

**2008-2009
Student Handbook**

A blue line-art illustration of a Viking's head and shoulders, facing left. The Viking has a long, flowing beard and is wearing a horned helmet with a circular emblem on the forehead. The entire illustration is enclosed within a yellow circular border.

Cadillac Junior High School

500 Chestnut Street
Cadillac, Michigan 49601
(231) 876-5700

Mascot: Viking
School Colors: Blue & Gold

Viking Fight Song:

“Plunge right through that line of blue
Watch the points keep growing
Viking teams are bound to win,
They’re fighting with a vim
RAH RAH RAH
See that line a weakening
We’re going to win this game!
FIGHT FIGHT
Come on Team FIGHT
VICTORY FOR CHS”

ADMINISTRATION

Principal	Mr. Dave Champion
Assistant Principal	Mr. Mike Outman
Athletic Director	Mr. Rich Giddens
Administrative Assistant.....	Mrs. Mindy Hinkle
Administrative Assistant.....	Mrs. Diane Dunbar
Counselor.....	Ms. Ann Bush

CADILLAC JUNIOR HIGH SCHOOL MISSION

“Our students have unique academic, social, emotional, and physical needs. The staff, in partnership with parents and the community, will educate the students within a safe and nurturing environment. This will enable the students to become self-directed learners and to make successful transitions from school-to-school or school-to-career.”

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GENERAL INFORMATION

We are pleased to welcome you to Cadillac Junior High School. We take pride in our school and we trust that you will enjoy your experience as well as receive an outstanding education.

Each student will receive a copy of the handbook and is responsible for its entire contents. Please read the handbook and go over it with your parents so you and your parents can become better acquainted with our expectations. 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, parents, or counseling office.

DAILY SCHEDULE

	1 st Trimester	2 nd Trimester	3 rd Trimester
1 st hr			
2 nd hr			
3 rd hr			
4 th hr			
5 th hr			

ATTENDANCE INFORMATION (8035/8020)

According to Section 340.731 of the General School Laws of Michigan, parents and guardians of children between the ages of 6 and 16 must see that their children are in regular attendance in school.

Signing In and Out of School

Any student leaving the building during school hours for any reason must sign out at the office. Students coming into the building after the start of the school day must sign in at the attendance office. If this procedure is not followed, the student may be considered truant and face further disciplinary actions.

Students in the building after 3:15 P.M. should be with staff in an organized event, or seated in the lobby or cafeteria.

Releasing of a Student During the School Day

Students will be given permission to leave school only after receiving a confirmed written or verbal request by the student's lawful parent or legal guardian. If there is doubt as to the identity or authenticity of the requesting person, the administrator may require identification or refuse to grant the release until the verification is satisfied.

Illness or Injury At School

Students who become ill at school and wish to go home must first go to the office and speak with a secretary or administrator. This person will notify the student's parent or guardian and make arrangements for the parent to pick the student up. Students need to sign out before leaving the building. Students who do not report to the office and receive the permission of their parent to leave may be considered truant.

Any accident that occurs within the school building, on school grounds, at any athletic event or practice, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

Tardiness

Tardiness is defined as the late arrival of a student within ten minutes of the scheduled beginning time of a class. A parent can notify the office why the student is tardy,

but all tardies count as a tardy regardless of the reason. Tardiness to class will be considered as tardy during the first ten (10) minutes of the class period. A student who is detained by a teacher, counselor, or administrator and receives a pass will not be counted as tardy. Teachers will honor these passes. Any student who is tardy more than ten (10) minutes will be counted as absent from the class. Students purposely missing the entire class will be considered truant.

Teachers have been instructed to assign detention to students on their 3rd and 4th tardy of the semester. After four tardies, students will be referred to the administration for chronic tardiness. Three tardies are equivalent to one absence for classroom attendance purposes. Chronic tardiness may result in parent conferences, detention, in-school suspension (PASS), Saturday School, and/or out-of-school suspension.

Truancy

Truancy is considered an unjustifiable absence with or without parent approval. If the reason for absences does not fall under the absence categories as described, it may be considered truant.

Exceptional Attendance – Personal Attendance Day

Students exhibiting perfect attendance, having fewer than a total of two (2) tardies, and passing grades in all classes during a nine week period may receive a permission slip allowing the student a personal business day away from school. This day must be approved by parents, teachers and administration, in writing, at least three (3) school days prior to its use. The personal day must be used within the next nine-week marking period or the student will lose that day earned. This day may not be used on days when a test is given or during the last two weeks of any semester. As a general rule the following steps will apply and should be completed in order:

Obtain the Personal Attendance Day form in the office.

Obtain parent signatures.

*Obtain all teachers signatures. Teachers shall sign the personal attendance day form unless chapter, unit, or

nine week tests are scheduled on the proposed personal business day.

Return the form to the assistant principal's office at least three days prior to the requested date.

Absence Policy

Students are expected to attend classes regularly and to be on time to receive maximum benefits from the instructional program and to develop habits of self-discipline, responsibility, and punctuality.

Absenteeism is one of the most frequent causes for poor schoolwork and job failure. Students who attend regularly find it much easier to keep up their daily assignments and maintain an interest 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.

All absences are recorded as such regardless of reason. The teacher's record book is the official record of attendance.

Absences as described for this policy are to be used for the following:

- Personal illness or death in the family
- Professional appointments that cannot be scheduled outside the regular school day
- Serious personal or family emergency/crisis
- Family vacations

Written or phoned explanation of absences by parents, including the student's full name and date of absence(s) must be reported to the school office within three days of returning. Failure to provide explanation from a parent/guardian within three school days may result in the student being truant from school.

DNR (Do Not Record) Absences caused by the school will be considered DNR or Do Not Record and will not count toward a student's total absences.

In-School suspension (PASS) will be recorded as PASS and will not count as absent toward loss of credit. If a student is removed from PASS and given an OSS (Out-Of-School) suspension, the day counts as an absence and

will apply toward credit redemption. OSS absences count toward credit redemption.

Students NOT in school are not allowed to attend after school activities, parties, dances, etc.

Fifth and Eighth Absence Notification

Students will be allowed seven (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.

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.

Ten Absences

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 unless the individual teacher grants such credit. Individual teachers must notify the principal that the student is to receive credit and state the rationale for granting the credit, including a statement that the student has met the minimum requirements for the course and how such was accomplished.

