CENTRAL LAKE
MIDDLE SCHOOL/HIGH SCHOOL
STUDENT HANDBOOK

2026-2027



VISION STATEMENT

We envision a community where every student and every family will have the opportunity to succeed and thrive.

MISSION STATEMENT

Central Lake Public Schools exists to educate students, strengthen families, and enrich our community.

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Ryan Cunningham
Superintendent
231-544-3141 ext. 54301

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

BOARD OF EDUCATION

Melanie Eckhardt
Mary Ellen Murphy
Gerry McAvoy
Andrew McDaniel
Keith Shafer
Courtney King
Ralph Hines

ADMINISTRATION

Dr. Ryan Cunningham, Superintendent

Mr. Brad Plackemeier, 6-12 Principal and Athletic Director

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

- cultivating school environments that are welcoming, supportive, and student-centered;
- providing professional development for school staff that helps build partnerships between families and schools;
- providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
- providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

B. Effective Communication

- providing information to families to support the proper health, safety, and well-being of their children;
- providing information to families about school policies, procedures, programs, and activities;
- promoting regular and open communication between school personnel and students' family members;
- communicating with families in a format and language that is understandable, to the extent practicable;
- providing information and involving families in monitoring student progress;
- providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
- preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

- providing volunteer opportunities for families to support their children's school activities;
- supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

D. Learning at Home

- offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
- working with families to establish learning goals and help their children accomplish these goals;
- helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Engaging Families in Decision Making and Advocacy

- engaging families as partners in the process of school review and continuous improvement planning;
- engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

- building constructive partnerships and connecting families with community-based programs and other community resources;
- coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic

achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan, will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

SCHOOL DAY

The school doors will open at 7:30 am, buses drop off at 7:30- 7:35am, the first bell will ring at 7:55 am, and all classes will begin at 8:06 am.
School is dismissed at 3:00pm.

Class Schedule for Middle School - High School Students

1st hour	7:55 - 9:06
2nd hour	9:10 - 10:10
3rd hour	10:14 - 11:14
High School LUNCH Middle School 4th hour	11:18-11:48 11:18-12:18
Middle School LUNCH High School 4th hour	12:22- 12:52 11:52-12:52
5th Hour	12:56 - 1:56
6th Hour	2:00 - 3:00

DAILY ANNOUNCEMENTS

Announcements are read and posted each day to help students be informed about activities, changes, special events, etc. To have an announcement printed, see the Administration or the MSHS secretary for approval. The daily announcements are posted on the school website and will be either announced over the PA and/or read by the first hour classroom teacher.

ACCIDENTS AND INJURIES

Every accident or injury in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge. The sponsor will notify the school office and they will fill out the appropriate forms.

HOMEBOUND INSTRUCTION

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administration. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

AGE OF MAJORITY

A senior student reaching the age of 18 (eighteen) while still a student at Central Lake is responsible for all the rules and regulations per school policies. Students may obtain written permission from parents/guardians to write their own excuses. The administration reserves the right to accept/deny these excuses.

WORK PERMITS

During the school year work permits are processed in the MSHS Office during the regular school day. During the summer work permits are processed in the Superintendent’s Office.

SECTION I - GENERAL INFORMATION

ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. Unless enrolling under the District's open enrollment policy. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

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

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

hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office or administrative office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

GUIDANCE SERVICES

The guidance program is designed to help the student realize their greatest potential. Assistance is offered in helping students understand him/herself, his/her abilities and interests, and to find solutions to problems that he/she may encounter. Vocational and educational literature is available in the counselor's office.

Scheduling: Student schedules are done with the high school counselor. Schedule changes are limited and must have administrative approval. See the counselor within the first week of the first semester if a change is needed. No classes may be dropped after the first week of school. All classes are yearlong.

SNOW DAYS

When school is canceled due to bad weather, the announcement will be made on Facebook and television. Each family will also receive a phone call and/or text/email using our communication system, as long as the information in our database is up to date.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request, phone call or text signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from CLPS, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the MSHS office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. If after 10 school days the school has not been provided with the necessary paperwork, the school retains the right to deny admittance until such paperwork has been provided. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the MSHS office.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
B. The Medication Request and Authorization Form must be filed with the respective building principal or secretary before the student will be allowed to begin taking any medication during school hours.
C. All medications must be registered with the principal's office.
D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non Prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication and may keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

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

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Brad Plackemeier at 231-544-3141, ext. 54201 or bplackemeier@centrallake.org to inquire about evaluation procedures and programs.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- Per Board Policy 8330 - Student Records: “Directory information includes the following information about the student; the student’s name, address (except for students participating in the address confidentiality program act), telephone number, dates of attendance, date of graduation, and telephone numbers for inclusion in school or PTO directories.
- The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal email address books. School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.
- Parents and eligible students may refuse to allow the District to disclose any or all of such ‘directory information’ upon written notification to the District.” Parents should notify the Administration's office no later than two weeks after school starts each year.
- Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the NEOLA policies at https://go.boarddocs.com/mi/cenlak/Board.nsf

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to rhibbard@centrallake.org. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or his/her parents;
B. mental or psychological problems of the student or his/her family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov; and PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

CLPS may charge specific fees for the following non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

- Athletics
- Dance Program
- Art Club
- Robotics
- NHS

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment (including but not limited to textbooks, library books, electronic devices, and electronic accessories) can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

CARE OF PROPERTY

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

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

Locker Regulations

1.Lockers are available for all students.
2.Do not keep money or valuables in lockers. The school is not responsible for valuables left in lockers.
3.The student using/assigned to a locker will pay for any damage to his/her locker unless caused by another student. This would include any vandalism such as/but not limited to; writing on or in lockers, attaching items with permanent or semi-permanent fixtures (no tape), physical damage caused by improper use, food/drink items left in or spilled in the lockers, etc. Report defective lockers to the main office.
4.Locks for lockers are available in the main office. Students are encouraged to purchase one. (Students may purchase their own locks. Because a lost or forgotten key will result in cutting the lock off, students must leave an extra key in the office.)

