

*Camden-Frontier  
Middle School/High School*



*Student/Parent  
Handbook*

**School Year 2009 – 2010**

**Camden-Frontier Schools**  
**4971 Montgomery Road**  
**Camden, MI 49232**

**Administration**

**Wendy Moore**  
*Superintendent*  
*Elementary Principal*

**Scott Riley**  
*Middle / High School Principal*

*Administrative Office (517) 368-5991 Fax (517) 368-5959*  
*High/Middle School Office (517) 368-5255 Fax (517) 368-5950*  
*Elementary School Office (517) 368-5258*

**Board of Education**

*Clint Slusher, President*  
*Gordon Vincent, Vice President*  
*Lori Goodband, Secretary*  
*Cindy Hoard, Treasurer*  
*David LoPresto, Trustee*  
*TracyPeter, Trustee*  
*Mike Vondran, Trustee*

I would like to take this opportunity to welcome you and your student to the 2009-10 school year! I hope that your experiences this year, both here at Camden-Frontier Middle School/High School and in this community, are rewarding ones.

The purpose of this handbook is to provide you with an understanding of our expectations of students as well as an overview of the programs, policies and opportunities that are available to you at Camden-Frontier Middle School/High School. Please read them carefully with your student and refer to them throughout the year. By familiarizing yourself with this information, you can help support the school's effort of establishing and maintaining an academic learning environment free of distractions.

Our expectations and commitment to our students are very high. We pledge our best efforts in creating learning environments that challenge and value your child. The involvement and support of the home is critical to student success. Your interest in providing the time and resources necessary to promote learning both in and outside the school is invaluable.

Together we can build a great school that fosters personal growth, achievement and creates a community of learners who care about and enthusiastically support the needs of each other.

I look forward to working with you in order to have a successful year both academically and socially for our students.

Sincerely,

Scott Riley  
Principal

# TABLE OF CONTENTS

<u>SECTION</u>	<u>TOPIC</u>	<u>PAGE</u>
<b>1. INTRODUCTION AND APPLICABILITY.</b>		
	a. Introduction	1
	b. When and Where the Provisions of the Student Handbook Apply	1
	c. Mission	1
	d. Vision	1
	e. School Colors and Team Name	2
<b>2. GENERAL INFORMATION</b>		<b>2</b>
	a. Office and School Hours	2
	b. Basic Expectations of Students	2
	c. Weather Related School Delay, Cancellation, and Early Release	2
<b>3. ATTENDANCE POLICIES</b>		<b>3</b>
	a. Attendance Philosophy	3
	b. Definition of Absences	3
	c. Attendance and Academics	3
	d. Attendance Procedures	4
	e. Consequences of Excessive Absences – Individual Periods	4
	f. Consequences of Excessive Absences – Days	4
	g. Truancy Policy	5
	h. Release of Students During the School Day	5
	i. Absences and Schoolwork	5
	j. Pre-Arranged Absences	6
	k. Tardy Policy	6
	l. Medically Excused Absences	6
	m. Exceptions to Attendance Policy	6
	n. Incentive for Good Attendance	6-7
	o. College Visits	7
	p. Appeals	7
<b>4. GRADUATION REQUIREMENTS</b>		<b>7</b>
	a. General Graduation Requirements	7-9
	b. Diploma Options	9
	c. Graduation Requirements and Commencement Eligibility	9
<b>5. ACADEMIC SCHEDULES</b>		<b>9</b>
	a. High School/Middle School Class Schedule	9-10
	b. Half-Day Schedule	10
	c. Typical Course Sequence	10
	d. Adding and Dropping Courses	10
<b>6. ACADEMIC CREDIT</b>		<b>11</b>
	a. Defined	11
	b. Awarded	11
	c. Academic Credit and Graduation	11
	d. Academic Credit and Class Standing	11
	e. Transfer Credits, Correspondence Programs, and Home Schooling	11-12
	f. College Credits (Dual Enrollment Program)	12-13
	g. On Line, Distance Learning, and Two-Way Interactive Programs	13
	h. “Test Out” Program	13
<b>7. ACADEMIC GRADES</b>		<b>13</b>
	a. General Grading System	13-14
	b. Course Grade Development	14
	c. Senior Examinations	14
	d. Grade Changes	15
	e. Grade Point Average	15-16
	f. Cumulative Grade Point Average	16

g. Class Rank	16-17
h. Selection of Class Valedictorian and Salutatorian	17
i. Academic Progress Reports	17
j. Parent/Teacher Conferences	17
<b>8. ACADEMIC HONORS</b>	<b>17</b>
a. Superintendent's List	17
b. Principal's List	17
c. Academic Honors Privileges	17-18
d. National Honor Society	18
<b>9. SCOOOL COUNSELOR SERVICES</b>	<b>18</b>
<b>10. STUDENT DISCIPLINE</b>	<b>19</b>
a. Disciplinary Code	19
b. Detention	19
c. Teacher SNAP Suspensions	19
d. Out-of-School Suspension (OSS)	19
e. Non-Suspension Violations	19
f. Suspension Violations	20
g. Expulsion Violations	20
<b>11. ATHLETIC PROGRAMS AND POLICIES</b>	<b>20</b>
a. Athletic Program Philosophy	20
b. Athletic Eligibility	20-21
c. Accommodations	21
d. School Attendance and Participation	21-22
e. Training Rules	22
f. Game Misconduct	22
g. Unacceptable Behavior	22
h. Athletic Participation	23
i. Team Selection	23
j. Transportation	23
k. Athletic Uniforms and Dress	23
l. Varsity Athletic Awards and Letter Jackets	23-24
m. Selection of Most Valuable Athlete	24
n. Accidents and Injuries	24
<b>12. MISCELLANEOUS</b>	<b>24</b>
a. Accidents, Illnesses and Medications	24
b. Age of Majority	24-25
c. Announcements	25
d. Breakfast/Lunch Programs	25
e. Cell Phones, Pocket Pagers and other Electronic or Personal Communications Devices	25-26
f. Closed Campus	26
g. Complaint Procedure	26
h. Computers	26
i. Copiers and Printers	26
j. Dances	26
k. Dress Standards	27
l. Driver Education	27
m. Fundraising	27
n. Gender Equity	27-28
o. Hall Passes	28
p. Homework	28
q. Lockers	28
r. Media Center	28-29
s. No Nit Policy	29
t. Personal Property	29
u. Portable Radios/CD Players	29

v. Religious Freedom	29
w. Safety Drills and Practices	29
x. Search and Seizure	29
y. Supplies and Books	29-30
z. Telephone	30
aa. Visitors	30
ab. Work Permits	30

**ANNEXES**

<b>A. SCHOOL DISCIPLINE DISCRIPTIONS</b>	<b>30-32</b>
<b>B. BUS PROCEDURES</b>	<b>32-33</b>
<b>C. STUDENT VEHICLES</b>	<b>33-34</b>
<b>D. WEAPONS FREE SCHOOL ZONE POLICY</b>	<b>34-36</b>
<b>E. SMOKING AND TOBACCO FREE PRODUCTS POLICY</b>	<b>36</b>
<b>F. GRIEVANCE PROCEDURES</b>	<b>36-37</b>
<b>G. SEXUAL HARASSMENT</b>	<b>37</b>
<b>H. FREEDOM OF INFORMATION ACT ANNUAL NOTIFICATION</b>	<b>38-39</b>
<b>I. PROTECTION OF PUPIL RIGHTS AMMENDMENT (PPRA)</b>	<b>39-40</b>
<b>J. ANNUAL NOTIFICATION OF PESTICIDE USE</b>	<b>40-41</b>
<b>K. LOCAL WELLNESS POLICY</b>	<b>41</b>
<b>L. VIOLENCE HOT LINE</b>	<b>41-42</b>
<b>M. HARRASSMENT OR BULLYING</b>	<b>42</b>

<b>13. HIGH SCHOOL/MIDDLE SCHOOL TEACHING STAFF</b>	<b>43</b>
---	-----------

**SCHOOL CALENDAR INSIDE BACK COVER**

The Camden Frontier High School  
**24-HOUR ATTENDANCE NUMBER**  
**(517) 368-5255**

(See pages 3 – 6 for details on the attendance policy)

The Michigan State Police  
**SCHOOL VIOLENCE HOTLINE NUMBER**  
**1-800-815-TIPS (8477)**

**NON-DISCRMINATION POLICY**

The Camden-Frontier School Board of Education complies with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Camden-Frontier School Board of Education that no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight or handicap, shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. The building principal will serve as the compliance officer for issues of discrimination, accessibility, and accommodations.

**DISCLAIMER**

This handbook was published and approved in August of 2008. Federal and State laws that are adopted after the approval date that will become effective during the 2008 -2009 school year and require school compliance will not be reflected in this handbook

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ANNUAL NOTIFICATION**

Families wishing to exempt student directory information from release to third parties must read and comply with ANNEX H.

# **SECTION 1 – INTRODUCTION AND APPLICABILITY**

## **INTRODUCTION**

The Camden-Frontier School District is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

This student handbook sets forth student rights and responsibilities while at school and at school activities, and the consequences for violating school rules. Individual **rights** relate to individual **responsibilities** and must be seen in relationship to the safety, health, and welfare of all students in the school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom. The provisions of this handbook will be administered uniformly and fairly, without partiality or discrimination.

All students should recognize and accept responsibility for the consequences of their language, manners, appearance, cleanliness, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

## **WHEN AND WHERE THE PROVISIONS OF THE STUDENT HANDBOOK APPLY**

The Revised School Code of the State of Michigan (Public Act 451 of 1976) mandates that local districts have certain duties to perform related to the operation of the school. They include, but are not limited to:

“Providing the safety and welfare of pupils while in school or a school sponsored activity or while in route to or from school or a school sponsored activity.” [380.11a(3)(b)] Additionally, schools “shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school sponsored activity or event whether or not it is held on school premises.” [380.1312(8)]

This Student Handbook sets forth student rights and responsibilities while at school and school-related activities. The provisions of this handbook apply to students:

- Before, during and after school,
- When a student is “at school” (“at school” means in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school bus stop, or at a school-sponsored activity or event, whether or not it is held on school premises),
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff,
- When a student is using school telecommunications equipment, networks, accounts, or other district services or materials.

## **DISTRICT MISSION**

The Camden-Frontier School community will provide all students with a foundation of educational opportunities that enable them to succeed in our changing society.

## **MIDDLE SCHOOL MISSION**

It is the mission of Camden-Frontier Middle School, working in conjunction with families and the community, to provide a safe, pleasant educational climate that will allow all students to develop academically, socially, emotionally, and physically, so that they might effectively become life-long learners, meet the challenges of our changing society, and achieve academic excellence.

## **HIGH SCHOOL MISSION**

The Camden-Frontier School community will provide all students with a foundation of educational opportunities that enable them to succeed in our changing society.

## **MIDDLE SCHOOL/HIGH SCHOOL VISION**

All Camden-Frontier School students will be responsible for achieving academic, social, and workplace competencies and for becoming life-long learners.

**SCHOOL COLORS – Red and White**  
**TEAM NAMES - Redskins**

**SECTION 2 - GENERAL INFORMATION**

**OFFICE AND SCHOOL HOURS**

The Camden-Frontier school building will be open from 7:30 AM to 3:30 PM. Those students participating in the breakfast program will be allowed into the multi-purpose room at 7:30 AM via either the bus circle entrance or high school entrance. Arrangements for admission to the building for all other authorized activities will be coordinated through the activity sponsor who will be responsible for their programs. At 3:45 PM all students not participating in athletics or other extracurricular activities must leave the building and school property.

The Camden-Frontier High School/Middle School main phone number is (517) 368-5255. The school can also be reached by FAX at (517) 368-5950. The school office is typically open for business at 7:30 AM. While the office remains open for lunch, it is not fully staffed during this period. Although classes end at 3:15 PM, the office is usually staffed until 3:30 PM. During periods when the office is not open, an answering machine is activated to receive and record messages. **This answering machine allows you 24-hour access to the school.**

You may contact the guidance office or any of your student's teachers during normal business hours any day that classes are in session or via e-mail (a listing of teacher e-mail addresses will be published at the beginning of the school year). Each teacher is allowed one preparation period out of the seven period academic day. **Keep in mind that we do not call teachers to the phone when they are teaching class except for emergencies.** If a teacher is not available when you call, we will arrange for that teacher to call back at the first convenient moment. All of our teaching staff welcome your calls and will do their best to answer your questions. All of our staff has an email account and if you have access to email by all means that is a wonderful way to communicate with staff.

**BASIC EXPECTATIONS OF STUDENTS**

Our initial expectations are relatively simple and reflect those workplace competencies required of a potential employee and those social skills necessary to be accepted in society. Each teacher expects a student to:

1. Show up to class on time.
2. Bring all required materials. (i.e., have books, homework, writing instrument, paper, agenda booklet, etc.)
3. Pay attention in class.
4. Complete all required work on time.
5. Question what is not understood.
6. Be courteous.
7. Ask for help when it is needed.
8. Treat and address all staff in an **appropriate** and **respectful manor**.

**WEATHER RELATED SCHOOL DELAYS, CANCELLATIONS AND EARLY RELEASE**

On occasion, we are forced to cancel school, delay the start of school, or release students early for weather or other situations where the safety of students or our ability to provide quality instruction is in question (i.e., power outages, heat or ventilation problems, etc.). As soon as these decisions are made, they are communicated through the most efficient means possible - television and radio media services. Unfortunately, it is impractical to directly contact each family/household directly when these situations occur. As part of our internal notification procedure for school cancellations and delays, school administrators contact area television and radio stations. The following stations are contacted and will broadcast the most up-to-date information on the Camden-Frontier school cancellation/delay situation.

**SCHOOL CANCELLATION INFORMATION**

**TELEVISION**

**WILX-TV – Lansing**  
(Channel 10)

**WLNS – TV – Lansing**  
(Channel 6)

**WTVG – TV - Toledo**  
(Channel 13)

**RADIO**

**WLKI – Angola**  
(100.3 FM)

**WCSR – Hillsdale**  
(92.1 FM) (1340 AM)

**WNWN – Kazoo/Coldwater**  
(98.5 FM)

# ATTENDANCE INFORMATION

24-HOUR ATTENDANCE NUMBER  
(517) 368-5255

**REMINDER: Attendance must be called in daily - preferably the day of the absence!!!!!!**

## SECTION 3 – ATTENDANCE POLICIES

### ATTENDANCE PHILOSOPHY

In order to effectively accomplish the academic portion of the mission of Camden-Frontier High School, it is necessary to insure that each student is in attendance for all scheduled academic periods. All classes at Camden-Frontier High School have attendance as a common objective as required by Michigan State Law [MCL 380-1561], the Camden-Frontier School Board of Education, and the high school faculty and staff. **The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child aged six to sixteen to send the child to school during the entire school year.** The child's attendance shall be continuous and consecutive for the school year fixed by the school district. An attendance objective of 90% of each academic period has been developed by the faculty and staff and approved by the Board of Education. This policy is consistent with requirements developed by the State of Michigan to determine Annual Yearly Progress (AYP) as part of the school accountability system mandated by the "No Child Left Behind Act of 2001". This objective is based upon two beliefs: 1) that learning takes place teacher-to-student and student-to-student, and 2) that regular attendance reflects the type of responsibility, dependability, and self-discipline expected by future employers thus supporting the workplace competencies portion of the school vision statement. **REGULAR ATTENDANCE IS THE RESPONSIBILITY OF THE STUDENT AND THE PARENT/GUARDIAN. STUDENTS ARE RESPONSIBLE FOR KNOWING THEIR ATTENDANCE STATUS IN EACH CLASS.** **Under the provisions of Michigan School Code, attendance must be listed on each student's permanent record [MCL 380-1279]. This will consist of the number of days of student was an attendance each school year and the total number of school days in session for each of those school years.**

### DEFINITION OF ABSENCES

An absence for purposes of this attendance policy refers to any excused or unexcused absence. To meet the attendance objective, students cannot exceed eight (8) total days of absences within the **semester** or eight (8) absences for a particular course or program within a **semester**.

**EXCUSED ABSENCES:** An excused absence is defined as an absence where the student's parent or guardian notifies the school office in person, by phone, or in writing either prior to the day of the absence, the day of the absence, or by 12:00 PM (noon) on the day following the absence. **A 24-hour per day answering machine is available for these calls when the office is not staffed. DAILY NOTIFICATION IS REQUIRED EXCEPT FOR PRE-ARRANGED ABSENCES. It is the student's responsibility to insure that this parental notification occurs.**

**UNEXCUSED ABSENCES:** AN UNEXCUSED ABSENCE IS DEFINED AS AN ABSENCE WHERE THE STUDENT'S PARENT/GUARDIAN DOES NOT NOTIFY THE SCHOOL IN THE MANNER DESCRIBED FOR ACCEPTABLE ABSENCES ABOVE.

Absences for school-approved or directed activities (i.e., athletic activities, field trips, suspensions, etc.) will not be counted against a student's absence record. Teachers will be notified in advance of such absences. Students should attempt to complete schoolwork prior to or during the absence. It is the student's responsibility to identify and complete all schoolwork missed during any period (s) of absence.

### ATTENDANCE AND ACADEMICS

To be awarded credit in any high school program of instruction students must: 1) be in attendance for a minimum of 90% of the scheduled classes, and 2) achieve an acceptable level of mastery of course material as specified in the high school grade policy.