Appeals

If a student feels that his/her absences are of an unusual nature, then he/she may appeal within one (1) week of the thirteenth absence for a waiver from loss of credit. The written request for a waiver from loss of credit should be sent to the principal's/assistant principal's office and be supported by any evidence that is pertinent to the request for a waiver (doctor's statement, etc.). Statements, doctor explanations, etc., generally should explain and verify half of the total number of absences up to the time of request.

The principal/assistant principal shall consult with the teachers with whom the student has lost credit and make a determination as to whether the loss of credit should be waived for that student. The loss of credit waiver process, unless circumstances are highly unusual, cannot be used more than once a year.

Make-up Work

Each student is responsible for checking with his/her teachers immediately upon return from an absence, to make up work that may have been missed. Students are allowed one (1) day to make up work for each day of absence. If the work is not made up in the allotted time, it will not be accepted for credit.

Make-Up Work Policy

Normal Absence.all school work
P.A.S.S. all school work
Out-of-School Suspension. major projects, and
.tests, and semester exams (no daily assignments)
Truancy.work due, no credit given
Students may need to arrange before or after school times to make up test(s) projects, etc., so that further class instruction is not interrupted. Assignments, test dates, and project due dates given or scheduled prior to an absence are still due on the original date or immediately upon the students return from an absence. For example, if a test was scheduled a week in advance for the next Wednesday and a student was absent the next Tuesday; the student would be expected to take the test on Wednesday. Teachers may make adjustments at their discretion.

Homebound Instruction

Homebound and hospitalized services are provided to students unable to attend school for more than five (5) consecutive days. A physician’s statement must certify that the student is unable to attend school because of illness or injury. The nature of the illness or injury and the expected length of absence must be stated. A certified teacher will provide two one-hour visits per week to the student’s home or hospital for the purposes of coordinating instructional services. Contact the principal’s office if this service is needed.

GRADUATION REQUIREMENTS

Holding students to consistent, high standards that will prepare them for the life and global economy they will face is the intent behind Michigan's new high school graduation requirements. This new curriculum is called the Michigan Merit Curriculum, and will prepare students for the Michigan Merit Exam, college, and post-graduation training and jobs. These new requirements take effect with the Class of 2011.

It is important to note that failure of even one trimester of a required course could place students in danger of not graduating with his/her class.

Requirements for Graduation (Class of 2011 and on)

Math 4 Credits

1-credit Algebra I, 1 credit Geometry, 1 credit Algebra II, 1 credit in final year of high school

English 4 Credits

English 9, English 10, English 11, and English 12

Science 3 Credits

1 credit Biology, 1 credit Physics or Chemistry and 1 additional credit

Social Studies 3 Credits

0.5 credit Civics, 0.5 credit Economics, 1 credit US History & Geography, 1 credit World History & Geography

Physical Education & Health 1 Credit

Visual Performing and Applied Arts 1 Credit

Online Learning Experience 0.5 Credit

Language other than English 2 Credits

Starting with the Class of 2016

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

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

- The Drop and Add period is the first 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.

For further information about the Michigan Merit Curriculum, please visit:

www.wmisd.org or www.michigan.gov/mde

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
Anatomy and Physics
Chemistry
Physics
Advanced Chemistry
AP Biology

Foreign Language

4 yrs recommended

Mathematics

Algebra
Geometry
Advanced Algebra
Functions, Stats, & Trig
Pre-Calculus
Calculus
Advanced Placement
Calculus

English

English 9 or
Accelerated 9
English 10 or
Accelerated 10
English 11 or
Accelerated 11
College Prep English
Advanced Placement
English

Social Studies

World History &
Geography
US History &
Geography
Advanced World
History
Psychology
Sociology
Government
Economics
Civics

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

NCAA Academic Eligibility

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

GRADING POLICIES

Marking System

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

A = Excellent D = Passing
B = Good E = Failing
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

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

Only trimester averages of academic subjects are used in computing class ranks. The grade point average will be computed as follows:

A.....4.00	C+.....2.33	D-0.67
A-.....3.67	C.....2.00	E.....0.00
B+.....3.33	C-.....1.67	CR = Credit
B.....3.00	D+.....1.33	NC = No credit
B-.....2.67	D.....1.00	I = Incomplete

To be promoted to the 9th grade a student must earn 5 ½ credits during the school year. Three (3) of these credits must be from the subjects of math, English, science or social studies. A student may earn credit back in math, English, science and/or social studies by attending summer school.

Incomplete Grades

All incomplete grades must be changed to a final grade no later than three (3) weeks after the end of the semester 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”.

Retention

A student who fails two (2) or more classes second semester in math, language arts, science or social studies may be retained.

Honor Roll

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

Testing Out

Students have the opportunity to test out of classes offered at Cadillac Junior 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.

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.

Summer Intercessions

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.

GENERAL RULES GOVERNING THE STUDENT BODY

The Cadillac Area Public Schools 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 principal is responsible for the conditions in the school building to which he/she is assigned as it relates 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.

GENERAL POLICIES FOR CONDUCT

(More specific "Respect and Protect" policies follow this section)

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

1. It is your responsibility to know the information and follow the regulations in this handbook.

2. Students are expected to treat all CJHS staff with respect and follow their instructions and directions.
3. Any staff person has the right to address or confront behavior, as well as refer a student for misconduct and/or a violation of school rules that takes place in the building, on the grounds, or at any school function. (8300)
4. Students are not allowed across Chestnut Street by the lake at any time during school hours unless accompanied by a member of the CJHS staff.
5. Students may not be in the parking lot without approval.
6. CLOSED LUNCH – Students may NOT leave the building during lunch hours. Students may NOT order out or have any food delivered. Each student is provided with a 30-minute lunch period each day. Any student may take advantage of the hot lunch program (full meal or a la carte) or bring their lunch.
7. Food and Beverages – All food and beverages are restricted to the cafeteria, and may be confiscated if found outside of the restricted area.
8. Maintenance of the Building – Students should not deface school property.
9. Students should help keep all areas and floors of school free of trash. Wastebaskets should be used for discarded paper and trash.
10. Junior high students are not to be in the high school building without written permission from the junior high school office, unless attending class.
11. A student is not to be on school property if he/she is not attending or participating in a scheduled student activity.
12. Students are not permitted in motor vehicles at anytime during the school day unless they are on a school-sponsored trip.
13. Nothing may be bought or sold at the junior high school without prior approval by the principal.
14. Students may not take part in extra curricular activities unless they have met all of the Cadillac Junior High School eligibility requirements.

