130)

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.

M. Arrest and Interrogation by Law Enforcement Agencies: (8140)

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.

N. Parking Permits

1. Parking permits will be issued to students with a legal drivers 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 Student Handbook. **Violations of parking regulations shall result in the student's vehicle being towed away at the owner's expense.**

O. Marriage and Pregnancy

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

P. 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 students or teachers.

Q. Student Due Process and Appeal Procedure (JFA - 8351)

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 for the remainder of the school year, 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 chose 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 chose 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.

VII. ATTENDANCE POLICY (JEA - 8035)

Regular attendance at school is important to each student as it directly affects his/her academic progress and development of habits and attitudes for later life. Studies indicate a high correlation between attendance and success in school.

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:

1. General Guidelines
 - a. Attendance can positively or negatively affect a student's grade.
 - b. Absences will be excused as long as a parent/guardian has prior knowledge of the absence and notifies the attendance office by note, phone call (876-5804), or in person no later than three (3) school days, and the day of the absence counts as day one (1). An answering machine (876-5804) is available twenty-four (24) hours a day and seven (7) days a week to receive your phone calls. Failure to excuse an absence within three (3) school days will result in the student receiving an unexcused absence.
 - c. Any student who deliberately misses a class or leaves class without the teacher's permission will receive an unexcused absence in that class.
 - d. Students who are more than ten (10) minutes late to a class without a pass will be given an unexcused absence for the hour.
 - e. Any work assigned during an excused absence may be made-up by the student. Upon the student's return to school the student will have one (1) school day for each day missed to make up the work. It is the student's responsibility to contact

each teacher for the missed assignments. 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.

- f. Work missed for school-related and pre-approved or prearranged 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.
 - g. Any assignment missed during an unexcused absence may not be made-up. The student will receive an “E” or no credit for these assignments.
 - h. Students who are suspended out of school (OSS) will be allowed to take End of Term/Final Exams, Chapter/Unit Tests and turn in major papers/projects. They will not receive credit for daily assignments or work.
 - i. Students who are assigned to in-school suspension will be able to receive credit for all successfully completed work.
 - j. In-school and out-of-school suspension will not affect the attendance record of a student during the time of the suspension.
 - k. A parent/guardian, teacher, counselor, or administrator may request a conference to discuss a student’s attendance record. Parents/guardians and their children are expected to comply with state law and the school’s attendance policies.
2. Trimester Policy
- a. Students will be allowed 7 absences in each class period during a term. Parents will be notified by letter on the student’s fifth (5th) and eighth (8th) absences.
 - b. On a student’s eighth (8th) absence, the student will be required to achieve at least a C+ on the final exam to have his/her grade calculated for the term. If the student does NOT attain a C+ or higher grade on the exam, the student will receive an E and no credit for the course. Absences not calculated in the ten (10) absence procedure include:
 - I. Suspensions imposed by a school administrator.
 - II. School-related absences.
 - III. Absences due to a death in the immediate family.
 - c. Students who accumulate more than a total of ten (10) absences (absolute maximum of excused or a combination of excused/unexcused) will lose credit for those classes. Students will not be withdrawn from those classes unless there are resultant behavior problems.
 - d. Extenuating circumstances of a medical nature (such as a serious or extended illness or injury), upon receipt of documentation from the doctor in charge, will be considered. This documentation must contain the specific dates the student should not be in school.
3. Other attendance Guidelines
- a. Each step in the attendance policy must be completed prior to a student losing credit in a class with a grade of “E”.
 - b. Enrollment in fewer than four (4) classes shall only be permitted with the approval of an administrator. If approval is not granted, the student shall be dropped from school for the remainder of the term with a grade of “E” in all classes.
 - c. Students who are penalized for not complying with the attendance policy, may appeal an administrator’s decision by following the appeal procedure.
4. Students missing any part of the day must report to the office to sign-in before attending class and will have a pass from the office.
5. Students who leave school during the school 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. When the parents/guardians and emergency persons designated by the parents/guardians are not able to be contacted, an administrator will determine whether or not the student should be allowed to leave.
6. 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.
7. Trimester Tardy Policy:
To be considered on time for a class, the students must be inside the classroom when the tardy bell rings. The penalties for tardies include:

3 Tardies in a class – one hour of after school detention

5 Tardies in a class – two hours of after school detention

Each tardy after the sixth (6th) tardy will result in two (2) hours of Saturday School.

8. College Visitation:

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 providing they are prearranged with his/her counselor and there is written verification from the college at the completion of the visit. This verification must be submitted to the attendance secretary within three school days or the absence will be unexcused.

VIII. GENERAL SCHOOL PROCEDURES

A. 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.

B. 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 club or class sponsors or administration.

C. Fire and Tornado Drills (EBCD, EBCD-A-4040)

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.

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

E. 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.

F. 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.

G. Lockers (JSHM, JFG-8130)

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 SHARE OR EXCHANGE LOCKERS OR THEIR COMBINATIONS

WITH ANYONE.

H. Lost and Found (JSHM-5)

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.

I. 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.

J. Fund Raising

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

K. Student Directory (JOC)

The Cadillac Area Public Schools authorizes a "Student Directory" to be available upon request. Include 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 written request to be excluded from the list to submitted to the building principal.

L. Right to Access and Privacy of Records (JO-8940)

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. Except (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.