In a matter related to school attendance and grades, the Michigan Attorney General issued an opinion that states that the compulsory school attendance law recognizes an educational value in regular attendance in school. The opinion states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables the student to hear and participate in class discussions and other related learning experiences. Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course.

## **ATTENDANCE PROCEDURES**

High school attendance is taken at the beginning of each academic class. At this time, the teacher will record a student as absent if he or she is not in the classroom. If a student reports to the class within the first five (5) minutes of the class period, the “absence” is changed to a “tardy”. This status (absent or tardy) is recorded in the teacher’s attendance software program. Each class in which the student is marked “absent” as defined below will count against the limit (eight absences per semester) established for the class. At the end of the school day, the teacher’s cumulative attendance is submitted to the school office for entry into the attendance database which is submitted periodically to the Michigan Department of Education. The database records are reviewed on a monthly basis.

## **CONSEQUENCES OF EXCESSIVE ABSENCES – INDIVIDUAL PERIODS**

Students having excessive acceptable absences (over eight combined excused and/or unexcused for any course for the semester) will be assigned to “Make-up” hours. These hours will be in accordance to an hour make-up for an hour over 8 allowed absent days. A “Make-up” session or time will need to be scheduled as soon as possible until all excessive absences are made up. Students will be notified in writing of their hours over the 8 maximum allowed. **Once a student records his or her eighth absence, all academic grades (or grades for those courses affected) will be changed to “no credit”. These “no credit” grades (and associated academic and athletic restrictions) will be removed once the “Make-Up” hour requirements or court-directed sanctions are completed. Students will be notified in writing of these grade changes. STUDENTS HAVING EXCESSIVE ABSENCES (NOT “MADE-UP” THROUGH MAKE-UP ATTENDANCE) AT THE END OF ANY SEMESTER GRADING PERIOD WILL HAVE RECORDED ON THEIR REPORT CARDS A GRADE OF “NO CREDIT” FOR ANY AFFECTED COURSE. SEMESTER COURSE GRADES OF “NO CREDIT” WILL NOT RECEIVE GRADUATION CREDIT. (Such grades will not meet graduation requirements but will count as a “credit attempted” against the grade point average.) CLASSES REQUIRED FOR GRADUATION WILL HAVE TO BE REPEATED FOR CREDIT UNDER THESE CIRCUMSTANCES.** Absences will not carry over to subsequent years or semesters. Absences occurring during the last week of the school year will be allowed a “make up” period equivalent only to the number of hours needed to drop below the 8 hour maximum amount allowed. No extensions to this “make up” period will be granted.

## **CONSEQUENCES OF EXCESSIVE ABSENCES – DAYS**

In order to assist schools in Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established and has implemented an “educational neglect” system for parents of students under the mandatory attendance age of sixteen. Under this program, parents of students that exceed the limits for absences (over eight for the current semester) will be referred to the Hillsdale County prosecutor’s office for educational neglect. In order to appropriately notify parents and their responsibilities and to prevent Camden-Frontier School from being forced to initiate these procedures, the following policies will be followed:

1. Upon accumulation of four (4) days of absence (excused and unexcused) **in a semester**, a letter will be sent to the parent/guardian of the student. This letter will outline this policy and documented the days that the student was absent.
2. Upon accumulation of six (6) days of absence (excused and unexcused) **in a semester**, a second letter will be sent to the parent/guardian of the student requiring that a mandatory conference between the parent/guardian and the school administrator be held. During this conference, the consequences of exceeding the attendance limits will be outlined. Recommendations for the parent/guardian and student will be drafted and agreed to.
3. Upon accumulation of eight (8) days of absence (excused and unexcused) **in a semester**, a third letter will be sent to the parent/guardian of the student. This letter will notify the parent/guardian that based on the number of days absent, the case has been referred in writing to the county prosecutor. This written referral will include a copy of all parent/guardian correspondence dealing with attendance issues, a copy of the student’s attendance record, a copy of any documentation supporting attendance records and a copy of the mandatory conference record and recommendations.
4. The county prosecutor will review the case based on recorded data and interviews. A recommendation will be made by the prosecutor for disposition of the case. Such a referral may result in both the student and the parent/guardian appearing before a judge or returning the case to the school for assignment of make up time.
5. The school shall be notified of the disposition of the case.

## **Make-up Hours**

All hours over 8 days of absences will need to be made up prior to the end of the semester. Make-up absences can be made up on an individual basis after school. Make-up time forms must be obtained in the office and times need to be arranged and approved 48 hours prior to serving time.

## **TRUANCY POLICY**

In addition to the attendance policies listed above, Camden-Frontier School also supports the unified Hillsdale County Truancy Policy. For purposes of the Camden-Frontier School truancy policy, a student shall be considered to be truant if he or she misses two or more periods of class during the school day and those periods are not excused as outlined above (unexcused absences). **Students under the age of seventeen (17) are considered under this truancy policy.** Students that have reached the age of seventeen (17) do not fall under the jurisdiction of the Juvenile Court system. **STUDENTS OVER THE COMPULSORY ATTENDANCE AGE WHO MISS IN EXCESS OF FIVE (5) CONTINUOUS DAYS OF SCHOOL WITHOUT PARENT NOTIFICATION WILL BE DROPPED FROM THE ATTENDANCE ROLLS FOR THE REMAINDER OF THE SCHOOL YEAR.**

The following policies will be followed in the case of student truancy:

1. Upon accumulation of three (3) days of unexcused absence **in a school year**, a letter will be sent to the parent/guardian of the truant student. This letter will outline this policy and document the periods and days that the student was absent.
2. Upon accumulation of five (5) days of unexcused absence **in a school year**, a second letter will be sent to the parent/guardian of the student requiring that a mandatory conference between the parent/guardian and the school administrator be held. During this conference, the consequences of exceeding the attendance limits will be outlined. Recommendations for the parent/guardian and the student will be drafted and agreed to.
3. Upon accumulation of six (6) days of unexcused absence **in a school year**, a truancy citation will be issued to the student and/or the custodial parent. This citation will specify a court appearance date in Juvenile Court and will be followed by a petition. If this 6<sup>th</sup> unexcused absence occurs prior to the conference scheduled in paragraph "2" above, the parent/guardian will be notified that a truancy citation is being processed.
4. The Truant Officer will review the case based on recorded data and interviews. A recommendation will be made to the juvenile court judge by the truancy office for disposition of the case. This may result in both the student and the parent/guardian appearing before the judge.
5. The school will be notified of the disposition of the case.

#### **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

In recognition of the District's obligation to parents for the health, welfare and safety of students, building principals shall not release a student during the school day except in emergency situations or to a student's lawful custodian as defined by Michigan law. The identification of the student's lawful custodian shall be verified to the satisfaction of the school office personnel. The school office shall verify all written or verbal requests of the lawful custodian. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student. Students who have reached the age of 18 are, by law, responsible for themselves. These students may sign themselves in and out of school and may verify their own absences if they have an age of majority form on file in the school office. **ALL SCHOOL ATTENDANCE STANDARDS CONTINUE TO APPLY TO STUDENTS REGARDLESS OF AGE.**

The procedure for signing out will be as follows:

1. Students are required to report to the high school office and check out via the sign out sheet.
2. Students will be able to sign out only if their parent or guardian has notified the school office that the student is required to leave for a specific period. Students who must leave school during the school day must have parental permission properly verified by the office prior to departure.
3. Students who have reached the age of majority (18 in the State of Michigan) may be dismissed for valid reasons on his/her own providing an age of majority form is on file in the school office. These students are still required to sign-out in the school office.
4. Classes missed will be counted against the limit of absences authorized.
5. Students leaving school without signing out will be considered absent and unexcused (truant).

#### **ABSENCES AND SCHOOLWORK**

Students who miss school are still required to complete all assignments, projects, and examinations that were scheduled or due during the absence. All work assigned prior to the absence and due during the period that the student was not in school will be due on the day that they return. The **STUDENT** must request work that was missed (assigned) during the absence. This work must be turned in within equal time missed. This means that if you miss a day you have one day to turn in your work. If you have missed two days you have two to make up your work. Time beyond that will be governed as late work and fall into your teacher's classroom rules. All make-up tests will be administered at the discretion of the teacher.

### **PRE-ARRANGED ABSENCES**

Parents are encouraged not to take their child out of school for any reason or to schedule routine or recurring medical appointments during school hours. We do understand, however, that occasions do arise that makes it necessary for students to miss school. If such an absence is known in advance, the following steps should be taken:

1. The parent must contact the school office prior to the date of the absence, requesting the student be excused and giving the dates/times and reasons for the planned absence.
2. It is the student's responsibility to collect homework assignments prior to the period of absence.
3. **Prearranged absences, routine medical appointments, and family vacations DO NOT exempt students from the 90% attendance requirement.** Time missed for these reasons will be counted against the eight (8) day requirement. Excess absences will be made up via "Make-up" time.

### **TARDY POLICY**

Punctuality is an important and valued characteristic not only in school but in the workplace as well. Students are expected to be in the classroom when the class is scheduled to start. Students that report to class after the class bell rings will be considered "tardy". If there is no valid excuse for the absence, it will be classified as an unexcused tardy. Valid excuses for student tardiness involve students being held after class by an assigned teacher or a request by office personnel for a student that carries into the next class period. In both of these cases, a tardy pass will be provided. **Three (3) unexcused tardy reports for any class or period will equate to, and be recorded as an unexcused absence.** These unexcused absences will be counted against the total for truancy purposes. Students that are more than fifteen (15) minutes late for a scheduled class, miss more than fifteen (15) minutes of the class, or leave more than fifteen (15) minutes prior to the end of the period will be considered absent. If there is no valid excuse for the absence, it will be classified as an unexcused absence. Students reporting late for school (unless it is for late school transportation) will report to the office, sign in, and will be given a tardy pass for admittance to class. **NOTE: If personal transportation is a primary cause of habitual tardiness, a review and possible suspension of the driving privilege will be considered.**

### **MEDICALLY EXCUSED ABSENCES**

Any student who is treated by a physician, dentist, or other medical or legal professional should obtain a note from the office and present the note to the office upon returning to school. The note should specifically state all days excused, not just the one date that the student visited the professional's office. The days mentioned in the doctor's note will be counted as "medically excused" and will not count as part of the eight days allowed for each semester. **THIS NOTE MUST BE TURNED INTO THE OFFICE WITHIN (3) DAYS OF RETURNING FROM THE ABSENCE.** Failure to submit a doctor's note within (3) days will not be accepted as medically excused and the absences will go towards the eight days allowed each semester. (After (3) days the absence CANNOT be changed to medically excused.)

### **EXCEPTIONS TO ATTENDANCE POLICY**

It is recognized that some students may need to have over the allowable limit of absences in a school year due to valid factors such as court appearances, incarcerations, serious extended illnesses or hospitalization. In these circumstances, the family must present verification of this condition signed by a doctor or legal authority, the need for extended absence, and the dates of absence required by the medical authority or court order. In circumstances requiring extended absence, the school will attempt to contract for a "home-bound" teacher if requested by the family. These absences still are counted in the absence total (i.e., against the eight (8) day limit) but will be considered in the appeal process and grade changes.

### **INCENTIVE FOR GOOD ATTENDANCE**

The following incentive will be offered for students with good attendance:

#### **A STUDENT WILL BE ALLOWED 2 EXCUSED ABSENCES PER SEMESTER AND STILL OPT OUT OF EXAMS.**

1. A student may opt out of all exams, having met the criteria, and with parents signed permission.
2. A student may take any or all exams, having met all the requirements, knowing that his/her final grade will not be lowered due to the final exam.
3. Each student will be allowed 2 excused absences or less per semester, per class, for reasons such as illness, doctor appointments, college visits, funerals, fair, family vacations and personal business.
4. The above absences, in order to qualify, must be pre-approved or excused within 24 hours of the student's return to class. Failure to comply with this request will result in the loss of right to "opt out".
5. A student who is absent for more than 2 days per semester, **for any reason**, must take exams. Students who are earning

less than a “B-” in each of the nine week grading periods must take the class’s final exam.

6. Any student who served an in-school suspension, or worse, assigned by the principal during the semester will not be eligible to “opt out” of exams.
7. All students involved in extra-curricular activities who meet the above criteria are exempt from exams and will not be required to meet the attendance requirements to practice or participate in extra-curricular activities on exam day. (p. 21)

### **COLLEGE VISITS**

Each junior and senior is authorized to take three “college days” per school year to visit prospective colleges and universities. These “college days” are not counted against the sixteen day limit. To be authorized a “college day”, the student must notify the school counselor prior to the date of the visit. Within a week after the visit is completed, the student must provide written verification (on college letterhead stationary) of the visit signed by college admissions personnel. Failure to provide this documentation will result in this date being counted as an unexcused absence and may jeopardize future college day privileges.

### **APPEALS**

Situations may arise that do not fit the conditions of these attendance policies or cases where a disagreement arises as to the number or classification of absences. These situations will be considered on a case-by-case basis by a three-person committee composed of the building principal, the building secretary (attendance administrator), and a teacher from the appropriate level with input from the school counselor. Students and parents have the right to appeal when students lose credit or receive no credit for attendance reasons. The appeal may be made in person or in writing to the principal. As a result of this appeal, an attendance committee meeting will be scheduled. This committee has the authority to investigate and address the number of absences recorded or the classification (excused or unexcused) within the scope of this policy. It should not be asked to waive this policy for individuals without cause. All appeals (except those for absences incurred during the last 2 weeks of the school year) must be submitted by the last day of the school year.

## **SECTION 4 - GRADUATION REQUIREMENTS**

### **GENERAL GRADUATION REQUIREMENTS: Class of 2010**

**To graduate from Camden-Frontier High School, each student must have:**

1. Complete at least eight (8) semesters of high school,
2. Complete the senior exit interview questions.
3. Complete all components of the Michigan Merit Examination (MME) or equivalent assessment as specified by an approved Individual Education Plan (IEP). All students will take the MME during the last 90 days of their junior year of high school. Students scoring “3” (Endorsed at Basic Level) or “4” (Not Endorsed) on any segment of the MME will be required to take those portions again during the next available test window. The state will pay for one retake. Additional retakes of the Michigan Merit Examination will be paid for by the student.
4. Develop, annually review, and successfully carry out an individual Educational Development Plan.
5. Successfully complete (grade of D- or higher) course work in the specific academic disciplines listed below. Courses in which students receive a failing (F), incomplete (I), or no credit (NC) grade do not count toward graduation credit although they are counted against the overall cumulative grade point average. To be issued a diploma, the academic transcript must show successful completion of the following:

<u>CURRICULAR AREA</u>	<u>REQUIREMENT</u>	
English/Language Arts	4 credits	(English/Language Arts 9, 10, 11, and 12)
Mathematics	3 credits	(Geometry, Advanced Algebra and Functions, Statistics & Trigonometry)
Science	2 credits	(Biology and Chemistry)
Social Studies	3 credits	(U.S. History/Geography, World History/Geography and U.S. Government/Economics)***
Computer Education	2 credits	(Business Tech I & II)
Health	0.5 credits***	

Physical Education 0.5 credits\*\*\*

TOTAL CORE UNITS REQUIRED 15 CREDITS  
EDP ELECTIVES\* 9 CREDITS\*\*  
GRADUATION REQUIREMENTS 24 CREDITS

\*Educational Development Plan electives are in those areas that directly support post-secondary plans as indicated in the existing development plan and are not to be considered "free" electives. Band and choir would be exceptions to this requirement.

\*\* Students opting for enrollment in Jackson Area Career Center, Hillsdale Workforce Development Center, or Branch Area Career Center or other trade programs that support their EDP would gain six (6) credits for these programs for a two-year enrollment period.

\*\*\* Students having completed coursework under prior requirements will not have to re-take revised programs.

**General Graduation Requirements: Classes of 2011 & Beyond**  
**To graduate from Camden-Frontier High School, each student must have:**

1. Complete at least eight (8) semesters of high school,
2. Complete the senior exit interview questions.
3. Complete all components of the Michigan Merit Examination (MME) or equivalent assessment as specified by an approved Individual Education Plan (IEP). All students will take the MME during the last 90 days of their junior year of high school. Students scoring "3" (Endorsed at Basic Level) or "4" (Not Endorsed) on any segment of the MME will be required to take those portions again during the next available test window. The state will pay for one retake. Additional retakes of the Michigan Merit Examination will be paid for by the student.
4. Develop, annually review, and successfully carry out an individual Educational Development Plan.
5. Receive academic credit (as measured by mastery of specific content expectations for each course) for programs of instruction as specified below. Courses in which students receive a failing (F), incomplete (I), or no credit (NC) grade do not count toward graduation credit although they are counted against the overall cumulative grade point average. To be issued a diploma, the academic transcript must show successful completion of the following:

<u>CURRICULAR AREA</u>	<u>REQUIREMENT</u>	
English/Language Arts	4 credits	(English/Language Arts 9, 10, 11, and 12)
Mathematics	4 credits	(Algebra I, Geometry, Algebra II and one math or math-related course completed during the senior year) (Note 1)
Science	3 credits	(Biology and Chemistry or Physics and one additional science course)
Social Studies	3 credits	(U.S. History/Geography, World History/Geography and Civics/Economics) (Note 2)
Visual, Performing & Applied Arts	1 credit	(Note 3)
Health	0.5 credits	(Note 3)
Physical Education	0.5 credits	(Note 3)
Online Learning Experience		(Note 5)
TOTAL CORE UNITS REQUIRED	16 CREDITS	
EDP ELECTIVES*	8 CREDITS (Note 4)	
GRADUATION REQUIREMENTS	24 CREDITS	

Note 1: If a student meets the qualifications for the "Personal Curriculum", the mathematics requirements may be modified as indicated below:

**All Students:**

- \* Must complete at least 3.5 math or math-related credits
- \* Must complete a math or math-related credit in the senior year of high school

**Algebra II Modifications:**

- \* Complete 2.5 credits including 0.5 credits of Algebra II OR,
- \* Complete a two year Career & Technical Education program that includes 0.5 credits of Algebra II
- \* Complete Algebra II over a two-year period with credit given for each year.