15. Students shall not participate in the intentional use of logos, symbols, pictures, or messages displayed “anywhere” (on clothing, body, notebooks, planners, etc.) for the sole purpose of promoting and/or inciting: violence, racism, gang affiliation, sexual themes, or activities, alcohol/drug/tobacco use, or disrespect toward authority figures, or others.
16. Electronic devices (MP3 players, CD players, radios, PDA’s, pagers, cameras, video games, etc.) are not permitted on school grounds. Cell phones must remain in the student’s locker during the school day. The building principal must approve any unusual circumstances.
17. Students involved in fights will be subject to discipline that could result in suspension and/or referral to Probate Court. (8300)
18. Squirt guns, water balloons, fluid spraying devices, shaving cream, spray paint, spray cologne, and similar items that disrupt the educational process are not permitted in school. These items will be confiscated and students will be subject to disciplinary action.
19. The spreading of rumors intended to attack the character of a member of the school community will not be tolerated.

STUDENT APPEARANCE POLICY (8340/8300)

Our commitment to educating the whole child should include an understanding of proper grooming. Neatness of appearance and cleanliness of a person reflects and expression of pride in one’s self, in one’s school and in one’s community. Forms of student dress are acceptable as long as they are neat, clean, and not considered distracting to the educational process (i.e. profanity, tobacco, alcohol, illegal substances, suggestive or vulgar slogans are not permitted on clothing). The wearing of hats, bandanas, coats, halter tops, bare midriff or low-cut tops, pajama bottoms, micro-mini skirts, backless, strapless, off-the-shoulder blouses and sundresses, mesh shorts and baggy clothing (such as may have the potential of exposing the student) are not appropriate in

the school building. Clothing that promotes racial intolerance is also not acceptable at school. Shorts must be approximately fingertip length. All skirts must be approximately fingertip length or longer when standing. Dress skorts are permitted. Students may wear tank tops; however, the shoulder straps must be at least 2" wide and undergarments must not be visible. Chains and other jewelry, which have the potential to cause injury or bodily harm to students and others, are not permitted.

GENERAL DISCIPLINE OPTIONS:

(More specific "Respect & Protect" policies follow this section)

** Disciplinary consequences given near the end of the school year may carry over beyond the regular school year or carry over to the next school year.

Lunch Room Duty – Students assigned lunch duty for specific lunchroom misconduct will be taking care of food and trays, wiping off tables, mopping up messes and making sure the lobby is clean. (Plastic gloves are available upon request.)

Saturday School – Will be assigned to students who are not achieving academic success or for skipping classes. It meets Saturday morning, 8:30 – 10:30 a.m. Students who fail to attend will be suspended for one day.

Detention – Students serve a 50 minute detention (2:55-3:45 p.m.) after school as a result of but not limited to the following behaviors: lunchroom misbehaviors, hallway misbehaviors, lobby misbehaviors, classroom misbehaviors, or tardies.

Staff may assign students to detention for a period of one (1) day at a time. If a student owes more than ten days of detention due to multiple assignments, a referral to the administration will be made.

"PASS" (Positive Alternative to Out-of-School Suspension) – Students are assigned by the administration for a flexible amount of time to a supervised room in the CJHS building, rather than to out-of-school suspension. This is a proactive disciplinary assignment in which students receive counseling services, processing time involving learning positive alternatives for their behavior, and time to complete academic assignments for all classes.

Students assigned to PASS will be allowed to participate in extra-curricular activities or co-curricular activities on the day of their assignment to PASS. This includes, but is not limited to band and choir performances, performing arts, debate, musicals, plays, yearbook, student council, assemblies, cheerleading, and athletics – both practices and participation.

OSS (Out of School Suspension) – When behavior is deemed too severe for assignment to PASS (see also Level III, IV, and V behaviors), the student has been repeatedly sent to PASS, or has not benefited or will not benefit from PASS services, then the principal and/or assistant principal may assign OSS. Students who are suspended out of school may not attend extra-curricular activities. Students suspended out of school may make up projects, chapter tests, and semester exams, but may not make up daily assignments for the duration of the suspension.

Alternative School – students who are not achieving success will be considered for a full or half day schedule at the Cooley Alternative School. Parents will be consulted before any action is taken by the school to place the student in an alternative education environment.

Expulsion – Students whose behavior makes them dangerous to staff, other students, or themselves can be expelled. Behavior that continually disrupts the education process, as well as possession of alcohol, drugs or weapons is also grounds for expulsion.

THE RESPECT & PROTECT PROGRAM

- **Violence Prevention / Intervention**
- **Levels of Violence**

What is the “Respect & Protect Program?”

Respect & Protect is a program of violence prevention and intervention, endorsed and supported by the CAPS School Board. Respect & Protect is presently implemented in CAPS school buildings, at various stages, in an effort to make CAPS school buildings safe, supportive places highly conducive to learning. Many other strategies and proactive programs can work well under the Respect & Protect Program umbrella, including recognition programs, character education, conflict resolution, and others. The CJHS counseling staff coordinates the implementation of these programs.

Goals of Respect & Protect

1. To ensure the safety and well being of both students and educators.
2. To reduce the severity and frequency of, and to eventually eliminate all incidents of violence from the school setting.
3. To eliminate the two pervasive attitudes that directly spawn and support violence in schools: entitlement and tolerance.
4. To create (in CAPS) a safe, supportive, nurturing, non-punitive atmosphere, highly conducive to learning.

Definition of Violence – CJHS

“Violence occurs whenever anyone harms – or threatens to harm – a person’s body, feelings, or possessions.”

The Levels of Violence

The student-centered element of Respect & Protect employs five (5) different levels of intervention to prompt students to change unacceptable behavior. Each level of intervention corresponds with a level of violent behavior. Through systematic evaluation, intervention, support, and consequences, the five (5) levels of intervention help staff and principals sort out those students who can be helped in the school setting and those who cannot.