M. School Dances

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

1. No guest over the age of 20 will be admitted.
2. 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).
3. Once a student leaves the dance (building), that student cannot reenter. Students who leave must also leave school property, including the parking lot.
4. All rules of the Cadillac High School Handbook will be in effect, i.e. appropriate dress.
5. Sponsor(s)/advisor(s) must be in attendance for the entire dance.
6. 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.
7. In general, no dance shall last beyond 11:30 p.m.
8. The rules of social etiquette and good manners will apply at all school dances.
9. Jr. High/Middle School (grades 9 and lower) students are not allowed at high school dances.

IX. CLUBS, STUDENT ORGANIZATIONS AND ACTIVITIES

A. 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.

B. 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.

C. Student Leadership Opportunities

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

D. 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.

E. 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 extra-curricular 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.

Representation

The law making body of the student council shall consist of four student council officers (elected at large), the vice-president of each class, and class representatives (five per class).

Executive

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.

1. Qualifications:
 - A. All student council officers must be members in good standing of the school during their time of office.
 - B. All officers shall be Juniors or Seniors.
 - C. All officers shall meet all the qualifications necessary to be a student council representative.
2. Duties of President:
 - A. Preside over the conduct of all meetings according to the rules adopted by the council.
 - B. Represent the entire student body in a credible manner.
 - C. Do those things necessary and proper to maintain the proper function of the student council.
3. Duties of Vice-President:

The Vice-President shall fulfill the duties of the President during the vacancy of the office of President.
4. Duties of Treasurer:

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.
5. Duties of Secretary:

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 administrators 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.

Election Mechanics

Each year officers of the student council and student council representatives shall be elected for the succeeding school year. Following the election for student council, within two weeks, shall be the election for class officers. The election for class representatives will be held within the first three weeks of each school year.

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.

Recall

1. Representatives

A. Class:

In order for a class to recall a representative, a petition clearly specifying all charges and complaints' against the representative and containing signatures of one-half of the total membership of the class must first be submitted to the advisory council. The advisory council then must approve the petition by a vote of a simple majority of the membership of the advisory council. The class must approve the petition with a vote of two-thirds of the membership of the class.

B. Student Council:

A representative may be recalled by a vote of two-thirds of the total membership of the student council and a vote of a simple majority of the advisory council.

C. New Election:

The election by the class of a new representative shall be conducted by the student council officers.

2. Student Council Officers:

A. Student Body:

In order for the student body to recall a student council officer or class officer, three steps must be followed:

1. They must first secure a petition with the signatures of one-half of the student body.
2. Two-thirds of the student council membership must vote in favor of the recall.
3. In a vote conducted by the administration two-thirds of the student body membership must vote in favor of the recall.

B. Student Council:

In order for the student council to recall an officer or class officers, a petition containing the signatures of two-thirds of the membership of the student council must first be submitted to the administration. Then in a vote conducted by the administration, a two-thirds majority of the student body membership shall be required to recall the officer. Any member of the student council who is legitimately expelled from school automatically relinquishes his/her position in the student council.

X. 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, band, choir, drama club, musicals, debate and forensic competitions, 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.

A. 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.

Students must have passed twenty (20) hours of course work; four (4) subjects carried in the previous term and are passing in twenty (20) hours of academic work during the current term. For example, if a student athlete fails the 1st trimester, he/she will not be eligible until the 3rd trimester. Similarly, if a student fails the 3rd trimester, they would not be eligible until the 2nd trimester for the following school year.

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. 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 purpose, 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 three scheduled hours 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 (trimester) 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.

Students must be aware by signing up for co-curricular classes that there are outside the classroom performances.

B. Violations

Students representing Cadillac Area Public Schools must abide by rules governing their conduct. The extracurricular code 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 extracurricular code at school or school events, away from school, during the off-season or vacation periods, or any time during the calendar year.

Violations include, but are not limited to the following:

1. Use, possession, concealment, distribution, sale, or being under the influence of:
 - A. Tobacco or tobacco products
 - B. Alcohol, alcoholic beverages, or "non-alcoholic"

- malt beverages
 - C. Illegal drugs, narcotics, or controlled substances including look-alike drugs, unless prescribed by a licensed medical practitioner.
 - D. Non-prescribed steroids, human growth hormones, use of any drug, medication or food supplement in a way not prescribed by the manufacturer or solely for performance-enhancing purposes.
 - E. Illegal inhalants
- 2. Use, possession, concealment, distribution, sale, or transfer of weapons.
- 3. *Theft
- 4. Arson
- 5. *Vandalism
- 6. Commission of any crimes, resulting in a penalty imposed by the court, including the youthful offender status.
- 7. Physical sexual misconduct or persistent verbal sexual harassment.
- 8. Striking or threatening school personnel.
- 9. Gross misbehavior
- 10. **Cheating

C. 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 Extra-Curricular Code.
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 of the Cadillac Area Public Schools' Appeal Procedure for Disciplinary Decisions of School Personnel.

D. 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 the 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.

***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 Section F number 14.

****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). In addition, the student will be required to perform 15 hours of community service in CAPS approved programs. At least 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.

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.

E. Self - Disclosure

A participant in extra-curricular 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 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 extra-curricular 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.

F. General Clauses

The extra-curricular 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.

G. 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.

H. 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 6th hour.

I. 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.

J. 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.

K. 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.