(i.e., Algebra IIA and Algebra IIB)

Note 2: If a student meets the qualifications for the "Personal Curriculum", the Social Studies requirements may be modified as indicated below:

- \* Civics must be completed for graduation
- \* Each student must earn at least two (2) credits in Social Studies
- \* The third credit can be earned if the student earns an additional credit beyond that already required in English/Language Arts, Mathematics, Science or a Language other than English.

Note 3: If a student meets the qualifications for the "Personal Curriculum", this requirement may be modified by earning an additional credit beyond that already required in English/Language Arts, Mathematics, Science, or a Language other than English.

Note 4: Educational Development Plan electives are in those areas that directly support post-secondary plans as indicated in the existing development plan and are not to be considered "free" electives. Band and choir would be exceptions to this requirement. Students opting for enrollment in Jackson Area Career Center, Hillsdale Workforce Development Center, or Branch Area Career Center or other trade programs that support their EDP would gain six (6) credits for these programs for a two-year enrollment period.

Note 5: The on-line learning experience may be completed as either a credit program or in a non-credit system.

**DIPLOMA OPTIONS**

There are currently two types of diploma available to students at Camden-Frontier High School.

The **certificate of completion** is designed to meet the needs of exchange students, those students who cannot or will not meet graduation requirements within a four-year period, and those who choose not to return for a fifth or subsequent year to meet graduation requirements. The certificate will attest to the fact that the student has attended high school for the period specified but will not be equivalent to a high school diploma.

The **high school diploma** is awarded to any student that meets the graduation requirements of Camden-Frontier High School. The **high school diploma with honors** will be awarded to those students who meet the requirements for the high school diploma and who have achieved a minimum grade point average of 3.50 for all work in grades 9 - 12.

**GRADUATION REQUIREMENTS AND COMMENCEMENT ELIGIBILITY**

It is resolved that only those seniors who have satisfactorily completed all academic requirements prior to the day of commencement may participate in commencement activities. The only exception would involve extenuating circumstances such as illness, accident or other excusable emergencies.

Incomplete grades and/or failures, which result in a student lacking the full credits, will immediately disqualify the student from commencement activities. If a student who has not completed all the graduation requirements by commencement does satisfactorily complete the requirements from some other secondary school before the beginning of the following school year, and notification is received that the requirements were completed, the student shall be given his/her diploma/certificate at that time and it shall be recorded on the student's permanent record.

Those seniors who owe money to the school or to school sponsored activities, clubs, or organizations and have not covered those debts prior to graduation day will be ineligible to participate in the graduation ceremony.

**SECTION 5 - ACADEMIC SCHEDULES****MIDDLE/HIGH SCHOOL CLASS SCHEDULE**

The middle/high school academic schedule is listed below. Unless there is an emergency situation that requires immediate contact, we will not call a student from class nor allow a student to make calls from academic telephones. Please avoid placing calls to students during the academic day.

<u>ACADEMIC PERIOD</u>	<u>TIME HS</u>	<u>TIME MS</u>	
Academic Period 1	7:50 – 8:40 AM	7:50 – 8:40 AM	
Academic Period 2	8:45 – 9:35 AM	8:45 – 9:35 AM	
Academic Period 3	9:40 – 10:30 AM	9:40 – 10:30 AM	
Academic Period 4	10:35 – 11:25 AM	10:35 – 11:25 AM	
HS Lunch	11:25 – 11:55 AM	11:30—12:20 PM	Academic Period 5
Academic Period 5	12:00 – 12:50 PM	12:20 – 12:50 PM	MS Lunch
Seminar Period	12:55 – 1:25 PM	12:55 – 1:25 PM	
Academic Period 6	1:30 – 2:20 PM	1:30 – 2:20 PM	
Academic Period 7	2:25 – 3:15 PM	2:25 – 3:15 PM	

### HALF-DAY SCHEDULE

Periodically, we schedule classes for only one-half day for parent/teacher conference days and for in-service or professional development seminars for the staff. These days will be listed on your school calendar. On those days the academic schedule is as follows: 2009-10 ½ days; November 12, January 22, March 31, and May 28.

<u>ACADEMIC PERIOD</u>	<u>TIME</u>
Academic Period 1	7:50 – 8:20 AM
Academic Period 2	8:25 – 8:55 AM
Academic Period 3	9:00 – 9:30 AM
Academic Period 4	9:35 – 10:05 AM
Academic Period 5	10:10 – 10:40 AM
Academic Period 6	10:45 – 11:15 AM
Academic Period 7	11:20 – 12:00 PM

### 2 HOUR DELAY SCHEDULE

On days where there is a 2 hour delay, school will start at 9:50 and students will report to their 3<sup>rd</sup> period class

### TYPICAL COURSE SEQUENCE

All high school students will be enrolled in seven academic classes per school year. The academic day consists of seven (7) academic periods. To meet the graduation requirements for the Camden-Frontier High School diploma, a typical academic schedule would look as follows: (NOTE: This is only a possible schedule and can be modified to meet individual needs.)

#### 9th GRADE

English/Language Arts 9  
 U.S. History/Geography  
 Geometry or Algebra I  
 Biology  
 Health/Physical Education  
 Spanish I or Spanish II  
 Office Automation I (OAI)

#### 10th GRADE

English/Language Arts 10  
 World History/Geography  
 Geometry or Algebra II  
 Chemistry  
 Spanish II or an Elective  
 Visual, Performing & Applied Arts Elective  
 Office Automation II (OAI)

#### 11th GRADE

English/Language Arts 11  
 U.S. Government/Economics  
 F.S.T. or Algebra II  
 Physics, Plant or Animal Science or Elective  
 Elective or Career Center or O.A. III  
 Elective or Career Center or Spanish III  
 Elective or Career Center  
 If Qualify College Dual Credit

#### 12th GRADE

English/Language Arts 12  
 College Classes  
 Pre-Calculus or other math credit  
 Physics, Plant or Animal Science or Elective  
 Elective or Career Center or O.A. III  
 Elective or Career Center  
 Elective or Career Center  
 If Qualify College Dual Credit

### ADDING AND DROPPING COURSES

Students may elect to add or drop a program of instruction after the school year has started. Any changes of schedule must be accomplished within the first week of the school year for year long courses or the first week of the semester for semester courses in order to insure that a student is placed in a different program. This policy allows students to make the switch between programs without significant impact on academic performance. Students will be scheduled for seven classes. For any course that is dropped, another course must be added.

## SECTION 6 - ACADEMIC CREDIT

### DEFINED

Academic credits are awarded when a student can demonstrate mastery of a specific set of content expectations specific to an academic program. Mastery of content expectations will be indicated by demonstration of those skills required through projects, presentations and/or performances; effective participation in class discussions; in-class assessments; and grades of "D-" (60%) or higher on program summative assessments. One academic credit is awarded for each year-long class at a rate of one-half credit per semester.

### AWARDED

Credits are awarded at the end of each academic semester based solely on the semester course grade. Semester course grades are the only grades posted to the student's permanent record. Camden-Frontier High School defines successful completion of a course as meeting attendance requirements and requiring a minimum grade of "D-" (60%) for the final grade. Grades of "F" (failing), "I" (incomplete), and "N/C" (No Credit) receive no academic credits.

### ACADEMIC CREDITS AND GRADUATION

At the end of each academic year, each student's academic record is reviewed to insure he or she is meeting graduation requirements. An academic worksheet is maintained on each student by the guidance office that reflects graduation requirements met and those left to earn. Graduation requirements are specified by successful completion of a certain number of units of credit per academic discipline. For example, each student must have recorded two (2) passing credits of science in those courses specified to graduate. Courses failed do not receive units of credit and must be made up prior to graduation. Camden-Frontier High School cannot award more than one credit for the same course. For example, if a student repeats Geometry after passing it with a low grade to improve his or her skills in that subject, only one graduation credit in mathematics will be allowed. The second credit will be applied toward meeting elective requirements.

It is often difficult to effectively "place" a new student where he or she will realize academic success based on transcripts alone. We frequently find that course titles do not accurately reflect either the nature of the course material or the level of mastery required. If an instructor finds that a student is being overwhelmed by the subject matter due to a lack of subject background, that instructor may recommend that the student be moved back a level in that subject area. We feel that the knowledge and foundation in a subject area is more important than keeping a student in an environment where success is not possible. Any such decision will be communicated to parents or guardians prior to any formal schedule change.

### ACADEMIC CREDITS AND CLASS STANDING

In order to insure that each student is in a position to graduate at the end of his or her senior year, it is often necessary to place a student in a class that may not match either his/her age or previous class standing. The primary method used by Camden-Frontier High School to place both new and returning students in a specific class (i.e. Freshman, Sophomore, Junior, Senior) is the total number of high school credits that have been earned and can be applied to the Camden-Frontier High School diploma. Students that have, at the start of any academic year, successfully earned high school academic credits to the minimum levels indicated in the chart below will be considered a member of the class specified.

CLASS STANDING	TOTAL CREDITS EARNED AS OF THE END OF THE PRIOR YEAR
FRESHMAN	0 – 5.0
SOPHOMORE	6.0 – 11.0
JUNIOR	12.0 – 17.0
SENIOR	18.0 OR MORE

For example, a student enrolled at CFS as a Freshman would be required to earn a minimum of six (6) credits during his/her freshman year to be considered a Sophomore the next year. That same student must then accumulate a minimum total of twelve (12) credits by the end of the next year to be considered a Junior, and finally eighteen (18) credits or more to be considered a Senior.

A student who transferred to Camden-Frontier High School must have a minimum of six (6) earned credits to be placed in the sophomore class. Fewer credits earned will cause the student to be placed in a freshman status regardless of the courses that he/she is enrolled in. For example, if the review of the student's transcript shows only seven (7) credits passed that can be applied to the CFS diploma after two years of high school, the student would be placed as a sophomore. As it would require a minimum of seventeen (17) credits to enable the student to meet graduation requirements in two more years, the student would be classified as a sophomore.

### TRANSFER GRADES, CORRESPONDENCE PROGRAMS, AND HOME SCHOOLING

Camden-Frontier High School accepts high school credits from any accredited high school. Where possible, these credits will be applied toward departmental graduation requirements (i.e., math, science, languages). Where completed courses do not meet our graduation requirements, they will be counted toward elective requirements. Courses completed at the junior high or middle school level will not be counted as meeting high school graduation requirements unless the official transcript specifically states that the program is for high school credit or a letter from the administration of the "losing" school authorizes high school credit is received.

Camden-Frontier High School also accepts credits earned through accredited correspondence programs. It must be understood, however, that Camden-Frontier does not accept responsibility for student completion of correspondence programs and cannot provide teachers or advisors for these programs. These programs, by nature, are independent study. Student schedules do not provide for the additional time necessary to complete these demanding programs in school during the school year.

Credits earned through “home school” programs will also be accepted at Camden-Frontier School under the following criteria:

1. An affidavit must be signed by the parent and supervising teacher indicating that instruction was provided under the direct supervision of a certified teacher, and that the equivalent of a minimum of days and hours specified by the Michigan School Code were met for each year of home schooling;
2. No grades for these programs will be given, nor will grades be recorded on the transcript. Any credits shown on the transcript will be recorded as “home schooling.”
3. The graduation requirements in the areas of fine or performing arts, vocational education, practical arts, physical education, health, and computer education will not be fulfilled through home schooling.
4. Students demonstrating unsatisfactory progress in scheduled classes may be given appropriate tests to determine proper class placement, with placement in a lower level class being possible.

**COLLEGE CREDITS (DUAL ENROLLENT PROGRAM)**

The purpose of the dual enrollment program is to allow eligible students the opportunity to enroll in and complete eligible college-level courses at a post-secondary institution that chooses to participate in the dual enrollment program. Costs for these programs, as specified below, will be paid by the Camden-Frontier school system.

**1. Eligibility.** For purposes of this program, an eligible student is one who is enrolled in at least one (1) high school class in at least grade 11 in the Camden-Frontier School district who has completed and is qualified by achieving a qualifying score in one or more of the following:

TEST	QUALIFYING SCORE
PLAN - Mathematics, English & Reading	18 or higher
PSAT - Mathematics	42 or higher
PSAT - Critical Reading	43 or higher
ACT - Mathematics, English & Reading	18 or higher
SAT - Mathematics	416 or higher
SAT - Critical Reading	430 or higher
Permission from Principal, or councilor and 2 teaching staff members.	

An eligible course is one that is not offered by the Camden-Frontier school district or is not available, as determined by the Board of Education, because of a scheduling conflict beyond the control of a student. The course must be an academic course not ordinarily taken as an activity and normally accepted by the post-secondary institution as applied toward satisfaction of a degree requirement. The course cannot be a hobby or recreational course nor in the subject areas of hobby craft, recreation, physical education, theology, divinity or religious study education. The program requested must be supported by the student’s Educational Development Plan (EDP). Students who have not received qualifying scores on the PLAN or PSAT tests are not eligible for the dual enrollment program. This program does not apply to any post-secondary courses in which a student is enrolled in addition to being enrolled full-time in the Camden-Frontier School district, nor does it apply to a post-secondary course that a student is re-taking after failing. This program does not restrict the ability of any student to enroll in any post-secondary institution without tuition and fee support.

**2. Academic Credit.** At the time that an eligible student enrolls in a post-secondary course under this program, the student must designate, in writing to both the high school and post-secondary institution, whether the course is for high school credit, post-secondary credit, or both. Eligible students may not audit courses under this program. The Camden-Frontier school district shall award high school academic credit for those courses designated for high school credit if the student successfully completes the course, as determined by the post-secondary institution. These high school credits shall be counted toward graduation requirements and subject area requirements for graduation. Upon request of the student, courses taken for post-secondary credit only will be included on the permanent record but will not be included in grade point calculations or graduation requirements. In its Guide for the College-Bound Student-Athlete, the National Collegiate Athletic Association (NCAA) requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated into the student’s high school grade point average (GPA). This requirement only applies to Division I or II collegiate athletics.

**3. Program Provisions.** If, for any reason, the student does not complete the course or fails the course, as determined by the post-secondary institution, the student forfeits eligibility for further courses under this program. Any refundable fees (up to the amount the school district has paid for the course) will be refundable to the school district. Students enrolled in this program must still meet all graduation requirements of Camden-Frontier Schools and should insure that their academic schedule will meet the needs of both high school and post-secondary programs.

**4. Program Funding.** Under the provisions of this program, tuition and fees for the post-secondary course will be paid by Camden-Frontier School up to the limits provided by Michigan Compiled Law. The school district will not provide financial support for transportation, or parking costs associated with this program. The school district will pay these fees directly to the post-secondary institution upon being billed. The student is responsible for payment of all fees not covered by this program.

### **ON LINE, DISTANCE LEARNING, AND TWO-WAY INTERACTIVE PROGRAMS**

Under certain circumstances, high school students will be allowed to enroll in and complete on-line and distance learning programs as part of their curriculum. The following provisions/requirements will be in effect for these programs.

1. The student must meet K-12 pupil membership eligibility requirements.
2. All students in grades 11&12 are eligible. (9 & 10 maybe be eligible with parent/counselor/principal permission)
3. Any course in which a student participates must be approved by the district and must generate credit toward the student's diploma.
4. Courses selected must not be available within the curriculum offered by Camden-Frontier School and be supported by the student's EDP.
5. This type of class is limited to two courses per semester per student by State law.
6. The student is expected to be at the assigned computer terminal for the entire period designated for the course and working on course materials. Attendance and academic progress will be monitored. Students will **not** be allowed to play games, access e-mail (other than the assigned instructor) or in "chat rooms" during on-line class time.
7. Academic progress grades for on-line programs will be based upon grades earned for assignments and assessments based on an expected percentage of work for a grade period. For example, if there are 40 assignments/assessments for a one semester program, the first report card grade will be based upon the expected completion of 50% of those assignments and assessments.
8. Students receiving failing grades for on-line programs will be required to pay for all tuition and fees.
9. As on-line programs are "independent study" they are based on student's honor and integrity, instances of cheating or plagiarism will be dealt with severely. Students plagiarizing or copying materials or receiving assistance from other students will be reported to the program instructor and will receive no credit for any affected assignments/assessments. Academic misconduct in on-line programs will result in ineligibility for future enrollment.

### **"TEST OUT" PROGRAM**

A student who desires to receive credit for a high school course without enrolling in the course may do so by attaining a grade of not less than "C+" (76.67%) for the final exam and/or other comprehensive paper, portfolio, presentation, project, or assessment on the course. Credit will not be granted, however, for a course in the subject area lower in the course sequence than one for which the student has already earned credit.