- Divided into four categories: Interpersonal Violations, Contraband, Environmental Disruption, and Building Equipment and Materials
- Level II: first level where “Discipline Form” can be filled out
- Repeated same offenses at any level may move that offense to next level

{Note: The following Level definitions are “general” samples of behaviors inappropriate at each level. Complete and more specific lists of items and definitions of the levels are available for parents, students, and interested parties in the school office. Each staff person also has a personal copy}

LEVEL I (minor violations, no “discipline form” filled out)

Interpersonal:

name calling, profanity (non-directed), horseplay

Contraband:

electronics, sound devices, coats, hats, negative logos, belt chains

Environmental Disruption:

loud talking, blurting out, public display of affection, sexually revealing/suggestive clothing

Building Equipment and Materials:

writing on furniture

Recommended Staff Action Steps:

1. Confront and stop the behavior immediately
2. Time out, away from others and hallway or room
3. One-on-one Intervention (dignified, respectful, fair)
4. Review policy/rule with student
5. Confiscate contraband or administration confiscates
6. Activate classroom management strategies
7. Request student clean, repair or replace damaged item

Possible Student Consequences:

1. Natural and Logical Consequences for this level
2. Apologies to offended party
3. Verbal contract for change
4. Allow student attempt at proper behavioral alternative in same setting.
5. Restitution to victim
6. (Optional) Counseling services to assemble behavioral plan/contract
7. Detention

LEVEL II (discipline form can be issued, repeated Level I)

Interpersonal:

refusal to follow directives, put downs, pushing,
intentional/directed profanity

Contraband:

pornography, toy weapons

Environmental Disruption:

talking back, throwing objects

Building Equipment and Materials:

breaking things

Recommended Staff Action Steps:

1. Confront and stop the behavior immediately
2. Time out, away from others and hallway or room
3. One-on-one Intervention (dignified, respectful, fair)
4. Review policy/file with student
5. Parent Contact
6. Confiscate contraband or administration confiscates
7. Activate classroom management strategies
8. Request student clean, repair, or replace damaged item
9. (Optional) Fill out Discipline Referral Form – send student and/or form to Assistant Principal

Possible Student Consequences:

1. Natural and Logical Consequences for this level
2. Apologies to offended party
3. Verbal contract for change (optional: written)
4. Allow student attempt at proper behavioral alternative in same setting
5. (Optional) Counseling services
6. Behavioral plan/contract
7. Restitution to victim
8. Detention
9. PASS
10. OSS

LEVEL III (abuse of power, fighting, repeated Level II)

Interpersonal:

aggressive physical contact, threatening

Contraband:

lighters, mock weapons, smoke bombs

Environmental Disruption:

sexual comments, spitting

Building Equipment and Materials:

graffiti, defacement

Recommended Staff Action Steps:

1. Confront and stop the behavior immediately
2. Time out, away from others and hallway or room
3. One-on-one Intervention (dignified, respectful, fair)
4. Review policy/rule with student
5. Parent Contact
6. Confiscate contraband or administration confiscates
7. Activate classroom management strategies
8. Request student clean, repair, or replace damaged item
9. Fill out Discipline Referral Form – send student and/or form to Assistant Principal

Possible Student Consequences:

1. Natural and Logical Consequences for this level
2. Apologies to the offended party
3. Allow student attempt at proper behavioral alternative in same setting
4. (Optional) Counseling services
5. Written Behavioral plan/contract
6. Possible Police report
7. Restitution to victim
8. Detention
9. PASS
10. OSS
11. Possible expulsion

LEVEL IV

Interpersonal:

sexual contact, injury, spitting on others

Contraband:

unauthorized medication, tobacco products

Environmental Disruption:

intoxication, false alarms

Building Equipment and Materials:

malicious destruction

Recommended Staff Action Steps:

1. Confront and stop the behavior immediately
2. Send for Administration immediately
3. Time out, away from others and hallway or room
4. One-on-one Intervention (dignified, respectful, fair)
5. Review policy/rule with student
6. Parent Contact
7. Confiscate contraband or administration confiscates
8. Activate classroom management strategies
9. Request student clean, repair or replace damaged item
10. Fill out Discipline Referral Form – send student and/or form to Assistant Principal

Possible Student Consequences:

1. Apologies to offended party
2. Written contract for change
3. Allow student attempt at proper behavioral alternative in same setting
4. (Optional) Counseling services
5. Written Behavioral plan/contract
6. Restitution to victim
7. Detention
8. Possible Police report/arrest
9. PASS
10. OSS
11. Possible Expulsion

LEVEL V

Interpersonal:

causing serious physical injury with a weapon, racially motivated assault or attack

Contraband:

knives, guns, illegal drugs

Environmental Disruption:

use of drugs and tobacco products, 911 calls

Building Equipment and Materials:

fire setting, chemical sabotage

Recommended Staff Action Steps:

1. Confront and stop the behavior immediately
2. Send for Administration immediately
3. Time out, away from others and hallway or room
4. One-on-one Intervention (dignified, respectful, fair)
5. Review policy/rule with student
6. Parent Contact
7. Confiscate contraband or administration confiscates
8. Activate classroom management strategies
9. Request student clean, repair, or replace damaged item
10. Fill out Discipline Referral Form – send student and/or form to Assistant Principal

Possible Student Consequences:

1. Parent Contact
2. Apologies to offended party
3. Allow student attempt at proper behavioral alternative in same setting
4. (Optional) Counseling services
5. Written Behavioral plan/contract
6. Restitution to victim
7. Detention
8. Police report
9. Arrest
10. PASS
11. OSS
12. Possible expulsion

OTHER INFRACTIONS / CONSEQUENCES

A. Skipping Detention

Recommended Staff Action Steps:

1. Issue a warning
2. Assign extra detention
3. Referral to principal

Possible Student Consequences:

1. Additional Detention
2. PASS
3. Saturday School
4. OSS (1 day with parent meeting prior to return)

B. Tardy

Recommended Staff Action Steps:

1. Issue a warning
2. Assign detention
3. Assign other time to make up time lost
4. Assign Classroom Consequence
5. Referral to Counselor
6. Referral to Principal

Possible Student Consequences:

1. Detention
2. Makeup time and work in class
3. Receive appropriate grades for missed work
4. PASS
5. Saturday School
6. OSS (1day with parent meeting prior to return)

C. Truancy (skipping class or leaving early without permission)

Recommended Staff Action Steps:

1. Document absence
2. Assign makeup work and or time
3. Assign classroom consequence
4. Referral to counselor
5. Referral to principal

Possible Student Consequences:

1. Detention
2. Makeup time and work in class
3. Receive appropriate grades for missed work
4. PASS
5. OSS (1 day with parent meeting prior to return)
6. Referral to ISD Truancy Officer – Wexford County Prosecutor

D. Skipping PASS

Recommended Staff Action Steps:

1. Document absence
2. Parent Contact

Possible Student Consequences:

1. PASS
2. Saturday School
3. 1 – 10 days OSS

E. Gambling

Recommended Staff Action Steps:

1. Confront and stop the behavior immediately
2. One-on-one Intervention (dignified, respectful, fair)
3. Review policy/rule with student
4. Refer to Administration
5. Parent Contact

Possible Student Consequences:

1. Parent Contact
2. Pass
3. 1 – 10 days OSS
4. Possible expulsion

F. Cheating/Plagiarism (includes copying others' work or knowingly allowing another to copy one's work)

Recommended Staff Action Steps:

1. Confront and stop the behavior immediately
2. Time out, away from others and hallway or room
3. One-on-one Intervention (dignified, respectful, fair)
4. Review policy/rule with student
5. Confiscate contraband or administration confiscates
6. Refer to administration
7. Parent Contact

Possible Student Consequences:

1. Parent Contact
2. PASS
3. Saturday School
4. 1 – 10 days OSS
5. Notify Athletic Director
6. Possible expulsion

{NOTE: The preceding Level definitions are "general" samples of behaviors inappropriate at each level. Complete and more specific lists of items and definitions of the levels are available for parents, students, and interested parties in the school office. Each staff person also has a personal copy.}

WEAPONS AND ARSON (8350)
SECTION 1311 OF THE SCHOOL CODE AND GUN
FREE SCHOOLS ACT

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

GENERAL SCHOOL POLICIES

ACTIVITY NIGHTS

Occasionally during the school year, the student council or different groups may offer an evening or night activity. It must be noted that all school rules and policies must be followed at all school-sponsored activities regardless of the time and place of the activity. Students must be in school the day of the activity in order to attend the activity.

ASSEMBLIES

We have a varied assembly schedule. Assemblies are a very important part of our school year and great opportunities for our students to be exposed to a variety

of programs. We expect appropriate respectful behavior at all times in all assemblies. Students who misbehave during an assembly may be removed and may not be permitted to attend future assemblies. All school rules apply during assemblies.

BICYCLES, ROLLERBLADES, SKATEBOARDS AND MOTOR VEHICLES

Students riding bicycles to school must place them in the area provided on the north side of the junior high building. Please do not park them at the high school. All bicycles should be locked. Students are not allowed to loiter around the bicycle racks, as the school cannot be responsible for damage or loss. Students are not to ride bicycles or be near the bicycle rack during normal school hours. Roller blades and skateboards shall be carried, not ridden on school grounds and will be stored in the student's locker. Junior High students are not allowed to park motor vehicles on school property.

CAFETERIA

Lunch prices this year will be \$1.80 for full paid and 40 cents for reduced price lunch. Breakfast will be \$1.00; reduced price will be 30 cents. These prices are subject to change by the Cadillac Area Public Schools Board of Education. Applications for free or reduced price lunch may be obtained in the school office. Cadillac Junior High has a closed campus.

CLUBS AND ACTIVITIES

Students might want to consider becoming a member of a club. New clubs are encouraged as long as the club is approved by the assistant principal and has a faculty advisor. Clubs that have been organized in the past include: Art Club, Crafts Club, Chess Club, Garden Club, Ski Club, etc.

COUNSELORS

(7500)

Perhaps you would like to get some help in developing better study habits, receive tutoring, arranging a class schedule, or would like to talk about problems you are

having. Maybe you would like to join a group to share feelings and concerns. If so, see a school counselor. You may set up an appointment to see a counselor at any time.

EMERGENCY SCHOOL CLOSINGS (8090)

If the school should close because of weather or an emergency, local radio and TV stations will announce it as early in the morning as possible. In case of a need for an emergency school closing after students have arrived at school, please instruct your son/daughter where he/she can go in case no one is home. We will discourage students from making phone calls in order to keep our lines open for incoming calls. Hopefully, we will never need to dismiss students and send them home prior to scheduled dismissal time, but it is important to be prepared.

FIRE AND TORNADO DRILLS (4040)

We expect and appreciate your total cooperation during fire and tornado drills.

GUESTS AT SCHOOL

Guests of students will not be allowed to visit the Junior High unless the principal or assistant principal grants permission.

GYM REGULATIONS

All students are required to take physical education unless excused by a written statement from the student's physician. All students are required to have gym shoes, white socks, shorts and shirt, or sweats. The school cannot be responsible for the loss of valuables.

HALL REGULATIONS

Hall regulations are necessary in the junior high for reasons of student safety and well-being.

1. Students are expected to walk on the right side of the hallways from class to class.
2. Students are not to run in the halls.
3. Loitering in the halls is not permitted.

4. Respect the rights of other students and keep your hands and feet to yourself.
5. A hall pass is required to leave the classroom except at regular passing time.

HIGH SCHOOL CLASSES

Junior High students may request approval to take a Board of Education approved high school class. Approval for such a class would be for special situations and must be from both the junior high and high school principal.

All high school level classes must be for high school credit, which will be counted toward the student's high school grade point average. Also, all high school policies and practices shall apply.

HOMEWORK

Homework assigned outside the classroom is expected from all students. It is the student's responsibility to see that all assignments are done neatly and turned in on time. If a student is absent from school or has missed a class for some reason, they must see that all assignments are made up. Students have one class day for every day they miss to make up work without loss of credit.

Late work will receive partial credit if presented in a reasonable amount of time. Teachers determine how long students have to turn in late work. For late assignments, 8th graders will receive 80% of the lesson's value first semester and 60% second semester. 9th graders will receive 60% of the value of the late assignment all year.