**Successfully attaining credit under this policy will earn a grade of "PASS" and shall not be used in computation of grade point average, class rank, nor counted toward the total required credits for graduation. The "test out" window will be published annually and will typically be held during the month of August. Requests for "testing out" will be available during class scheduling in the last spring of each school year Testing will be conducted the week prior to the start of each school year.**

## **SECTION 7: ACADEMIC GRADES**

### **GENERAL GRADING SYSTEM**

The grading system used at Camden-Frontier High School is an alpha system with numerical equivalents similar to those used at major colleges and universities. The letter grades, numerical equivalents and grade point values are as follows:

<u>LETTER GRADE</u>	<u>% VALUE</u>	<u>HONOR POINTS</u>
A	100 – 93.34	4.00
A-	93.33 - 90.00	3.67
B+	89.99 – 86.67	3.33
B	86.66 – 83.34	3.00
B-	83.33 - 80.00	2.67
C+	79.99 - 76.67	2.33
C	76.66 – 73.34	2.00
C-	73.33 - 70.00	1.67
D+	69.99 – 66.67	1.33
D	66.66 – 63.34	1.00
D-	63.33 - 60.00	0.67
F	59.99 and Below	0.00

Additional grades that may appear on report cards are as follows:

<u>LETTER GRADE</u>	<u>MEANING</u>	<u>GRADE POINT</u>
I	INCOMPLETE	0.0*
W	WITHDRAWN	N/A
S	SATISFACTORY	N/A
U	UNSATISFACTORY	N/A
P	PASS	N/A
NC	NO CREDIT	N/A
NM	NO MARK	N/A

\*NOTE: Incomplete grades are included and will count toward computing the grade point average. Once incomplete grades are made up, the grade period and cumulative grade point averages are updated. Incomplete grades will not be awarded to students who have been in attendance throughout the grade period and have simply not completed required work. Incomplete grades will be awarded to students who still have work to be made up due to absences and have not had sufficient time to make up assigned work. Incomplete grades must be made up within the first 2-weeks of the next marking period. After that time incomplete work will be recorded as zero grades and be averaged to determine course grade.

### COURSE GRADE DEVELOPMENT

The primary instructor develops grades for each course of instruction. Each student is provided with a course syllabus during the first week of class that outlines the course content standards to be mastered, pre-requisite course content standards (which the students should be able to demonstrate mastery of at the start of the course), grading policies and the weights of the various course components.

An exception to these guidelines is made for those performance-based courses such as band and choir where co-curricular components (i.e., performances) are required. Failure to participate in these scheduled co-curricular activities is grounds for a grade reduction.

For on-line courses, or other distance learning programs where often the only grade provided will be an end-of-course grade, the guidance counselor in consultation with the program instructor, will develop a mid-course grade based on the grade for half of the work required for that program. Students will be expected to progress to at least that point by the mid-semester report card date.

To be awarded credit for any program of instruction authorized graduation credits, a student must be able to demonstrate a degree of mastery of the content expectations through projects, presentations or performances; effective participation in in-class discussions, in-class assessments; and grades of “D-“ (60%) or higher on program summative assessments.

### SENIOR EXAMINATIONS

Seniors may exempt final course examinations for the 2<sup>nd</sup> semester only under the following conditions.

1. To be eligible to exempt any examination, the student must have earned “A” grades (A, A-) in both of the nine-week grade periods during the 2<sup>nd</sup> semester in the course in which exemption is requested, and;
2. Students must have received passing grades in all other courses for each of the nine-week grade periods, and;
3. Students must not have missed more than eight (8) days of school (or eight (8) periods of class for that course) for the 2<sup>nd</sup> semester class that they wish the exemption.

Seniors who wish to exempt themselves from examinations must complete an application for each examination that they wish exempted. These applications may be picked up in the counselor's office. Each examination must be signed by the school counselor, the school secretary (for attendance), and all assigned teachers (for grade verification). Without completion of this application, exemptions will not be authorized. Grades for courses that have approved exempt final examinations will be based on all 9-week grades for the requested course.

### **GRADE CHANGES**

A student, parent, or guardian wanting to have a grade changed may follow the guidelines set forth in district policy as outlined below. This policy is effective only for grades on final exams, or grades at the end of a marking period, term or semester. The process starts on the day the student receives the grade.

#### **Step 1:**

If a student believes that a grade received is in error, the student informs the teacher within ten (10) calendar days, citing the reason(s) for wanting the grade changed.

#### **Step 2:**

1. The teacher who gave the original grade agrees with the student's request within ten (10) calendar days, and the process ends, or
2. The teacher who gave the grade does not agree, or does not respond to the student's request within 10 calendar days, the student proceeds to the next step.

#### **Step 3:**

1. **Principal Receives Request:** Within 30 calendar days after the student receives the grade and the teacher does not agree to change the grade, the Principal, or person designated by the Principal, must receive a written request from the student stating the reasons for wanting the grade change.
2. **Meeting with Principal:** The Principal shall consult with the teacher who assigned the grade and the student within 20 calendar days after receiving the written request from the student. The student, parent or guardian may attend this meeting or may make a presentation orally or in writing to the Principal.
3. **Rational Basis Guideline:** The Principal cannot change the grade unless he or she finds that the student requesting the change has established there was not a "rational basis" for the challenged grade under the teacher's established grading procedures. If the student has established the lack of a "rational basis", the Principal may change the grade.
4. **Principal's Decision:** The Principal shall make his or her decision within 10 calendar days after the meeting with the teacher and student.

#### **Step 4:**

Either the teacher or the student may appeal the Principal's decision to the Board (or a committee of the Board composed of three Board members) within 20 calendar days after receiving the Principal's decision. Failure to make a timely appeal means that the Principal's decision is final.

#### **Step 5:**

The Board (or designated committee) shall meet within 30 calendar days to consider the appeal. The Board (or committee) will not interview the parties or hear oral presentations. The Board (or committee) shall either approve or disapprove the Principal's decision. The Board (or committee) shall not modify the Principal's decision. The Board's (or committee's) decision is final.

#### **Step 6:**

If the Principal or Board (or committee) acts to change a grade under this policy, a notation shall be made in the student's record that the Principal or Board (or committee) changed the grade.

### **GRADE POINT AVERAGE**

The student's grade point average is calculated by dividing the total number of honor points earned by the number of credits possible for the courses taken. To fully describe this procedure, a fictitious student will be highlighted. This student's report card might look like this:

<b><u>COURSE</u></b>	<b><u>9-WEEK GRADE</u></b>	<b><u>HONOR POINTS</u></b>
Biology	F	0.00
Physical Education	B-	2.67

Geometry	D+	1.33
English/Language Arts 9	A	4.00
United States History/Geography	C+	2.33
Business Tech I	A-	3.67
Band	A	<u>4.00</u>
		18.00

Totaling the honor points earned by each grade and dividing by the number of courses/credits attempted would calculate the student's grade point average:

$$\frac{\text{HONOR POINTS}}{\text{\# COURSES}} = \frac{18.0}{7} = 2.57$$

The student's grade point average would be 2.57 for this grade period.

**CUMULATIVE GRADE POINT AVERAGE**

The cumulative grade point average is the average of all recorded course final grades since the student started the 9th grade. Specific middle school courses that have been taken for high school credit will also be included in this calculation (i.e., Spanish, Algebra). All grades are counted to include failing grades. If a student fails a course and at a later date re-takes the course, both grades will be counted toward the cumulative grade point average. Only the passing grade will be counted toward graduation credit. (NOTE: This is not the grade point average that will be used to calculate class rank.)

**CLASS RANK-Classes of 2008, 2009 & 2010**

Class rank will be based upon the grade point average for those core programs required of all students. This class rank grade point average will be maintained by the guidance counselor and will be separate from the cumulative grade point average. The class rank grade point average will be based on the following required programs:

<b>CURRICULAR AREA</b>	<b>\# OF UNITS</b>	<b>COURSES</b>
English/Language Arts*	4	(English/Language Arts 9, 10, 11, and 12)
Mathematics*	3	(Geometry, Advanced Algebra, and Functions, Statistics, & Trigonometry)
Science	2	(Biology and Chemistry)
Social Studies	3	(United States History/Geography, World History/Geography and United States Government/Economics)
Computer Education	2	(Business Technology I and II)
Health	1	
Physical Education	1	

\* It is understood that the Individuals with Disabilities Education Act (IDEA) mandates that qualified students be provided with alternative programs. These programs in the core areas will be substituted as necessary for calculation of class rank.

**CLASS RANK**

Class of 2011 and Beyond

Class rank will be based upon the grade point average for those core programs required of all students. This class rank grade point average will be maintained by the guidance counselor and will be separate from the cumulative grade point average. The class rank grade point average will be based on the following required programs:

<u>Curricular Area</u>	<u># of Units</u>	<u>Courses</u>
English/Language Arts	4	(English/Language Arts 9, 10, 11 & 12)
Mathematics	4	(Algebra I, Geometry, Algebra II and senior math course)
Science	3	(Biology & Chemistry or Physics, and additional science course)
Social Studies	3	(United States History/Geography, World History/Geography & U.S. Government/Economy)
Health	0.5	
Physical Education	0.5	
Visual, Performing & Applied Arts	1.0	

Modifications to these courses may be permitted if the student qualifies for the "Personal Curriculum" option and the changes are supported by the students Educational Development Plan (EDP).

### **ACADEMIC PROGRESS REPORTS**

All students will receive a progress report at the midpoint of each grade period that will indicate the course grade to that point in time.

### **PARENT/TEACHER CONFERENCES**

Research has demonstrated that student academic success is enhanced when parents actively support and encourage educational goals and programs. For that purpose, Camden-Frontier Middle School/High School establishes two formal parent/teacher conference dates annually during the academic year. Typically, one of these sessions is held in the fall and the other in the spring. During these sessions, teachers are available for conference and discussion throughout the afternoon and evening sessions. As some of our teachers coach or advise activities during the school year, it is remotely possible that they may not be available for conferences those specific days. In the event that this occurs, a "call back" sheet will be available for your use. The teacher will call to discuss a student's academic progress at a mutually convenient time. Additionally, conferences, e-mail, or phone contact with any teacher may be set up during a teacher's preparation period on any day that school is in session. Likewise, the counseling staff is also available for calls, e-mail, or conferences during the school day. The staff encourages frequent contact to answer any questions that you might have and to clear up any possible misunderstandings.

## **SECTION 8 - ACADEMIC HONORS**

### **SUPERINTENDENT'S LIST**

Recognition will be given to those students earning all "A" grades for the most recent grade period. Students with "I" or "N/C" grades are not eligible until the incomplete or no credit is removed, and all other criteria are met. A list will be published and posted in the display cases near the office honoring these students for their achievement.

### **PRINCIPAL'S LIST**

Recognition will be given to those students earning all "A" and "B" grades for the most current grade period. Students with "I" or "N/C" grades are not eligible until the incomplete or no credit is removed and all other criteria are met. A list will be published and posted in the display cases near the office honoring these students for their achievement.

### **ACADEMIC HONORS' PRIVILEGES**

Students that earn recognition on either the Superintendent's or the Principal's List will be issued an honor card identifying them as having achieved that honor. Students earning Superintendent's List honors will be admitted free to any Camden-Frontier home athletic event for the duration of the grade period. A corresponding Parent's Honor Card will be sent to the parent/guardian of those students honored. This card will allow the parents/guardians of record free admission to any home Camden-Frontier athletic event for the duration of the grade period. Students earning Principal's List honors will be issued an honor card identifying them as achieving that status. Students earning Principal's List honors will be admitted at half price to any Camden-Frontier home athletic event for the

duration of the grade period. A corresponding Parent's Honor Card will be sent to the parent/guardian of those students honored. This card will allow the parents/guardians of record half-price admission to any home Camden-Frontier athletic event for the duration of the grade period. These rewards are not transferable. Honor cards must be presented at the event gate to be accepted for admissions. Proof of identify may be required if not personally known to the gate personnel.

### **NATIONAL HONOR SOCIETY**

The Camden-Frontier High School Chapter of the National Honor Society is open to all students who meet the following criteria:

1. Students must have either junior or senior class standings. Sophomores may be inducted under special circumstances.
2. Students must have gained and maintained a cumulative grade point average of 3.0 (on a 4.0 scale).
3. Students must display evidence of leadership, scholarship, service and character. It is considered that students violating the school disciplinary code resulting in a suspension from school (OSS) during the current school year have not met these guidelines.
4. Students must be nominated by the faculty advisory council and approved by that council.

The Faculty Advisory Committee will be composed of a faculty advisor and at least four faculty members. Once selected, members must continue to meet all stated criteria. New members will undergo a probationary period of not more than one year in duration during which they may be dismissed for cause. Students that are dismissed from the National Honor Society for failure to maintain standards are not eligible for re-admission.

### **SELECTION OF CLASS VALEDICTORIAN AND SALUTATORIAN AND HONOR GRADUATES**

These honors will be based upon the class rank when all designated course requirements (as specified above) are met. Semester course grades from those designated programs will be used to calculate the final class rank. The valedictorian will be the student that places first on the final class ranking. The senior class salutatorian will be the senior who ranks second. Students to be named as honor graduates will be those students who have earned a cumulative grade point average (GPA) in the core courses equal to or greater than 3.50.

## **SECTION 9 – SCHOOL COUNSELOR SERVICES**

The primary function of the school counselor is to assist students in attaining academic excellence, addressing conduct and personal problems, and to help with placement in post-secondary institutions.

The primary responsibilities include but are not limited to:

1. To counsel students as to career opportunities and post-secondary education. The school counselor also assists students in the selection of college and applications'/admissions' procedures. Financial aid information and scholarship information is also made available during an annual workshop for parents.
2. To counsel students regarding academic concerns. This includes academic scheduling, tracking of graduation requirements, and providing follow-up services dealing with academic deficiencies with options for improvement.
3. To counsel students regarding personal issues. To provide referral services to specialized agencies in conjunction with the school social worker.
4. To supervise the administration of all major competency-based testing. This would include the distribution of testing materials, applications, and the establishment of test deadlines.

As many of our students aspire to attend college, we recommend students to complete the Scholastic Achievement Test (SAT) or American College Test (ACT). This testing is necessary in order to qualify for admission to many colleges and universities. It should be noted, however, that the ACT is now part of the Michigan Merit Examination and is offered free to high school juniors. Please contact the school counselor for information on test and registration dates for this school year.

In addition, the State of Michigan requires all schools with state accreditation to annually administer the Michigan Educational Assessment Program (MEAP) test series. This equates to the Michigan Merit Examination (MME) at the high school level that is taken during second semester of the junior year of high school. This test, which measures how well students have mastered the educational standards established by the State of Michigan, evaluates the core areas of Language Arts', Mathematics, Science, and Social Studies. Additional information on the MEAP/MME program is available in the counseling office.

# **SECTION 10 - STUDENT DISCIPLINE**

## **DISCIPLINARY CODE**

DISCIPLINE IS A NATURAL CONSEQUENCE OF MISBEHAVIOR. The primary objective of the-discipline program is to support the teaching/learning process. The primary purpose of school is to educate the student as a responsible adult, we expect them to assume responsibility for the decisions that they make and to accept the consequences of those decisions. In all disciplinary cases, procedural due process is afforded to each student. Procedural due process includes the notice that the behavior constitutes a violation of the disciplinary code (this handbook), a notice of the charge against the student (discipline form), the opportunity to be heard in response to the charge, and the right to appeal. It is important to note that these procedural due process rights apply only when they are excluded from the educational process. Teachers are still free to impose minor forms of classroom discipline, such as admonishing students, requiring special assignments, restricting activities, and denying certain privileges, without being subject to due process scrutiny.

It should be understood that no manual or handbook could hope to cover all of the circumstances under which disciplinary action would be warranted. When these cases arise, the school administrator responsible will use his or her best judgment in determination of appropriate action.

## **DETENTION**

Detention is considered a positive disciplinary measure. While serving detention, students are expected to do homework or other assignments pertaining to their classes. A student who has been assigned detention by either a classroom teacher or the administration will be expected to serve each detention. Failure to serve an assigned detention without first making arrangements with the teacher or the principal will result in further disciplinary action. Sports practice, club meetings, games and work will not be considered acceptable excuses unless arrangements are made with the teacher and/or principal. The following policies pertain to detention:

1. After school detention is at least one hour in length, unless otherwise specified.
2. Students are to check in and out with the teacher, principal, or detention supervisor. Failure to do so will result in losing credit for time served.
3. Each student will bring homework and/or approved reading materials.
4. Not reporting to detention on time or leaving before dismissal time will result in further detention time.
5. Failure to serve an assigned detention will result in punishments listed in annex A.

## **TEACHER SNAP SUSPENSION**

The Michigan School Code permits a teacher to suspend a student from a classroom, subject, or activity for up to one day. A student suspended under these circumstances cannot return to the class, subject, or activity without the concurrence of the teacher who suspends the student. As soon as possible after the suspension, the teacher must invite the student's parents or guardian to a parent-teacher conference to discuss the suspension and to mutually develop a behavior plan to prevent recurrence of the same behavior.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

If circumstances require, students will be suspended from school for a specific period of time. OSS punishments are imposed when offenses are of a serious nature or students have not profited from lower level forms of remediation.

The following policies pertain to OSS:

1. While on suspension, a student shall not be permitted on school grounds, or to attend any school sponsored or school related activities (whether at Camden-Frontier or another location) for any reason.
2. Suspended students may gather homework after regular class time or if a request is made for homework, it will be gathered by the office and will be ready the following day for pick-up. Students may receive full credit for work completed during the suspension. Students will be responsible for making up any work or tests missing during the period of suspension. Scheduling of this make up work will be at the discretion of the teacher.
3. Seniors who end the school year on an out-of-school suspension status will not be eligible to participate in commencement ceremonies.