LOST AND FOUND

It is the student's responsibility to see that all of their personal property bears proper identification. This will help to minimize the number of lost articles. All articles found should be turned in at the junior high school office. The office will make every effort to find your property. Unclaimed articles will be given to a charitable organization.

LOCKERS

Students are to use the locker assigned to them. Sharing lockers is not permitted. Each student is issued a locker for his or her personal use. The locker will be issued to the student immediately upon their enrollment in school. The student will be given a combination code for their locker. The security of the student's possessions will depend upon their ability to keep their combination private information. Students are asked not to keep valuable items in the lockers.

Each student is responsible for the care and appearance of their locker. Locker inspections will be made throughout the school year. This is an opportunity for students to demonstrate pride in personal possessions by taking proper care of locker equipment.

LUNCH HOUR REGULATIONS

In order to maintain an orderly school building, all students are requested to cooperate in the following ways:

1. All students who carry their own lunches and eat in the school building must eat in the cafeteria. Please assist in keeping the building clean by putting trash in the containers provided.
2. A lunchroom supervisor will be on duty each lunch hour. Please report any concern to them immediately.
3. You should relax during lunch, but at no time is loud, rough, or boisterous behavior to be tolerated.
4. Students are not allowed in the parking lot, high school, or to leave campus.
5. Students are not allowed to return without permission to B-wing during the lunch hour.
6. Students are not allowed to loiter in the A-wing corridors or restrooms.
7. Lunch hour regulations are posted in the cafeteria.
8. Students must have a pass to visit the Media Center.

Borrowing money is highly discouraged.

MEDIA CENTER (7400)

1. Books may be checked out from the media center at any time during the day and may be returned any time on or before the date the books are due. They must be placed in the slot in the check out desk not back on the shelves.
2. Reference books can be checked out of the media center for overnight use.
3. No media center property of any kind may be taken from the center without being checked out.
4. A general book may be renewed if returned on the date due unless some other student has requested that it be reserved for them.
5. Students may have a book reserved if they leave their name and schedule with media center personnel.

Teachers who find students misusing the privilege may withhold media center privileges. This privilege may be restored when the student's conduct warrants restoration.

MEDICATION (8670)

School policy prohibits students from using or possessing any type of medication in school. We, as school personnel, are not qualified to administer medication.

The possibility of pills being lost or taken by another student is always a concern, since what is good for one student could possibly be very harmful to another; students are not allowed to take another student's medication.

Special consideration will be given to children who require medication for emergency situations and also for long-term situations where medication is necessary for the health and welfare of that particular individual.

It shall be the policy of the Cadillac Area Public School to require signed "Medication Permission Forms" for the dispensing of any and all medication to the students. These forms must be signed by the parent requesting the dispensing of the medicine to the student with full instruction on dispensing it. (Long-term permission must be renewed annually.) No "blanket" forms will be

permitted. A separate permission form will be required for any short-term medicines dispensed. Not medication is to be given by phone permission this includes aspirin.

PROGRESS REPORTS

All students will receive a progress report every three weeks with the exception of when report cards are sent home.

REPORT CARDS

There will be four nine-week marking periods. Report cards will be distributed the week following each marking period. These cards are an indication of how a student has done in each class during the marking period. Report cards do not have to be returned to the school. A record of each student's progress is kept in the office.

RIGHT TO ACCESS AND PRIVACY OF RECORDS

(8940)

All parents and guardians of students under 18 years of age, and all students 18 years of age or 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 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) the teachers and officials of this school district who have a legitimate educational interest in such information or (2) there has been a federal request for submission of 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.

SEARCH OR SEIZURES (8130 & 8140)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or authorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

STUDENT COUNCIL

The student council represents the student 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 own 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.

A student who runs for or holds an officer's position must be a member in good standing in his or her class at Cadillac Junior High School. All candidates must have a current academic average of 2.00 or better. All candidates must be passing all classes currently in progress. Candidates must present a record of regular attendance and punctuality.

All members shall abide by the rules for extracurricular activities contained in the student handbook.

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 (four per class).

TELEPHONES

The use of a school telephone, except in emergencies and for school business, is not permitted. Necessary messages will be taken at the office and delivered at the close of the class period. Unless the message is a very serious nature, no student will be called from class to answer a telephone call. Students are not to use teachers' telephones in the classrooms without permission from the teacher.

TRANSPORTATION

(4300)

Cadillac Area Public Schools want to ensure a safe and pleasant atmosphere on our busses; therefore, the following rules of behavior are to be observed by every bus rider.

Transportation Guidelines and Procedures

We, the bus drivers, administrators, and Board of Education of Cadillac Area Public Schools, want to provide as safe and pleasant an atmosphere on our

busses as possible and to ensure that we are providing it, the following rules of behavior are to be observed by every bus rider:

Responsibility of Students

1. To occupy the seat assigned by the driver and refrain at all times from changing seats unless directed by the driver.
2. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus. No yelling or screaming.
3. To obey the driver and to report promptly to the school official when instructed to do so by the bus driver.
4. To assist the driver in recognizing danger if there is reason to believe the driver is not aware of the danger.
5. To be in the designated stop both morning and evening, ready to board the bus at the time designated. The driver is responsible for maintaining this schedule and shall not wait for tardy pupils.
6. Pupils are responsible for their own litter. Do not throw anything on the bus floor. Litter is to be placed in the container that is available.
7. Pupils are to follow the approved "Bus Safety Rules."

Consequences

1. The first violation of any of the above will be a verbal warning to the rider and a notation in the driver's logbook. (Drivers are encouraged to contact parent at his/her first violation.)
2. A second violation will result in the driver filling out the first misconduct report and the building administrator will contact the parent. The misconduct report is either sent home with the student or mailed to the parents.
3. A third violation will result in the driver filling out a second misconduct report and the building administrator will contact the parent. The student will not be allowed to ride the bus until

parent, student, driver, and administrator have met to develop an acceptable behavior plan.

4. A fourth violation will result in the driver filling out a third misconduct report, and the student's bus privileges will be suspended for a minimum of twenty (20) school days.
5. A fifth violation will result in the driver filling out a fourth misconduct form, and the student's bus privileges will be suspended for the remainder of the school year or thirty (30) school days, whichever is greater.