## **NON-SUSPENSION VIOLATIONS:**

The teacher, through the use of the following will generally handle non-suspension violations in the following order:

- Teacher/student conference
- Warning
- Parent notification
- Detention
- Parent/teacher conference
- Referral to principal

## **SUSPENSION VIOLATIONS**

These violations will typically be handled by the principal or dean of students and will generally be dealt with through the use of suspension (and restitution for damages, when appropriate).

## **EXPULSION VIOLATIONS**

Expulsion violations are the most serious of all disciplinary actions handled by schools. Expulsion will be recommended for first offenses of the most serious nature or for repeat offenses of a nature that poses a threat to the good order of the school. **Michigan Law requires a school district to *permanently* expel a student who possesses a dangerous weapon, commits arson or criminal sexual conduct, or physically assaults a school employee, volunteer, or contractor.** Expulsion cases must be heard by the Board of Education. A permanent expulsion prevents a student from enrolling in any other public school unless he or she is reinstated after serving the expulsion for a specified number of days (up to and including 180 school days) as provided by law.

Violations normally in this section include, but are not limited to the following:

1. Persistent misbehavior (a “track record” of persistent or serious offenses).
2. Sale or delivery of any controlled substance (drugs, including marijuana and alcoholic beverages) or look-alike substances, while on school property any time during the school year.
3. Sale or delivery of any non-controlled substance, such as caffeine pills, diet pills, controlled substance look-alike, etc.
4. Possession of any controlled or non-controlled substance, alcoholic beverage or marijuana (or look-alike substance) in an amount that could be construed as intended for sale or delivery.
5. Arson.
6. Major vandalism.
7. Carrying weapons, look-alike weapons, explosives or fireworks.
8. Physical assault against an employee, volunteer, contractor, or another student.
9. Communicating a verbal threat of harm against an employee, volunteer, or contractor at school (as defined in section I of this handbook).
10. Bomb threat directed at a school building, other school property, or a school related event.

### **A listing of violations and possible consequences is included in Annex A.**

The Camden-Frontier Board of Education, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees and visitors. The Board recognizes that the school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well being and safety by individuals possessing weapons, look-alike weapons, and/or dangerous weapons. Due to the very serious nature of bomb threats, weapons in schools and threats against school employees, racial and ethnic groups, and groups of students, the Camden-Frontier School System in collaboration with the courts and law enforcement agencies have adopted a “Zero Tolerance” policy with respect to dealing with incidents involving bombs, bomb threats, weapons, and threats. Students involved in any of these serious criminal acts will be prosecuted to the fullest extent of the law on the very first offense. The Camden-Frontier Board of Education shall permanently expel a student from attending school in the school district, if the student brings, possesses or delivers a weapon and/or a look-alike weapon into a weapon free school zone (**see Annex D**), is involved in an bomb or bomb threat incident, or communicates a threat against any school employee, racial or ethnic group, or group of students.

## **SECTION 11: ATHLETIC PROGRAMS AND POLICIES**

### **ATHLETIC PROGRAM PHILOSOPHY**

Interscholastic athletics are a vital part of the educational program in the Camden-Frontier School District. Participation in athletics provides experiences that will enhance the physical, mental, and emotional development of young men and women. This participation is a privilege that carries with it a responsibility of satisfactory academic performance, strong citizenship, proper health habits, sound character, adherence to school policies, and loyalty to the school and the community. Go to [www.highschoolsports.net](http://www.highschoolsports.net) for all Camden-Frontier athletic schedules.

### **ATHLETIC ELIGIBILITY**

**MHSAA Standards.** Camden-Frontier is a member of the Michigan High School Athletic Association (MHSAA) and fully supports and abides by the rules and regulations of this organization.

1. To be eligible for interscholastic athletics, a student must be enrolled in a high school not later than the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester).
2. A high school student who competes in any interscholastic athletic contests must be under nineteen (19) years of age, except that a student whose nineteenth (19<sup>th</sup>) birthday occurs on or after September 1st of a current school year is eligible for the balance of that school year
3. The student must have a physical examination and a certificate from a physician that he/she is physically able to participate in competitive sports. This certificate or examination must be given on or after April 15<sup>th</sup> of the previous school year. **Before any student can compete or practice on any athletic team, they must first have on file with the school, certification that a physical exam has been completed and that there is no medically disqualifying conditions exist.**
4. A high school student may not participate in more than eight semesters of sports, must be enrolled full time in school at the time of his/her participation, and must meet specific criteria if a transfer student.
5. The student must be enrolled in the school in which he/she participates.
6. The student must not accept any compensation for playing sports at any time of the year. Accepting compensation will result in the student being ineligible for a minimum of one year and could result in making him/her ineligible for his/her whole high school career.
7. The student must not accept any award (such as a trophy or media) with a value over \$25.00.

**SCHOOL Standards.** We feel strongly in the concept of the student-athlete and strive to develop our programs to foster both areas. Although athletics are an integral part of Camden-Frontier school life, participation in interscholastic athletics, clubs, and activities is a privilege that will be based on academic performance. To be eligible for any athletic team, club activity, or extracurricular organization, a student must achieve a passing grade (a grade of "D-" (60%) or above) in each course.

In order to preclude student/athletes from losing eligibility due to academic concerns, the athletic director will check eligibility on a bi-weekly basis. A student who is not passing all classes/programs at the time of this check will be considered on probation. A student will have two weeks to eliminate the failing grade. If the failing grade remains, the student will then become ineligible until the failing grade becomes a passing grade. Students that are placed on probation for the second time will remain on probation until all failing grades are eliminated. Eligibility forms will be given to teachers by the Athletic Director on Wednesday of each week and are to be returned to the Athletic Director each Monday by 12:00.

Eligibility at the end of any marking period/semester/year will be based upon the most current 9-week grade. Fall eligibility will be based on the 9-week grades earned at the end of the prior school year. Semester averages will not affect athletic eligibility. **Grades of "incomplete" or "no credit" will make the student-athlete ineligible while those grades are in effect.** To allow for the scheduling differences between the Michigan High School Athletic Association (MHSAA) athletic calendar and the State of Michigan start of school law, students not eligible at the beginning of a school year (as a result of the prior year last grade period) will be ineligible to participate for a period of two (two) contests. Students that fall under this condition will be automatically placed on probation until the 1<sup>st</sup> progress report is available to determine eligibility.

A second component of the eligibility for activities revolves around the school disciplinary system. A student is not eligible for activities if he or she has been placed on an "out of school" suspension status for violations of the school's rules and regulations serious enough to warrant that action. This ineligibility will last for the duration of the out-of-school suspension status plus the first day of class after that status. In other words, a student will not be eligible for athletic competition until they have completed a scheduled day of class after the suspension. Additionally, serious violations of team rules and game or event misconduct may warrant suspension or dismissal from any team based upon either the decision of the coach or action by the athletic director.

Before a student may practice or participate on an athletic team, the coach or athletic director must have on file (in addition to the physical form), a "Permission to Participate" form signed by the student-athlete's parent or guardian and an "Emergency Care Form" which includes verification of insurance.

**We expect the student-athlete to represent their team, and their school in a manner conducive to good sportsmanship, reflecting high personal standards. These rules, and the standards that they represent, are non-negotiable.**

### **ACCOMMODATIONS**

Students that have an approved Individual Education Plan (IEP) and are authorized academic accommodations will have those factors considered when determining athletic eligibility.

### **SCHOOL ATTENDANCE AND PARTICIPATION**

1. An athlete must be in attendance for at least five (5) class periods in order to participate in practice or in an athletic event on that day. Only in extenuating circumstances will the rule be waived (permission must be secured from the high school principal prior to the absence.) An appointment card or other documentation must verify excuses.
2. If an athlete is in school they must attend practice unless excused by the coach or by the athletic director.
3. In order to participate in athletics, a student must fulfill the practice requirements for that sport as specified in the MHSAA handbook. (This typically specifies the number of practices that must be completed prior to playing in a contest.)

4. If a student skips a class, he/she will be ineligible to practice or play in a contest on that day.
5. On exam days if a student meets the qualifications to be exempt from exams then attendance policy #1 will be waived.

## **TRAINING RULES**

**PHILOSOPHY:** As representatives of the Camden-Frontier School, athletes are expected to conduct themselves in an exemplary manner at all times. This standard applies to both school and community activities. The following rules of conduct, which have been adopted by the Camden-Frontier Board of Education, are in effect for student/athletes whether they are “on campus” or not or “in season” or not:

1. The use or possession of tobacco in any form is prohibited. (This includes any type of chewing tobacco)
2. The use or possession of alcoholic beverages is prohibited.
3. The use or possession of any drug is prohibited unless a physician has specifically prescribed it to that student.
4. **Any criminal arrest resulting in a conviction. (Above and beyond simple traffic violation.)**
5. **The use of steroids or other performance enhancing substance is prohibited.**

Any violation that occurs at a school function or during the school day also fall under the jurisdiction of the student discipline code found in other sections of this handbook. Any suspension placing the student out of school thereby excluding them from extracurricular activities or athletic event will serve as part of or all of the athletic suspension.

These violations will be handled as follows:

**First Offense:** In sports with fewer than 10 contests, the athlete or cheerleader will be suspended for the next TWO (2) dates of competition. In sports with 10 or more contests, the athlete will be suspended from the next FOUR (4) dates of competition. The athlete or cheerleader is required to attend all practices and games, while suspended, and sit with the team.

**Second Offense:** In sports with fewer than 10 contests, the athlete or cheerleader will be suspended from the next FOUR (4) dates of competition. In sports with 10 or more contests, the athlete will be suspended from the next EIGHT (8) dates of competition. The athlete or cheerleader is required to attend to all practices and games, while suspended, and sit with the team.

**Third Offense:** The athlete or cheerleader will be suspended from all interscholastic sports starting with the remainder of the current sports season and the next two sports seasons following. For example, if a third offense occurs during baseball/softball/track the student will be suspended from the remainder of that season, then will also be suspended from playing the fall sports season and winter sports season, but may compete in spring-season sports the following calendar year

## **GAME MISCONDUCT**

Behavior by any student-athlete that warrants or results in ejection from an athletic event will result in forfeiture of eligibility for (at a minimum) the number of matches/contests required by the MHSAA. The coach has the right to extend the duration of this period with approval from the athletic director. Student-athletes that have been ejected from a contest will not be allowed to attend any scheduled contest during the period of suspension.

## **OFFENSES ARE CUMULATIVE FOR GRADES 7-8 AND 9-12 RESPECTIVELY.**

### **Self-Disclosure Clause**

In the event that a student-athlete violates one of the training rules listed above and voluntarily notifies the athletic director or coach (if currently on an active team) of that violation prior to investigation or knowledge by school officials, the first offense restrictions may be reduced. This provides the student-athlete with an option to correct a one-time mistake. This self-disclosure can only be used once and would still serve as a first offense. Any further violation of the training rules would result in a second offense punishment with no option for self-disclosure.

### **Appeal Process**

Any athlete or cheerleader may appeal a suspension by following the procedure as outlined in the Camden-Frontier School Student Handbook.

## **UNACCEPTABLE BEHAVIOR**

Additionally, socially unacceptable behavior that detracts from the athletic program, and tends to bring discredit upon the team, the school, or the individual, is prohibited. (This includes, but is not limited to disrespect to teammates or coaches, fighting, swearing, obscene gestures, etc.) Violations of this will result in disciplinary action. A coach or cheerleading advisor may suspend a participant for a maximum of one contest or event; however, the coach, with the concurrence of the athletic director, may give suspensions for a longer duration than one contest or event up to and including removal from an athletic team.

## **ATHLETE PARTICIPATION**

Any athlete choosing to participate on an athletic team has until the completion of 10% of that team's competitions to remove himself/herself from the team with no repercussions. After 10% of the competitions the student athlete will be subject to a 20% of games suspension of games in the next participating season, unless a release is given by a reinstatement committee comprised of at least the past season coach, the incoming season coach, and the athletic director. Athletes choosing to participate on two teams during a given season may do so with permission of the athletic director and both coaches. Dual sport athletes must declare a "major" and "minor" sport. In case of scheduling conflict, the major sport takes priority unless agreed to by both coaches.

## **TEAM SELECTION**

Many team rosters and numbers of participants are limited by MHSAA rules. In many cases, this requires that "cuts" be made. It is intended that the try-out period will identify those student-athletes that have the highest degree of ability in that sport (particularly at the varsity level), dedication to the sport, and ability to meet the demands of the academic workload and often-rigorous practice schedules. All sports teams requiring athletes to be cut will hold try-outs no less than 3 days for the selection process to occur. During this period of time, selection to varsity and sub-varsity squads (if applicable) will be made. Seniors are ineligible to participate at the sub-varsity level. There will be two seasons with separate squads for cheerleading: fall and winter. A cheerleader may try out for, and be chosen for, membership on both squads. Tryouts for varsity and junior varsity cheerleading squads will be in the spring. Adults will do selection of the cheerleading squads only (no students). A judge cannot be a member of the immediate family of a candidate. Each cheerleader candidate is required to complete a question and answer sheet and to have teacher evaluation forms completed by at least three of his/her teachers.

## **TRANSPORTATION**

**When school transportation is provided, athletes and cheerleaders must ride to and from all athletic events on the player bus or other transportation as arranged by the athletic director.** When male and female teams travel on the same transportation, the teams will be separated on the bus. An athlete or cheerleader may ride home with his/her parents or guardian ONLY if previous arrangements have been made with the coach. Athletes wishing to ride home with another parent or guardian may do so when written permission has been received (signed by the athlete's parent or guardian) by the school prior to the day of the contest. Student athletes will not be authorized to ride with other students except in extraordinary circumstances and then only with parental permission. If a majority of the participants do not ride home on the school transportation, further school transportation will be discontinued for that sport.

## **ATHLETIC UNIFORMS AND DRESS**

In most cases, athletic uniforms are the property of Camden-Frontier School. Athletes and cheerleaders will be responsible for the proper care of their own uniforms. The coach or advisor will give specific instructions for the proper care of uniforms. A student who has not returned equipment/uniform from a current sport will not be allowed to participate in the next sport, unless payment has been made for the non-returned equipment/uniform.

Athletes are expected to dress appropriately the day of a contest. Each coach may specify a specific code of dress above that specified in this handbook. **Under no circumstances will participation on an athletic team circumvent the dress code for the school.** All cheerleaders will be required to wear their uniforms the day of a contest. At the discretion of the advisor, black slacks may be worn with the cheerleading sweaters.

## **VARSITY ATHLETIC AWARDS AND LETTER JACKETS**

The Camden-Frontier School recognizes that when a student participates in athletics or cheerleading they are making many sacrifices above and beyond the requirements of the school day. The following awards are presented by Camden-Frontier School.

1. First Year Varsity Award
  - a. Chenille Varsity Letter
  - b. Varsity Award Certificate
  - c. Brass Pin (for particular sport)
  
2. Second Year Varsity Award (for same sport)
  - a. Chenille Chevron
  - b. Varsity Award Certificate
  
3. Third Year Varsity Award (for same sport)
  - a. Third Year Award Medal
  - b. Chenille Chevron
  - c. Varsity Award Certificate

4. Fourth Year Varsity Award (for same sport)
  - a. Four Year Award Plaque
  - b. Chenille Chevron
  - c. Varsity Award Certificate
  
5. Nine Varsity Sport Award (awarded to any student-athlete receiving 9 varsity letters in their four years at Camden-Frontier School)
  - a. 9 Letter Varsity Award Plaque

#### **SELECTION OF THE MOST VALUABLE ATHLETE**

The highest award given is that which is presented to the Most Valuable Senior Male and Female Athlete. The criteria for this award include the following:

1. Contributions to various teams in terms of performance, i.e., individual performance and contribution to overall team performance.
2. Number of sports in which the individual lettered during the senior year.
3. Number of years of participation in various sports.
4. Special awards earned by the athlete (e.g. all-conference, all-state, most valuable, etc.)
5. Coachability of the athlete, attendance and attitude.
6. Sportsmanship of the athlete.
7. Others.

***NOTE: Athletes who have been suspended or become ineligible during a sports season are NOT eligible for special team awards.***

#### **ACCIDENTS AND INJURIES**

Camden-Frontier School does not provide insurance coverage for student-athletes. To participate in interscholastic sports at Camden-Frontier, parents of student-athletes must sign a letter of understanding that injury insurance is not provided by the school. Insurance for school/athletic injuries will be available for purchase by the parents.

## **SECTION 12: MISCELLANEOUS**

#### **ACCIDENTS, ILLNESS AND MEDICATIONS**

Students involved in minor accidents (e.g., small cuts, scratches, etc.) will be cared for by school personnel. If it is necessary for a student to be sent home because of a serious accident or illness, the office will notify the parent to come and get the child.