Suspension near the end of the year will carry over to the next school year. It is important that both parents and students understand the importance of good bus rider conduct. The drivers will not accept anything but good conduct to ensure the safety of everyone.

Bus Safety Rules

1. Students are to stay off the roadway at all times while waiting for the bus.
2. There is to be no running, pushing, fighting, etc. at any bus stop or on the bus.
3. Students are to wait at the driver's designated safety spot until the bus has come to a complete stop and the door is opened. Students on the bus are to stay seated until it has come to a complete stop.
4. Students are to get on the bus in an orderly fashion, single file. After exiting, all students are to move immediately (whenever possible at least six (6) feet away from the bus and the roadway.
5. Students are to look both ways and walk, not run, when crossing the road/street in front of the bus.
6. Students are allowed to leave the bus only with the driver's consent. No high school/junior high students are allowed off the bus at elementary schools except to change busses.
7. Students are to enter and exit the bus only by the front door, including field trips, athletic trips, or ban trips, except in emergencies. The emergency

door is to be used for emergencies only, except as directed by the driver.

8. The emergency door area is to be kept clear at all times.
9. Students are to stay in their seats at all times. Passengers are not permitted to walk in the aisle or be in the driver's area while the bus is in motion.
10. Students are to be quiet at all railroad crossings.
11. No skateboards, ski boards, skis, water guns, water balloons, glass container; no radios other than pocket size with headphones; no animals are allowed on regular bus routes.
12. Students are not to throw anything on the bus.
13. Students are to keep the bus clean, sanitary and orderly.
14. Students are to inform the driver of any damage to the bus.
15. Students are to keep their hands, arms and heads inside the bus at all times.
16. Students are not to eat or drink while riding the bus (unless permission is granted for specific occasions.).
17. Students are not to use profane language, racial slurs, or language that has a sexual meaning.
18. Students are to have written permission from their parents if they will be transported on another bus or getting off at another stop. The student should take the permission note to the office for approval and the student will receive a bus pass. The bus pass is then given to the driver.

Note 1: Communication between the driver and parents is appreciated.

Note 2: Parents/students are requested to inform the driver when a student does not expect to ride the bus.

WORK PERMITS

Students under 18 years of age must obtain a work permit before they can hold a job. Applications and information can be obtained from your counselor.

STATEMENT OF COMPLIANCE NOTICE OF NON-DISCRIMINATION 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. Any questions or grievances concerning Title VI, which prohibits discrimination on the basis of handicap, should be directed to:

Mr. Jerry Sinkel, Cadillac Area Public Schools
421 S. Mitchell Street, Cadillac, Michigan 49601
Telephone (231) 876-5000

GRIEVANCE PROCEDURE (8018)

Title IX, Title VI and Section 504

Section 1:

If any person believes that 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 Sections 504, he/she may bring forward a complaint, which shall be referred to as a grievance, to:

Mr. Jerry Sinkel, Cadillac Area Public Schools
421 S. Mitchell Street, Cadillac, Michigan
Telephone (231) 876-5000

Section 2:

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

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 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) business 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) business 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 his/her 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 representatives 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 Officer of Civil Rights Department of Health, Education and Welfare, Washington, D.C. 20201

STUDENT SEXUAL HARASSMENT AND INTIMIDATION (8015)

Any student who believes that he or she has been subjected to discrimination and/or sexual harassment, insults, or intimidation shall report the incident(s) to the building principal, teacher, or guidance counselors, who shall inform the grievance officer.

Upon filing of 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 advance; request for sexual favors, or other verbal or physical conduct of a sexual nature where:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.

Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals.

Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

EXTRA-CURRICULAR ACTIVITIES CODE (7210)

Participating in extra curricular activities in school is a privilege. Students must be aware that they are representing Cadillac Area Public School (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 6th – 12th grade and to any new 6th – 12th grade regular day school student once he/she completes the enrollment procedure. Students in grades 6th – 12th may choose to participate in extracurricular activities. Extra curricular activities are defined as:

1. Any CAPS athletic program
2. Any CAPS student activity program, including class officers, Student Council, National Honor Society, band, choir, clubs, musicals, debate and forensic competitions, etc.

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

ELIGIBILITY

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

For a student to be eligible to compete in the extra curricular program for a full semester, s/he shall not have failed or lost credit in more than one (1) half-credit class the previous semester and must be enrolled in the equivalent of six classes each semester. The only one-half credit courses that are acceptable are those taken in the regular day school program. Correspondence courses and adult night school courses will not be counted. Failed courses may be made up in an administratively approved summer school program for reinstatement of extra curricular 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 extra curricular 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 the previous four weeks for eligibility purposes, the student must receive a warning before a failure can be given again. If a student seeks academic help that results in a loss of practice time, s/he 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 suspension shall not participate in any extra curricular 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 extra curricular activities may not participate in that program's games, practices, performances, or competitions. One-half (1/2) day shall be defined as that 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 family, college visitation, etc. 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 of the previous school year to be valid for the current school year.

CO-CURRICULAR ACTIVITIES

Vocal music performances shall be defined as district, regional, and state solos and ensembles; choral festivals; pop festivals; regional honors choir; and madrigal festivals. Instrumental music performances shall be defined as district, regional, and state solo and ensembles; marching band festivals and competition; jazz competition and other band competitions. Exempt from both lists are those non-competitive local activities that are produced primarily for families and those activities that generally can be considered the performance of the normal school day instructional program.

These vocal and instrumental lists are not all-inclusive and building administrators shall have authority to decide on each activity.

Vocal, instrumental music and all other co-curricular activities 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 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. It is recommended that the student notify both advisors of his/her decision at least five (5) school days before the date of conflict.

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

VIOLATIONS

Students representing Cadillac Area Public Schools must abide by rules governing their conduct. The extra curricular 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 extra curricular 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 or similar adult beverages.
 - c. Illegal drugs, narcotics, or controlled substances including look-alike drugs, unless prescribed by a licensed medical practitioner.
 - d. Non-prescribed steroids, non-prescribed human growth hormones, use of any drug, medication or food supplement in a manner not prescribed by the manufacturer or solely for performance-enhancing purposes.
 - e. Illegal inhalants
2. Use possession, concealment, distribution, sale of transfer of weapons
 3. *Theft
 4. Arson
 5. *Vandalism
 6. Conviction by a court of law, 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

VIOLATION REPORTING AND HEARING

Student, 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 Extracurricular 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 the penalties to be imposed. A student or his/her parent must follow the steps outlined in Cadillac Area Public Schools' Appeal Procedure for Disciplinary Decision of School Personnel.