Public school personnel will not provide aspirin or any other medication. Under certain circumstances, school personnel may administer prescription and non-prescription medication when prescribed by a licensed medical official. Such medication must be brought to the school office in the original container including dosage and administration times. These instructions shall include the student's name, the name of the medication, the purpose of the medication, the time of the medication is to be administered, and the appropriate dosage, the possible side effects, and the termination date for administering the medication. Authorization to administer such medication must be in writing and signed by the student's legal parent or guardian. This authorization must be renewed each school year. The parent/guardian of the student assumes the responsibility of informing the administrator of any changes in the student's health or changes in medication. All medication will be kept in a locked container in the school office. Students are responsible for reporting to the office at the appropriate time for administration of medication. The date and time of the administration of any medication will be recorded and kept on file in the school office. **Students will not be allowed to carry or to possess prescription or nonprescription medication while at school.** Under certain circumstances, a student may possess a metered dose inhaler, dry powder inhaler or "epipens" to alleviate symptoms. Students must (1) have written approval to possess and use these materials from his or her physician or other healthcare provider and parent or legal guardian, and (2) that authorization is on file at the school office.

#### **AGE OF MAJORITY**

**Under current law, all persons who reach the age of 18 are legal adults, responsible for themselves unless that right has been legally reserved/withheld by the parent or guardian of record [MCL 722.51].** The purpose of the "Age of Majority" is to establish eighteen as the age at which the minor loses the "disabilities and protections" of minority. This does not relieve any such student from the responsibility of adhering to all school policies regardless of age; all school rules and regulations as contained in this handbook, the Code of Conduct, and the Athletic Code apply to all students. Specifically the privileges listed below are in effect for students that are eighteen years old or older. (NOTE: Despite FERPA's transfer of "rights" to the "eligible student", a significant exception exist to the written consent requirement for parents of a dependent child as defined in Section 152 of the Internal Revenue Code. This exception provides for parental access to all their student's educational records and reports if the student is claimed as a dependent for federal income tax purposes.)

1. Students 18 years old or older may have the same privileges as their parent/guardian as it relates to access to their student records.
2. Students that are 18 years old or older may represent themselves during disciplinary hearings and conferences and may be the addressee for their grade reports.
3. Students 18 years old or older may sign themselves in or out of school and may verify their own absences. (NOTE: All school attendance standards continue to apply to students regardless of age.)

Eligible students who wish to exercise these rights should register their intent to do so with the school office. Until this registration is completed, Camden-Frontier school will not apply the exceptions listed above. A copy of this registration will be maintained in the school office with copies for the student's records. A copy of the completed form will be sent to the student's parents/guardians who must acknowledge by a signed receipt to the school.

### **ANNOUNCEMENTS**

Daily announcements will be telecast to each classroom via the channel 1 network each academic day. A copy of these announcements will be posted on the bulletin board outside the school office for those students that are off-campus for classes. Announcements will also be provided to those parents/guardians who have registered for the parent e-mail group. Other information can be accessed via teacher e-mail accounts. These accounts will be published at the beginning of each school year.

### **BREAKFAST/LUNCH PROGRAM**

Students wishing to participate in the school breakfast program will be released from the bus or admitted at either the elementary or high school office entrance at 7:30 AM for admission to the breakfast area.

Mealtime is a computerized debit account for payment of meals. **MONEY WILL NOT BE TAKEN AT THE POINT OF SERVICE.** Students will have to place their mealtime money in the appropriate envelope and deposit it in the collection box prior to 9:30 a.m. for credit that day. Students will be allowed one charge only.

Lunch accounts will be set up for each student. Parents wishing to set up "Household Accounts" may do so by completing an application that may be obtained from the lunchroom. Under this program funds will automatically be transferred from one sibling (who has money on account) to another sibling (who has no money on account) for the exact amount required to complete a purchase. Students who do not have sufficient funds in their account to cover their purchases will be asked to set the food aside.

A new lunch card will be provided at the beginning of the school year. If a card is lost or destroyed, the student will be required to purchase a replacement card at a cost of \$1.00 per replacement. The cost of that replacement card may be deducted from the student's account only with written permission of their parent or guardian. Students who do not have their card at the time of serving will have to wait until the students with cards are served.

Conduct in the breakfast/lunch room will be in accordance with the standards of this handbook.

### **CELL PHONES, POCKET PAGERS, AND OTHER ELECTRONIC OR PERSONAL COMMUNICATIONS DEVICES**

While students are allowed to possess electronic communications devices on school property, such devices shall not be used from 7:50-3:15, unless there is a bona fide case of a health or safety emergency.

**1<sup>st</sup> Offense:** Cell phone will be confiscated by Camden-Frontier staff at the time of incident and turned in to the office; students may pick up the cell phone at the end of the day. Referral will be written at the time of incident. Parent contacted by staff.

**2<sup>nd</sup> Offense:** Cell phone will be confiscated by Camden-Frontier staff, and a parent (guardian) will have to pick up the phone from the office at the end of the day. Referral will be written at the time of incident. After school detention assigned. Parent contacted by staff.

**3<sup>rd</sup> Offense:** Cell phone will be confiscated by Camden-Frontier staff, and a parent (guardian) will have to pick up the phone from the office at the end of the day. Referral will be written at the time of incident. One day out of school suspension assigned. Parent contacted by administrator.

**Further offenses will result in further suspensions.**

Under no circumstances will any personal communication device be allowed that provides for wireless, unfiltered access to the Internet. Any device used for illegal purpose or used in a manner that violates the guidelines specified in this student handbook, may be confiscated pending a parent/guardian conference. Where appropriate, law enforcement authorities may be contacted.

Students will not be allowed to be in possession of cell phones or other electronic recording devices during semester or standardized testing periods. Students found to be using any electronic communications device to send or receive personal messages, data, or information that would contribute or to constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated and not returned until a parent/guardian conference has been held.

### **CLOSED CAMPUS**

Camden-Frontier School is a closed campus. That means that students are not authorized to leave school property without cause and without parental permission (with the exception of those students that have reached the age of majority). Students not present at the beginning of the school day are required to sign in at the school office. Students departing prior to the end of the school day are required to sign out prior to departing. Failure to abide by the sign in/sign out policy could result in forfeiture of the privilege or other appropriate disciplinary action.

### **COMPLAINT PROCEDURE**

Parents who believe there is cause to complain about the action of a teacher, administrator or other school employee, may do so by following these steps:

1. **Discuss the concern directly with the individual about whom you have a complaint.**
2. If discussion is not possible or does not resolve the problem, the parent may contact the building principal or the immediate supervisor of the individual about whom the complaint is filed. A discussion will take place including the student, the person complained against and that person's immediate supervisor.
3. If the problem is not resolved through the steps above, the parent may pursue the complaint to the superintendent, under the same guidelines as in step 2 above.
4. If the problem is not resolved through the steps above, the parent may pursue the complaint to the Board of Education, under the same guidelines as in step 2 above.
5. If still not satisfied, the parent may pursue the complaint through the legal system.

### **COMPUTERS**

All school computers are the property of the school district and are provided for the academic use of students, staff, and community. At no time does the school relinquish its exclusive control of these computers and the information that is transmitted through the computer and the school network. Information that is transmitted via school computers and the school network may be monitored for content and traced to individual users by login names. To be allowed access to the school computer and the school computer network, students and staff must complete and agree to an acceptable use policy. This policy specifies what the technology systems may and may not be used for and penalties for violations (and attempted violations). Typical penalties include, but are not limited to those listed in the discipline section of this handbook and loss of computer access for specified periods of time.

### **COPIERS AND PRINTERS**

Copiers are not available for student use. Students wishing copies for class projects and other educational activities should contact the classroom teacher responsible for that activity for copies. Computer printers are available for student use for academic uses only. They will not be used for printing personal materials. Misuse of printer and paper resources may result in disciplinary action or loss of computer privileges.

### **DANCES**

Dances are approved by the Middle School/ High School principal and are sponsored by a particular organization or class associated with Camden-Frontier School. All dances are closed dances, meaning that only students of C-F and their approved guests may attend. Please be aware of the following rules that apply to dances:

1. School dances are for students in grades 6-8 & 9-12 and their guests. (Except Proms) Students who wish to bring a guest to a C-F dance must register that guest at least two (2) days prior to the dance. The attendance of the guest must be approved by the principal as validated by approval from the secondary principal from the guest's home school. Guests not on the approved guest roster will not be admitted to the dance. Exceptions to this age rule will be made for prom and for homecoming dances.
2. Persons leaving the building will not be allowed to return to the dance.
3. Students are to have arrangements for rides home made before the end of the dance. High school dances end at 11:30 p.m., except for the homecoming dances and prom, which will end at 12:00.
4. Students or guests that behave poorly will be asked to leave the premises. Students who appear intoxicated or under the influence of other substances will be held at the dance by the chaperones pending arrival of law enforcement authorities.
5. No outside drinks or refreshments will be allowed in the building during dances.

## **DRESS STANDARDS**

The specific guidelines for dress allow for individual expression of students while maintaining a degree of acceptability. The dress of students while on school grounds/property and when representing Camden-Frontier School for either athletic or extracurricular activities off-campus must fall within these general guidelines. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines that address brief clothing are examples and do not cover all situations. (NOTE: These dress standards may be waived **TO A REASONABLE DEGREE** during “spirit” week activities for those students participating in those activities/themes.)

1. To be considered appropriate, shorts must extend to at least the level of the individual’s fingertips when the arms are held normally. Clothing must be in good repair with no cuts, rips or modifications (i.e.; sleeves removed, cut-off shorts, holes or tears in clothing (even when purchased that way), etc.).
2. Skirts may be worn throughout the school year but must meet these same length requirements. Spandex pants, and any torn, slit, or cut-off shorts or skirts are not allowed to be worn during the school day (this includes dress for physical education classes). Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must be fastened and remain at waist level. Undergarments must not be visible at any time.
3. Blouses, shirts, and dress tops must overlap pants, shorts, or skirts, not expose the midriff, and are not low-cut in either the front or back. Undergarments must not be visible at any time. Shirts must not have been modified to remove the sleeves and/or sides. Sleeveless tops must have at least three inches of fabric width at the shoulder, halter-type tops and “spaghetti” strap tops for women will not be allowed. Over garments worn over blouses, shirts, and dress tops that do not meet the standards must not be “see through” and must be kept fastened. Tank tops, muscle shirts, and mesh shirts are not permissible for men.
4. Head coverings (e.g.; hats, caps, and bandannas) will be removed and not worn within the school building. They must be removed when entering the building and kept off until exiting the building except for a medical or religious purpose.
5. Shoes or sandals must be worn at all times. Bedroom slippers are not appropriate for the school setting.
6. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school’s educational mission. Some examples of these materials are “Big Johnson”, Coed Naked”, “Hooters”, “Stay Hard” and other similar slogans and products. Clothing displaying beer or alcohol products, and drugs or drug paraphernalia is not permissible.
7. Coats, jackets, and other outerwear will not be worn in the classrooms without the teacher’s permission.
8. Hair, clothing and body cleanliness must not be offensive to others, cause a health hazard, or cause a disruption to the educational environment.
9. Athletic jerseys or team shirts are authorized for wear by members of the team only on game days as specified by the coach and approved by the athletic director. Dress worn to and from athletic events (when not traveling in uniform) must meet school dress code standards.
10. “Heely” shoes (shoes with wheels included in the heels of the shoes) are not permitted during the school day.

If a student has selected a manner of personal expression or appearance that is beyond mere freedom of expression, disrupts the educational process, or presents a risk to themselves or others, they may be removed from that educational setting. In these cases the student will have two choices: (1) to change into something appropriate for the school environment, if available, or (2), to call home for a change of clothing. Students will not be sent back to class unless one of these two options has been exercised. In addition to this requirement, each violation of the dress code will be handled under the disciplinary system.

## **DRIVER EDUCATION**

Driver education training is not offered by Camden-Frontier School District. The district coordinates with a private company to provide local driver education training. The school district provides classroom space and audio visual equipment for this program. The specific dates, hours, and cost for the program are controlled by the private company and are not controlled by the school. Class dates will be posted in the office as they become available.

## **FUNDRAISING**

All fundraising activities at Camden-Frontier Schools must be approved in advance by the appropriate building administrator and district superintendent. Individual students will not be allowed to engage in fundraising activities unless part of unauthorized group or class activity. All fundraising activities involving sales of food or food products must conform to the standards of the “Healthy Choices” plan adopted by Camden-Frontier Schools. Sales of candy or other foods or food products with high sugar content, high calorie content, or low nutrition value will not be approved.

## **GENDER EQUITY**

The Board of Education, Superintendent, and staff shall do those things necessary to reduce and eliminate the gender gap in academic performance between female and male students. In all curricular and non-curricular activities there shall be gender-free teaching practices and learning opportunities. All curricular and instructional materials shall include fair gender representation. In-depth

analysis of gender issues shall be included in the curriculum where appropriate.

The district's counseling program shall provide gender-fair counseling relative to career choices and the balancing of family and employment needs both inside and outside the home.

### **HALL PASSES**

While the primary focus of the educational environment is the maximization of student-teacher contact time, there are circumstances that may warrant a student leaving class. These must be limited to emergency situations or one-time situations that cannot be handled during non-class time. Hall passes will be issued by teachers and office personnel only for emergency or other valid reasons. **NO STUDENT IS TO BE IN THE HALLWAYS DURING CLASS TIME WITHOUT A HALL PASS.** It is the student's responsibility to secure the pass before he/she is permitted to leave the classroom. Passes to the office will not be issued during class time unless an emergency exists.

### **HOMEWORK**

Homework is an extension of the daily school process and is used to reinforce skills. Homework is typically assigned on a daily basis. The high school staff will make every attempt to stagger quizzes and tests. Regular and careful recording and completion of homework on the student's part is essential to success in school equating to establishing and maintaining a personal appointment calendar.

Assignments will be posted in the classroom. **STUDENTS ARE EXPECTED TO COMPLETE ASSIGNED HOMEWORK.** In most cases, this homework is a component of the grade.

### **LOCKERS**

**Lockers are school property.** All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. As such students retain no rights of privacy for these lockers. The principal or his designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advanced approval of the principal or his designee.

**Legitimate use of school lockers.** The school assigns lockers to students for their convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Open beverages will not be kept in lockers. Students will not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal or his designee in advance of bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their assigned locker with other students, nor divulge locker combinations to other students, unless authorized by the principal or his designee. **Students will not "switch" from the locker assigned by the school without the permission of the principal.**

**Locker Room Lockers.** Lockers in the locker room are used by student-athletes when in season and by students in gym class (only during the gym period). Locks for these lockers can be obtained through the physical education teacher. Personal locks cannot be placed on gym or athletic lockers without physical education teacher permission and only if the physical education teacher has a copy of the key or combination.

**Search of locker contents.** Random searches of school lockers and their contents have a positive impact of deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and school personnel. Accordingly the principal or his designee may search the locker contents at any time, without notice, and without parental/guardian or student consent. The principal shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. Periodic checks of lockers by drug detection dogs will be conducted throughout the year. In both cases, the principal will supervise the search. In the course of a locker search, the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules shall be respected.

**Seizure of locker contents.** When conducting locker searches, the principal may seize any illegal or unauthorized items, items in violation of school board policy or rules, or any other items reasonably determined to be a potential threat to the safety and security of others. Such items include, but are not limited to: firearms, explosives, dangerous weapons (as defined in Annex D), flammable materials, illegal controlled substances or controlled substance analogues or other intoxicants, prescription or non-prescription medications, contraband poisons, or stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that school are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student or student 18 years of age or older, shall be notified by the principal of items removed from the locker.

### **MEDIA CENTER**

The Media Center is open to students on a regular daily schedule. The atmosphere is conducive to reading, completing classroom research assignments and independent study. The media specialist will be available to assist students in utilizing the media center for learning purposes. Most books may be checked out for a multiple-week period. They can be returned or renewed at any time during

media center hours. Any books not returned by the close of the school year will result in the student being assessed the cost of the book. Student conduct standards in the media center will be specified by the media specialist but will conform to the provisions of this handbook. **Students must have a media center pass signed by the classroom teacher to enter the media center during class time unless accompanied by that classroom teacher.**

### **NO NIT POLICY**

Upon determination that a student has a serious or unsanitary condition or a condition which could cause infestation or epidemic, the student will be sent home and will not be allowed to attend school until the student has been checked and cleared by a school aide, school principal, or principal's designee as deemed necessary through procedures developed cooperatively by the Hillsdale County Health Department and the Superintendent. In case of lice infestation, the student must be nit-free before re-entering school.

### **PERSONAL PROPERTY**

**Camden-Frontier High School is not responsible for theft or damage to students' personal property.** Students assume any and all risks associated with protection and safeguarding of this property if such property is brought to school.

### **PORTABLE RADIOS/CD PLAYERS**

Such items as radios, CD players, tape players, video games, and other electronic devices may not be used from 7:50-3:15. Students may use portable CD players (with headphones) while riding school transportation. Teachers or other school personnel may confiscate these items if found during school hours. If a student brings any above item to school, that student and his/her parent or guardian must be aware that it is brought at their risk. Camden-Frontier Schools does not and will not have any responsibility for lost, damaged, or stolen items.

### **RELIGIOUS FREEDOM**

The First Amendment to the Constitution of the United States forbids religious activity that is sponsored by the government (and by schools as governmental agencies) but protects religious activity that is initiated by private individuals (such as students). Students may read the Bible or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in non-religious activities. School officials may not compel students to participate in prayer or other religious activities nor may they, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or to participate in such activities with students.

### **SAFETY DRILLS AND PRACTICES**

Per school law, schools are required to schedule and practice emergency evacuation, lock down plans, and shelter plans periodically throughout the school year. Students will follow the directions of their assigned teacher during conduct of these drills.

### **SEARCH AND SEIZURE**

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, gym lockers, instrument storage, and desks or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. The school routinely utilizes the services of drug detection canines to assist in this program. A student's failure to permit searches and seizures as provided in this policy may be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security and care of their lockers and desks. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

High school students are permitted to park on school premises as a matter of privilege, not of right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. This reasonable suspicion can be established if illegal or unauthorized materials are in "plain view" from the outside of the vehicle or if a detection canine alerts to a particular vehicle. The school routinely utilizes the services of drug detection canines to assist in this program. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

If a search yields contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **SUPPLIES AND BOOKS**

The school will supply all textbooks, required workbooks, etc. Should any of these articles be lost, stolen, damaged or destroyed, students will be expected to replace them. A book deposit is collected by the office for all new students and returned when all book and materials are returned in satisfactory condition upon departure or graduation. Pens, pencils, notepaper, folders, book covers, etc.,

should be purchased prior to the beginning of the school year and restocked as the need arises. Some basic items are available outside the school office.

Library books are also available for loan from the school Media Center. Any books not returned by the close of the school year will result in the student being assessed the cost of the book.

### **TELEPHONE**

There is a pay telephone for student use (near the multi-purpose room entrance). **No long distance calls may be made from these phones.** The office telephone is only to be used for student illness or emergency. The pay phone may not be used during regular class times. Students may use the pay phone during class passing time, before or after school and at lunchtime. Students should always have enough money to use the pay phone or be in possession of a calling card. **The pay phone near the elementary office is not to be used by high school students.**

### **VISITORS**

Visitors of students are not allowed in Camden-Frontier High School at anytime during the regular school day. (A parent or legal guardian who wishes to see his/her son or daughter may make arrangements to do so at the high school office) At 8:00am all doors entering the building will be locked and parents and visitors will need to gain entrance through the electronic switched doors at the High School Office. All visitors must sign in at the high school office and receive a visitor badge.

While parents are encouraged to visit the school and its classrooms, please do so during non-school hours or during a given teachers prep period. In order to keep the disruption to the educational environment to a minimum, however, parent visits shall be made with the following guidelines:

1. Parent visits shall be scheduled with the teacher(s) and the building Principal.
2. The Principal, or designated representative, shall accompany the parent on the visit if the parent so desires.
3. Such visits are for the purpose of becoming acquainted with school instruction, programs, personnel, operations, and/or facilities.
4. Parents shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits.
5. If a school visit leaves a parent with a concern, this concern should be discussed with the building Principal or Superintendent.
6. Parents may make arrangements with the principal to review any curriculum or classroom texts that are appropriate for the grade or classes assigned. Parents may also request copies of student records. Originals are the property of the school system and are not to be released. Teacher records are not releasable.

### **WORK PERMITS**

Work permits for students under the age of sixteen (CA-6) and for students ages sixteen and seventeen (CA-7) are available in the school office. These permits are only valid for employment within the State of Michigan. Parts I and II of the form must be completed by the employer and student respectively before being submitted for approval to the school office. Work permits can be revoked by the school if attendance or academic performance suffers because of such employment. Work permits for Ohio and Indiana must be obtained from a school in that state. For Indiana, there is a school enrollment verification form available in the high school office.

## **Annex A: School Discipline and Description and possible reprimand**

All discipline will be handled on an individual basis with each student's behaviors included in the consideration of punishment. Any and all misbehavior deemed necessary will be passed on to Law Enforcement Officials.

1. The consequences for misbehavior described in this policy are for misbehavior resulting in a referral to the principal's office. Consequences are designed to be fair, firm and consistent for all students in Camden-Frontier Schools. That applies to all students in any school or other district building or property, in district vehicles or school buses and at school or district events where they are affiliated or associated to Camden-Frontier. Consequences listed are intended to allow administrators latitude within the range to apply reasonable disciplinary action warranted by the situation.
2. It is not possible to list every misbehavior that occurs; the administration reserves the right to respond to misbehaviors not specifically included below.

3. When a student becomes a habitual offender, other consequences will be implemented. (Usually after the fourth offense) Progressive discipline will be used in conjunction with existing district policy on suspension and expulsion.
4. Actions which may be used by district staff to discipline students and/or encourage them to modify their behavior include, but are not limited to: student conference, parent or guardian contact, or conference, restitution, detention, removal from class, in-school suspension, out-of-school suspension, dismissal from school, expulsion, referral to law enforcement authorities, conflict resolution training recommendation to alternative community services.
5. Each teacher will develop classroom rules, approved by principal, that are consistent with this policy and provide copies to parents/guardians and students.
6. If a student is suspended or expelled from Camden-Frontier, that student forfeits any and all after school activity, during school activities, riding of school bus, or being physically present on school property.

### **Some typical actions that can result in discipline and their definitions:**

1. **Public Display of Affection**- any contact beyond holding hands between two or more students in an affectionate way.
2. **Cheating/Academic Misconduct**- A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials, complete work that will be turned in by another student for credit, have another student complete work that the student will turn in for credit, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to school discipline.
3. **Dangerous Behavior** (e.g., running, wrestling, shoving, unauthorized driving, in unauthorized area w/o permission, failure to sign in/out at office, skipping class, vandalism etc.)- - A student shall not participate in any act or activity that could cause harm to them or others.
4. **Unprepared for Class** (no book, pencil, etc.)- - A student will arrive for class with all required books, and supplies.
5. **Unacceptable Behavior** (theft, bullying, ridicule, harassment, sexual harassment, intimidation of another student, extortion, blackmail, coercion, hazing, name calling, teasing, gambling, swearing, profanity, vulgarity, verbal abuse directed at any individual (Student or Adult), in another student's locker, etc.)- A student will not harass others or misbehave in a manner that causes disruption or obstruction of the educational environment for individual students or students as a whole. Behavior is considered unacceptable if it affects the general flow of school or it has been changed. Also see Appendix M
  - 5a. **Fighting**- A student will not physically or verbally accost another person. Fighting can have many levels that will have to be determined during due process and investigation of after incident occurs. All information will be used to determine exactly action to be taken by administration. Most fights will receive punishment from Camden-Frontier as well be referred to local Law Enforcement agencies.
6. **Possession of, use of, distribution of, or under the influence of any Inappropriate Material/Property**- - A student will not possess property that is prohibited by school rules or that is disruptive to teaching or learning, including, but not limited to, pornographic or obscene material (either in print or data forms), tobacco, controlled substances (illegal or unauthorized drugs/alcohol), laser lights, matches, lighters, other flame producing devices, caustic or noxious substances. Michigan School Code prohibits electronic pagers, beepers and other personal communications devices in schools. Personal entertainment devices are not to be brought to, or used in, class.
7. **Violation of Dress Code**- – A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process. Dress standards are included in detail
8. **Insubordination**- A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or to do any other class or school-related activity, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes insubordination.

### **All the more serious violations will be dealt with swiftly and severely. They are as follows:**

1. **Non-physical Disrespect or Abuse of School Personnel**- A student will not interfere with school personnel in the performance of their duties through disrespectful behavior or threat of force or violence. A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity, insulting, or obscene gestures toward any school district staff member or adult volunteer.
2. **Sale/Delivery/ Possession of Stolen Goods**- A student will not take possession of property known to be stolen, deliver that property to others, take such property from the school building or school grounds, or attempt to sell property not their own.

3. **Use/Possession of Fireworks, Bomb Threat against School** - A student will not possess, handle, transmit, conceal, or use fireworks or firecrackers, Arson- A student will not falsely communicate or cause to be communicated that a bomb is located in the building or on school property, or at a school-related event. A student will not intentionally, by means of starting a fire or attempting to cause a fire on school property or assist another in starting or attempting to start a fire, cause harm to any property or person, or to participate in the burning of any property or person.
4. **Tampering With/ Setting Off Fire Alarm, Tampering with/Damaging Security System & Possession of Weapons/Look Alike Weapons** - - Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will the student falsely communicate or cause to be communicated that a fire exists. A student will not destroy, or otherwise tamper with a fire alarm system in a school building. A student will not tamper with or cause damage to any component of the school building or school bus security system or attempt to bypass, impede, inactivate or otherwise cause the system or part of the system to become ineffective. A student will not possess, handle, transmit, or use as a dangerous weapon, any instrument capable of harming another person. A student will not use a legitimate tool (pens, pencils, compasses, etc.) in a manner that could reasonably cause harm to another.
5. **Indecent Exposure**- A student will not disrobe for the purpose of exhibition or purposely expose themselves to other while in the school building and on school grounds.
6. **Possession/Use of Tobacco Products, Possession/Use/Being Under the Influence of Controlled Substances or Non-Controlled Substances or Look-Alike Substances** - A student will not use, smoke tobacco, or possess any substance that contains tobacco in any area under the control of the school district, including all activities or events supervised by the school district or school personnel. A student will not possess or use a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol.
7. **Fighting**- A student will not physically or verbally accost (assault) another person. Fighting can have many levels that will have to be determined during due process and investigation of after incident occurs. All information will be used to determine exactly action to be taken by administration. Sever levels of fighting can and may lead to expulsion from Camden-Frontier for up to 180 days, and definite referral to local Law Enforcement agencies.
8. **Sexual Harassment, Criminal Sexual Conduct** - A student will not use words, pictures, objects, gestures, or other actions related to sexual activity or a person's gender that causes embarrassment, discomfort, or a reluctance to participate in school activities. A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteer. A student will not make unwelcome sexual advances, request sexual favors or engage in verbal, written or data communication or physical conduct of a sexual nature with or toward any other student or school personnel. A description of sexual harassment and related topics are included in this handbook. A student will not sexually assault another person. "Criminal Sexual Conduct" is a violation of the Michigan Penal Code. See also Appendix M

## **ANNEX B: BUS PROCEDURES**

### **BUS SAFETY RULES**

The district will provide to all resident students the opportunity to be transported on district-operated busses. Students are prohibited from driving personal automobiles to District-sponsored activities held during the school day without administrative approval.

Students must observe the rules and regulations adopted by the Board governing student transportation. Students will also be subject to the school's behavior code while riding school buses or located at school bus stops. The Board may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the Board.

The following safety rules apply to all that ride the school bus:

- Students are to be on time when arriving at the bus stop. Buses will not wait.
- Students are to stand off the road while waiting for the bus. Do not push or move forward until the bus has come to a complete stop.
- Students are to cross the road 10 feet in front of the bus, in full view of the bus driver, and not behind the bus.
- If a student is not riding the bus, the bus driver should be notified in advance, especially if the stop is on a turn-around or if there is only one student at that stop; or, the parent should wave the driver on
- Students should take the first available seat, unless seats have been assigned and using the rotation rule.
- Students are to remain seated, with heads, arms, etc., inside the bus, while the bus is in motion.
- Students are to refrain from loud talking and noise-making while on the bus
- Food, gum and beverages are not to be consumed while on the bus.

- Students are responsible for their own possessions (books, band instruments, etc.)
- The throwing of items while on the bus is prohibited.
- Animals are not permitted on the bus.
- Students wishing to ride a bus other than their own must have a bus pass issued by the office.
- Students will be dropped off at a childcare provider if the childcare provider already lives on the regular bus route.
- Families may request a one-time additional drop/pick-up point at a family member's home during each school year.
- All rules of the school, which relate to student behavior, also apply to students while they are being transported on the school bus.
- The bus driver may assign definite seats for students to occupy in certain situations. If this is done, the student is not to change their seat without permission from the driver.
- Radios are not to be played on the bus. Electronic control devices are allowed for individual use if equipped with headphones.

### **BUS DISCIPLINE PROCEDURES**

Violations of any of the above rules may result in one or more of the following consequences:

1. Discussion of the problem with the student by the driver (the driver will give one verbal warning which will be recorded in written form). The school will be responsible for mailing the written form home. Drivers are also encouraged to phone the student's parents and discuss the problem.
2. Upon the second warning, the driver will take the student to the Transportation Supervisor after unloading the bus on the morning run. The Transportation Supervisor will talk with the student and the driver, make a written record, and decide on any disciplinary action to be taken; also, the problem may be discussed with the appropriate administrator. All disciplinary action will be handled through APENDEX A with total knowledge of Transportation Supervisor and Administrator

### **A STUDENT WHO IS SUSPENDED FROM THE BUS IS STILL REQUIRED TO ATTEND SCHOOL.**

Any student who persists in disorderly conduct on a school bus shall be reported to the transportation supervisor or building principal by the bus driver and may be suspended by the building principal from being transported to and from school and school functions at public expense.

## **ANNEX C: STUDENT VEHICLES**

### **PARKING AND DRIVING PRIVILEGES**

The driving of private vehicles to school is discouraged because school bus transportation is provided for all students who live within the boundaries of the Camden-Frontier School District. If a student does drive to school, he/she must abide by the following:

- Students parking will be authorized by permit. Students must park in parking space designated for student use. Seniors only will be authorized to park in the "senior circle" (parking spaces 1-35). Underclass students will be authorized to park in all other student parking spaces. Students are NOT permitted to park in the teacher-designated areas (white lines), visitor-parking areas (designated by signs), and the handicapped areas (blue lines). Student parking in any other area is prohibited (see consequences for violations).
- **ALL VEHICLES MUST BE REGISTERED.** In order to provide a safe and secure environment while allowing for eligible students to have driving privileges, it is necessary to effectively identify vehicles operated and parked in the vicinity of school buildings. Permits to drive and park will be issued to any student who presents a valid driver's license, completes a parking registration and has that registration signed by a parent/guardian. Permits are issued from the high school office. Each vehicle registered must display a valid permit. These permits will be issued on a one-per-student basis.
- **Loss of parking permits must be reported to the high school office immediately upon discovery.** A \$4.00 charge will be assessed to replace lost parking permits.
- Camden-Frontier School is not liable for theft or damage to a vehicle in school lots. To prevent theft and unauthorized use of your vehicle, keep your vehicle locked at all times.
- During the school day, students are not permitted to be in any vehicle without principal permission.
- The speed limit on school grounds is 10 mph. Careless or reckless driving on school grounds is prohibited.
- Students are not to leave school grounds after arriving or prior to dismissal time without permission being granted by the high school office (must have an acceptable sign out).
- Students are not permitted to have in vehicles that are parked on school property any material, devices, or objects that are prohibited in the school building or on school grounds. Such items include (but are not limited to) weapons, drugs, tobacco or tobacco products, or explosive devices.

*High school students are permitted to park on school premises as a matter of privilege, not of right.* The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that

illegal or unauthorized materials are contained inside. This reasonable suspicion can be established if illegal or unauthorized materials are in "plain view" from the outside of the vehicle or if a detection canine alerts to a particular vehicle. The school routinely utilizes the services of drug detection canines to assist in this program. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

**Violations of any of the above rules will result in a range of consequences including, but not limited to warning, loss of driving privilege, and towing of vehicle at owner's expense. A listing of the driving violations and consequences is published as annex C.**

#### ***STUDENT DRIVING /VEHICLE INFRACTIONS***

**As stated in this handbook, student driving and parking at Camden-Frontier School is considered a privilege and not a right. It is our intention to make this privilege available to as many students as possible within limited resources. This annex outlines the process that will be followed for those students who fail to adhere to the policies for driving and parking at Camden-Frontier School.**

### **ANNEX D: WEAPONS FREE SCHOOL ZONE POLICY/LAW**

In accordance with Michigan School Law (MSL) and Federal Regulations, the Camden-Frontier Board of Education adopted a **WEAPONS FREE SCHOOL ZONE POLICY** on January 16, 1995. The information that follows contains several references to the MSL as a legal framework for the Camden-Frontier Schools Weapons Free Zone Policy. It is the responsibility of the student and parent(s) to read and understand this policy - **ignorance of the law is no excuse.**

The Camden-Frontier Board of Education, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that the school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety by individuals possessing weapons, look-alike weapons, and other dangerous weapons.

**Michigan Law requires a school district to *permanently* expel a student who possesses a dangerous weapon, commits arson or criminal sexual conduct, or physically assaults a school employee, volunteer, or contractor.** Accordingly, the Camden-Frontier Board of Education shall permanently expel a student from attending school in the school district if the student brings a weapon and/or look-alike into a weapon free school zone. Such expulsion is mandatory unless the pupil establishes, in a clear and convincing manner, at least one of the following.

1. That the object of instrument possessed by the pupil was not possessed for use as weapon or for direct delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the pupil;
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon;
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

**MCL 380.1311.** Suspension or expulsion of pupil, grounds, exceptions; permanent record; alternative education programs; referral to county department of social services; reinstatement; liability of school board and administrator; due process rights.

**Section 1311.** (1) Subject to subsection (2), the school board, or the school district superintendent, a school principal, or other school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with the rules of the state board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

(2) If a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson on a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the district permanently, subject to possible reinstatement under subsection (5).

(3) The parent or legal guardian on an individual expelled pursuant to subsection (2), or, if the individual is at least age 18 or is an emancipated minor, the individual may petition the expelling school board for reinstatement of the individual to public in the school district. If the expelling school board denies a petition for reinstatement, the parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, the individual may petition another school board for reinstatement of the individual in that other school district. All of the following apply to reinstatement under this subsection; (a) For an individual who was in grade 6 or above at the time of expulsion, the parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, the individual may initiate a petition for reinstatement at any time after the expiration of 150 school days after the date of expulsion. An individual who was in grade 6 or above at the time of the expulsion shall not be reinstated before the expiration of 180 school days after the date of expulsion.