PENALTIES

First Offense – After confirmation of the violation, the student shall lose the privilege of participation for 25% of the regular season's scheduled events in his/her current activity (or next activity of participation if the student is not in an activity when the violation occurred). In addition, the student will be required to perform fifteen (15) hours of community service in CAPS approved programs. At least five (5) hours of the community service 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 extra curricular activities until the community service has been completed. NOTE: All community service must be performed outside of the regular school day. 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.

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 schedule events (or next activity of participation if the student is not in an activity when the violation occurred), as determined by the Athletic Director. If the student is not in an activity when the violation occurred, any community service given 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 fifteen (15) hours of community service in CAPS approved programs. At least five (5) hours of the community service 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.

****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 grade 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 student is not in an activity when the violation occurred). In addition, the student will be required to perform fifteen (15) hours of community service at one or more CAPS approved programs. At least five (5) hours of community service must be completed before the student may return to competition. The other ten (10) hours must be completed before the season's last event or a date approved by the appropriate school administration. Otherwise, the student will not be allowed to participate in any scheduled extra curricular 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 7-8, 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.

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 by 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 regards to the particular incident prior to formal notification to the athletic director, assistant principal or principal will cause the disclosure to be deemed not-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 extra curricular 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 three (3) hours of 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 extra curricular activities until the community service has been completed.

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

GENERAL CLAUSES

The extra curricular code attempts to cover any situation that might occur in the operation of the Cadillac Area Public Schools extra curricular 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 extra curricular program that is not specifically stated in the code. Rules for each team/activity are to be given to the student in written form by his/her coach or advisor along with the penalties for violations.

ATHLETIC INJURIES

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

ADDITIONAL POLICIES

1. No team may start practicing before the first date allowed by the MHSAA.
 - a. If a student has quit or is cut from a squad because of lack of ability or reason unrelated to disciplinary or attitude problems, he/she may try-out for another sport program.
 - b. If an athlete leaves the sport because of a disciplinary or an attitude problem, he/she may enter another sport when he/she has written release from the athletic director.
2. Athletic equipment purchased by the Athletic Department of Cadillac Area Public Schools is not to be worn except during games and/or practice. 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. An administrator must approve exceptions to this rule.

5. Athletes are not allowed to dress for practice prior to the end of seventh hour.

GUIDELINES FOR ATTIRE

Athletes representing Cadillac Area Public Schools should take extra care of their dress on the day of the contest. The coach upon approval of the athletic director will establish game day attire. The enforcement of approval game day attire will be carried out by the coach/advisor.

CHEERLEADERS (Grades 9 – 12)

Cheerleaders are selected twice each school year, once for the fall sports program and again for the winter sports program. A varsity, junior varsity and freshman team is selected each time. Try-outs will be held for the selection of each squad. Notification of try-outs will be made in school and all students are eligible compete for a position.

SCHOLAR ATHLETE

Any 10th, 11th, or 12th grade student who maintains a cumulative grade point average of 3.33 or higher will be recognized as a scholar athlete in each sport in which he/she participates.

AWARDS (Grades 9-12)

Letters are awarded for participation in interscholastic athletics and competitive activities. There are two types of awards:

Major Letters – Qualification as a member of a varsity squad is to be determined by its coach/advisor.

Reserve Letters – Qualification as a member of a reserve squad is 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 through 12. A certificate or a pin will represent any additional awards.

NCAA COURSE REQUIREMENTS

To play sports as a freshman in NCAA Division I and II, you must meet specific standards. You must graduate from high school and make at least a 2.000 grade point average (based on a 4.000 scale) in thirteen (13) core academic courses.

NCAA DIVISION I CORE ACADEMIC COURSE REQUIREMENTS

4 years English

2 years math (one year algebra and one year geometry or one year of a high level mathematics course for which geometry is a prerequisite)

2 years social science

2 years natural or physical science (including one lab course, if offered by your high school)

1 year of an additional course in English, math or natural or physical science

2 additional years of academic courses in any of the above areas, or in foreign language, computer science, philosophy or comparative religion.

NCAA DIVISION II CORE ACADEMIC COURSE REQUIREMENTS

3 years English

2 years math

2 years social science

2 years natural physical science (including one lab course, if offered by your high school)

2 years additional courses in English, math or natural or physical science

2 additional years of academic courses in any of the above areas, or foreign language, computer science, philosophy or comparative religion

NCAA DIVISION I GRADE AND TEST SCORE REQUIREMENTS

If you want to play at the NCAA Division I level, you will need to use this sliding scale to determine what SAT or ACT score is needed to practice, compete and receive athletic scholarships as a freshman. The higher the GPA, the lower the test score required.

CORE GPA	ACT new sum of scores	SAT new scoring system
2.500+	66,67,68*	820
2.475	69	830
2.450	70	840-850
2.425	70	860
2.400	71	860
2.375	72	870
2.350	73	880
2.325	74	890
2.300	75	900
2.275	76	910
2.250	77	920
2.225	78	930
2.200	79	940
2.175	80	950
2.150	80	960
2.125	81	960
2.100	82	970
2.075	83	980
2.050	84	990
2.025	85	1000
2.000	86	1010

NCAA DIVISION II GRADE AND TEST SCORE REQUIREMENTS

You must achieve a 68* on the ACT to achieve initial NCAA eligibility standards.

To meet both Division I and II requirements, you can combine sub-scores from a SAT to achieve the standard. In addition, the highest scores achieved on the verbal and mathematics section of the SAT or highest scores

achieved on the four individual tests of the ACT may be combined to achieve the highest scores.

If you want to participate in Division I or II sports in college, than you must register with the NCAA's Initial-Eligibility Clearinghouse. Ask your guidance counselor for registration forms, or call the hotline at 1-800-638-3731 to ask for copies. Student athletes should start the certification process when they are juniors in high school.

Also, register to take the ACT or SAT as a junior. Submit your Student Release Form to the Clearinghouse by the beginning of your senior year.