### **Criteria for Reinstatement**

The designated committee and this Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other pupils or school personnel;
2. Whether reinstatement would create a risk of school district or individual liability for the school board or school district personnel;
3. The age and maturity of the individual;
4. The individual's school record before the incident that caused the expulsion;
5. The individual's attitude concerning the incident that caused the expulsion;
6. The individual's behavior since expulsion and the prospects for remediation of the individual;
7. The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by another Board of Education shall not be processed if the student has not first submitted a petition for reinstatement to the expelling board. The school district will only consider reinstatement, to the extent required by law, upon receiving written notification of the denial of the student's petition for reinstatement by the expelling board.

### **Conditions of Reinstatement**

The Camden-Frontier Board of Education may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian may be required) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

1. Signing a behavior contract;
2. Participating in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress review;
4. Specific immediate consequences for failure to abide by any conditions of reinstatement.

### **Reinstatement**

If the Camden-Frontier School District decides to reinstate the expelled pupil, those who were in grade 5 and below at the time of expulsion shall not be reinstated before the expiration of 90 school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. **For students in grade 5 or below** who have violated the Federal Gun Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the Superintendent may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee's recommendation. To modify the one-year expulsion requirement (on a case-by-case- basis) to a period of time not less than 90 school days. **Individuals in grade 6 or above** at the time of expulsion shall not be reinstated before the expiration of 180 school days (one legal school year) after the date of expulsion.

### **Disposal of Seized Weapons**

Any weapon seized under the provisions of the Weapons Free School Zone Law will be secured and retained by the school principal. They will be turned over to appropriate law enforcement officials as soon as possible.

### **Definitions**

“Weapon” or “dangerous weapon” includes: a firearm; rifle; shotgun; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3-inches in length; pocket knife opened by a mechanical device; iron bar; brass knuckles; or look-alike weapon.

“Weapon Free School Zone” means school property and/or vehicle used by the school to transport students to or from school property.

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or use for functions and events sponsored by a school, and includes an area up to 1000 feet surrounding school property.

“Firearm” means (1) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or readily be converted to) expel a projectile by the action of an explosive or other propellant. Starter pistols required for track meets, when under the control of a certified starter and used for that purpose alone are exempt from this provision. For purposes of application and enforcement of this policy, Camden-Frontier Schools also considers BB guns, pellet guns, paint ball guns and other devices designed to propel a projectile by the use of compressed gases to be firearms.

### **Legal References**

MCL 28.421, 380.1331, 750.82, 750.237a, and 18 U.S.C. S921

## **ANNEX E: SMOKING AND TOBACCO FREE PRODUCTS POLICY**

The use and/or possession of any tobacco product by any individual under the age of 18 are prohibited in any attendance center (school building), at school sponsored activities or on school grounds. Non-student adults may be allowed to use tobacco products on school property after 6:00 PM at outdoor athletic events such as football and baseball games. Under no circumstances will tobacco products be used within any school building at any time.

## **ANNEX F: GRIEVANCE PROCEDURES**

### **GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973**

#### **Section I**

Any person believing that Camden-Frontier Public School District or any part of the school organization has inadequately applied the principles and /or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Superintendent  
Camden-Frontier Schools  
4971 Montgomery Rd.  
Camden, Michigan 49232  
517-369-5959

#### **Section II**

**The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant 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 Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

##### **Step 2**

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the Civil Rights Coordinators response in step two. In an attempt to resolve the grievance, the Board of Education

shall meet with the concerned parties and their representative within forty (40) 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) days of this meeting.

**Step 3**

If, at this point, the grievance has not been satisfactorily settled, further appeal may be made of the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

## **ANNEX G: SEXUAL HARASSMENT**

It is the policy of this school district to maintain a learning and working environment that is free from sexual harassment. No staff member or student of the district shall be subject to any form of sexual harassment or intimidation.

It shall be a violation of the policy for any staff member, employee, or student to harass any member of the staff or student body through conduct or communications of a sexual nature as defined below.

**Definition:** Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or
- c. Such conduct has the purpose or the effect of unreasonably interfering with an employee or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- a. Verbal harassment or abuse;
- b. Pressure for sexual activity;
- c. Repeated remarks with sexual or demeaning implications;
- d. Unwelcome touching;
- e. Sexual jokes, posters, cartoons, etc.
- f. Suggestions or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- g. In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

**h. Articles of clothing with sexual messages or innuendoes that demean or stereotype shall also be considered a form of sexual harassment.**

In fulfilling its obligation to maintain a positive and productive learning environment, Camden-Frontier will make every attempt to halt any harassment of which it becomes aware by calling attention to this policy or by more direct disciplinary action, if necessary, including reprimand, detention, suspension or legal action.

**INCIDENTS OF SEXUAL HARASSMENT MUST BE REPORTED TO THE BUILDING ADMINISTRATOR OR SUPERINTENDENT AND LAW ENFORCEMENT AGENCY AS SOON AS POSSIBLE.**

# **ANNEX H: FREEDOM OF INFORMATION ACT (FOIA) AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION**

*Under the provisions of the Freedom of Information Act (FOIA), mandates that all “public bodies” (public schools under this law are public bodies) are required to respond to any request for student information within five (5) business days of receipt. Failure to do so could leave the school open to litigation (possibly at a large expense to the school district).*

## **EDUCATIONAL RECORDS:**

*Section 13(2) of FOIA states that a public body “shall exempt from disclosure information that “if released, would prevent the public body from complying with” the Family Educational Rights and Privacy Act (FERPA)”. FERPA requires the written consent of the student’s parent/guardian or the student if age 18 or older before personally identifiable information can be released from a student’s educational record. FERPA has many exceptions to this prior written consent requirement including the release of “directory information”. FERPA defines “directory information as that “which would not generally be considered harmful or an invasion of privacy if disclosed”.*

*Educational records are defined as “any record and maintained by the district, a district employee or agent, or party acting on the district’s behalf, containing information directly related to a student. The definition does not include:*

- 1) records kept by an employee that are in his/her sole possession and which are not available to another person except a temporary substitute,*
- 2) records directed and maintained by the district law enforcement and security personnel for law enforcement purposes only,*
- 3) employment records which are made and used only in relation to a student’s employment by the district, except records relating to a student was employed as a result of his or her status as a student,*
- 4) records about an eligible student made or maintain them by a physician, psychiatrist, psychologist, or other recognized professional or pair professional acting in his/her professional capacity which are made, maintained, or used in connection with the treatment of the state each and are disclosed only two individuals providing treatment,*
- 5) records that contain information about a student after he/she is no longer an attendance.*

*FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:*

- 1) The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.*
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.*
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent.*
- 4) (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:*

*Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605*

**DISCIPLINARY RECORDS:**

Title IV, Part A, Subpart 4, Section 4155, of the “No Child Left Behind” Act of 2001 requires that schools have a procedure for transferring the disciplinary records of students with respect to suspensions and expulsions for any student who was enrolled, seeks, intends, or is instructed to enroll on a full-time or part time basis and a school. Under the provisions of the Revised School Code of Michigan (MCL 380.1135) gaining schools show request in writing within fourteen days of enrollment, a copy of his or her disciplinary records. Any school that compiles disciplinary records for each 22 is required to forward a copy of those disciplinary records to the new school within 30 days of receipt of such a request.

FERPA REQUIRES THAT CAMDEN-FRONTIER SCHOOL ANNUALLY NOTIFYIES PARENTS AND/OR GUARDIANS OF THE INFORMATION THAT HAS BEEN DESIGNATED AS DIRECTORY INFORMATION. **THIS IS THAT ANNUAL NOTIFICATION.** DIRECTORY INFORMATION INCLUDES, BUT IS NOT LIMITED TO A STUDENT’S:

- NAME
- ADDRESS
- TELEPHONE LISTING
- E-MAIL ADDRESS
- PHOTOGRAPH
- GRADE LEVEL
- ENROLLMENT STATUS
- PARTICIPATION IN SPORTS AND OTHER SCHOOL ACTIVITIES
- WEIGHT AND HEIGHT OF ATHLETES

FEDERAL AND STATE LAW REQUIRES SCHOOLS TO PROVIDE THE NAME, ADDRESS, AND TELEPHONE LISTINGS OF STUDENTS TO MILITARY RECRUITERS (2002 “NO CHILD LEFT BEHIND” ACT AND THE 2001 NATIONAL DEFENSE AUTHORIZATION ACT) AND INSTITUTIONS OF HIGHER LEARNING (2002 “NO CHILD LEFT BEHIND” ACT) WHO REQUEST THIS INFORMATION. THIS REQUIREMENT IS EXEMPT FROM FERPA’S DIRECTORY INFORMATION NOTICE.

You have the right to object to the release of this information under FERPA, the “No Child Left Behind” Act, and the 2001 National Defense Authorization Act. You may request, in writing, to be exempt from any or all disclosure under these acts. The letter should be sent or brought to the school office. It should be dated and indicate that “you are requesting that directory information not be released for the current school year under the provisions of FERPA, and/or the “No Child Left Behind” Act, and/or the National Defense Authorization Act”. The letter should be signed by the parent or a legal guardian (or child over 18) and must be on file in the school office before it will go into effect.

Please understand when considering this decision, that your request for objection to all of these statutes will prevent Camden-Frontier School from releasing any information (transcripts and school records included) without the express written permission of the parent or legal guardian for each request.

**ANNEX I: PROTECTION OF PUPIL RIGHTS AMMENDMENT (PPRA)**

The Protection of Pupil rights Amendment (PPRA) requires that school districts notify you and obtain your consent for students to opt out of participation in certain school activities. These activities include student surveys, analysis, or evaluation that concerns one or more of the following areas:

- Political affiliations or benefits of the student or student’s parents,
- Mental or psychological problems of the student or student’s family,
- Sex behaviors or attitudes,
- Illegal, anti-social, self-incriminating, or demeaning behavior,
- Critical appraisals of others with whom respondents have close, family relationships,
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers,
- Religious practices, affiliations, or beliefs of the student or parents, or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical examinations and screenings.

The following is a schedule of activities requiring parental notification and opt-out for the upcoming school year. This listing will serve as notification of the surveys and studies listed below. If other studies are required or planned, a separate notification will occur prior to administration.

---

**Date:** During the months of January or February of each school year.

**Grades:** 6 – 12

**Activity:** School Safety Survey

**Summary:** This anonymous survey asks students questions about the safety status of the school to include violations witnessed and perceptions as to what are the most critical discipline/safety issues facing the school for the year. The results of this survey are sent to the Hillsdale County Sheriff.

---

**Date:** During the month of March of each school year.

**Grades:** 6 – 12

**Activity:** Educational Program Survey

**Summary:** This anonymous survey asks students questions about the status and effectiveness of existing academic programs in terms of preparation for the future. It addresses policies, course offerings, course materials, effectiveness of programs of instruction, and coverage of information. The results of this survey are used to update and modify the overall school improvement plan at the end of each school year.

---

**Date:** During the month of May of each school year.

**Grades:** 6 – 12

**Activity:** Teacher Survey

**Summary:** This anonymous survey asks students questions about existing instructional practices and effectiveness of instruction. It addresses course instruction, clarity of expectations, and use of instructional time. The results of this survey are used to update and modify the overall school improvement plan at the end of each school year.

---

**Date:** During the month of April of each school year.

**Grades:** 6 – 12

**Activity:** Student Handbook Survey

**Summary:** This anonymous survey asks students questions about the status of existing handbook policies and programs, how effective these programs are in providing a safe, secure, academically challenging educational environment. The results of this survey are used to update and modify the student handbook at the end of each school year.

---

**Date:** During the month of December of each school year.

**Grades:** 8 and 10

**Activity:** Survey of Student Resources and Assets

**Summary:** This anonymous survey assesses student resources and assets in two frameworks for positive human development and on identifying 40 developmental assets that protect youth from high-risk behaviors. The results of this survey are used to assist students and teachers in identifying and strengthening developmental assets and skills.

---

If you do not wish your student to participate in any of these programs or surveys, please notify the school office not later than the last day of the month prior to administration. If you wish to see the responses of your student to any of these surveys, please contact the school office during the month of planned administration.

## ***ANNEX J: ANNUAL NOTIFICATION OF PESTICIDE USE***

Beginning March 10, 2005, schools are required by Act 24, Public Acts of 2004, to provide annual notice that pesticides may be used within the school building and on school grounds. Also, beginning on the effective date of this Public Act, schools must provide notification of the following:

- That the school has in place an “integrated pest management plan”,
- That specific dates and times of application of any pesticide either within the school building or on school grounds will be posted at least 48 hours in advance on all entry doors to the school building,
- That this advanced notice will include information about the pesticide including the target pests or purpose of the application, the location and date of the application, contact information, and a toll-free number for a national pesticide information center,
- That parents or guardians are entitled to receive such notification by first class mail three days in advance of the application. Requests for notification must be made in writing to the school and must include a current mailing address,

- That no aerosol or liquid spray will be performed in a room or area unless the room or area will be unoccupied by students for not less than four hours or longer unless the specific pesticide requires a longer period.

## **ANNEX K: LOCAL WELLNESS POLICY**

The Camden-Frontier School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

### **Nutrition Education**

Every year, all students shall receive nutrition education that is aligned with the *Michigan Health Education Content Standards and Benchmarks*. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

### **Nutrition Standards**

The district shall ensure that reimbursable school meals (i.e., school breakfasts and lunches) meet the program requirements and nutrition standards found in federal regulations. The district shall encourage students to make nutritious food choices. The district shall monitor all food and beverage sold or served to students, including those available outside the federally regulated child nutrition programs. The district shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students.

### **Physical Education and Physical Activity Opportunities**

The district shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the *Michigan Physical Education Content Standards and to Benchmarks*.

### **Other School-Based Activities Designed to Promote Student Wellness**

The district may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity. Students will be offered the opportunity to participate in Health classes in grades 7-8 and also in the high school to fulfill the local high school graduation requirements.

### **Implementation and Measurement**

The district superintendent shall implement this policy and measure how well it is being managed and enforced. The district superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers (including specialist in health and physical education), parents/guardians, students, representatives of the food service program, school board members, school administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The district superintendent shall report to the local school board, as requested, on the district's programs and efforts to meet the purpose and intent of this policy.

A copy of the full Camden-Frontier School District Local Wellness Policy is available in both the district and school offices. Individuals wishing to obtain or review copies of this plan should contact the school district.

## **ANNEX L: SCHOOL VIOLENCE HOTLINE FACT SHEET**

The school violence hotline provides a means for students to anonymously report specific threats of school violence or other suspicious or criminal conduct. The toll free hotline will be operational 24-hours per day, 365-days a year by the Michigan State Police Operations Center.

- Students should understand the difference between those incidents that require a 911 emergency call and those that would be appropriate for the hotline. **ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 IMMEDIATELY.** *Example: A student has pulled a gun in the lunchroom.*
- The school violence hotline has been created to give you an anonymous way to report any threats of violence (“I’m going to kill somebody tomorrow”) or weapons that you know about (“I saw a gun in someone’s locker”). However, you should call this hotline only when you feel you cannot talk to a trusted adult first (i.e., administrator, teacher, secretary, counselor, etc.). Confiding in an adult that you trust is by far the best way to deal with information about school violence.
- In the event that you feel threatened, know of a possible act of violence, or have information regarding a weapon, but are unable to confide in a trusted adult, this hotline is an anonymous way to relay the information on to law enforcement and know that you did everything possible to protect yourself, other students, teachers, and administrators from possible violence.

- When you call the violence hotline, a trained law enforcement professional will document the information and forward this directly to the appropriate emergency dispatch center in the State that can initiate immediate and appropriate action by law enforcement.

The Hotline Number Is:  
**1-800-815-TIPS (8477)**

## **ANNEX M: HARASSMENT OR BULLYING**

The Camden-Frontier School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, referral to law enforcement, and/or Expulsion will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

### **High School/Middle School Teaching Staff:**

#### **H.S. Faculty**

Mr. Brown	Language Arts 11, 12 – Yearbook
Ms. Cook	Spanish I, II – Language Arts 9
Mr. Dunn	Accounting – Office Automation I, II, III
Mrs. Elliott	Biology – LD Resource Room
Mr. Goodpaster	Physical Education – Advanced PE
Mr. Gunnells	US History – Political Science
Mr. Gust	World History – Ag. Business – Zoology – Botany
Mrs. Masters	Language Arts 9, 10 – Health – Speech – World Literature
Mrs. Powell	Band – Choir
Mrs. Rogers	Chemistry – Biology – Geometry – Algebra II
Mrs. Schwartzengraber	U.S. Government/Economics – U.S. History – Psychology
Ms. Spieth	Art
Mrs. Wammes	LD Resource Room
Mrs. Smullen	Guidance Counselor
Mrs. Churchwell	MS – HS Media Center

#### **M.S. Faculty**

Mrs. Ash	Language Arts 7, 8 – Careers – Study Skills
Mrs. Bever	Science 6, 7, 8
Ms. Cook	Spanish 7, 8
Mr. Dunn	Computers 7, 8
Mrs. Elliott	LD Resource Room
Mr. Goodpaster	Physical Education 7
Mr. Gunnells	Social Studies 7 – U.S. History 8 – Geography 8
Mr. Gust	Ag Explore 8
Mrs. McNeil	Soc. Studies 6 – LA 6 – LA Skills 6 – Comp. 6 – Study Skills 6
Ms. Spieth	Art 8
Mrs. Voisin	LD Resource Room
Mrs. Smullen	School Counselor