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the CLPS Food Service Director at 231-544-3141 ext. 54206.

The school participates in the National School Lunch Program and makes lunches and breakfast available to all of our students for free. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.
For information regarding meal charging procedures, see contact our food service director at 231.544.3141 ext. 54206.

All families are asked to complete the Household Information Report on an annual basis. This is required to support the universal meal program that supports all students eating for free. Forms are available in the office of each building and are provided at the beginning of each school year.

Cafeteria

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Students are expected to practice the general rules of good manners. The service of the cafeteria is available to all students. Students bringing sack lunches must eat the lunch in the cafeteria. The school board sets the cost of lunches each August.

1. CLPS is the recipient of a federal grant that provides free breakfast and lunch to all students.
2. Students are not allowed to 'charge' on their lunch account. Any student's lunch account without a sufficient amount to cover the cost of additional purchases will not be permitted.
3. Students are to leave the table and the surrounding area clean and in order.
4. Students are not to take food or drink from the cafeteria without permission
5. Any of the above regulations being violated may result in suspension from the cafeteria.

Central Lake Middle/High School operates as a "closed campus" between the hours of 8:00am and 3:00 pm. No students are permitted to leave during any part of the lunch period unless accompanied by a parent. Calling in to excuse a student to leave campus for lunch is not permitted. No visitors will be allowed to come on campus to eat lunch with or visit with any students without prior permission from the administration. Prospective visitors are asked to call ahead or report to the office and ask to speak to the office staff or administrator in charge.

Food and/or Drink

All food and/or drinks are to be consumed in the cafeteria or weather permitting outside at designated areas. At no time are open containers allowed in the hallway or a student's locker. Staff will have the right to remove open containers of either food or drink from students while outside of the cafeteria (i.e. partially consumed drinks while in the hallway are prohibited).

Water Bottles

Students are allowed to have water, water only, in clear plastic bottles with twist-on tops in the middle and high school.

Candy and Gum

Students are not allowed to bring gum and candy to class except for birthday treats, special activities or rewards.

FIRE, LOCK DOWN, EVACUATION AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of an electronic alarm system sound.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the PA.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the PA.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by: email notification, phone calls, local TV stations and social media platforms when available.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

USE OF LIBRARY

Students who wish to use the library need a pass from a staff member. Teachers may take their classes to the library to check out books or to gather references.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school unless granted permission by school staff. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL COMMUNICATION DEVICES

Students are prohibited from using a wireless communications device (“WCD”) on school grounds during instructional time. Students may use wireless communication devices (WCDs) before and after school, during their lunch break, during after school activities (e.g. extra-curricular activities), and at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school- sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
B. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
C. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated.

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

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Cell phones must be off during class time unless granted permission by the teacher for an instructional purpose. If a cell phone is used during class time FOR ANY REASON, without teacher permission, the phone will be confiscated.

Central Lake staff have the right to remove cell phones from a student's possession if there is a violation to this rule. A student who refuses to relinquish their cell phone may face suspension from school for insubordination. The following guidelines will take place:

1. First Offense: The cell phone will be taken and will be returned at the end of the school day.
2. Second Offense: The cell phone will be taken and returned only to a parent.
3. Third Offense: For a set period of time after the offense, the student will turn his/her phone into the office prior to first hour and it will be returned to the student after school.
4. Fourth Offense: A parent meeting will be requested to discuss further consequences. The student may face an Out of School Suspension.

SECTION II - ACADEMICS

COURSE OFFERINGS AND GRADUATION REQUIREMENTS

CENTRAL LAKE HIGH SCHOOL GRADUATION REQUIREMENTS

The MMC requires 18 credits for a high school diploma, CLPS requires 21 credits (see below). To receive a Central Lake High School diploma a student must earn a minimum of 21 credits.

Students may attempt 24 credits during their four year high school career and they must earn a minimum of 21 total credits in order to qualify for a Central Lake High School Diploma.

Michigan Merit Curriculum (MMC) – Central Lake Public Schools

Mathematics - 4 credits (required)
Algebra I
Geometry
Algebra II
0.50 Credit Personal Finance
One math course the final year of high school

English Language Arts – 4 Credits (required)
English Language Arts 9
English Language Arts 10

English Language Arts 11
English Language Arts 12

Science – 3 Credits (3 required)
Environmental Science
Biology
Chemistry

Social Studies – 3 Credits (required)
World History and Geography
United States History and Geography
.5 credits in Civics
.5 credits in Economics

World Languages - 2 Credits (required)
2 credits; one can be earned in a K-12 world language experience or class, one can be earned via CTE or Visual/Performing Arts

Other Class requirements/Options - 2 required credits under MMC plus 3 credits for CLPS
Physical Education and Health – 1 Credit (required)
Visual, Performing and Applied Arts – 1 Credit (required)
Includes Elective areas of Art, Music, Physical Education and Technology
Online Learning Experience; which may be satisfied by Course, Learning or Integrated Learning Experience
Other elective courses may include Career Tech, Writing for Publication, etc.

All students will be expected to fulfill the same graduation requirements and progress toward a high school diploma with the same expectations as all other students in Michigan.

Specific Requirements for a Central Lake High School Diploma:
- A student must complete a minimum of one semester in residence at Central Lake High School.
- A student must successfully complete a minimum of 21 credits
- A student may only use credits earned in an accredited Alternative High School program.
- All students will be required to take the Michigan Merit Exam or MI –Access (if applicable) during their third year in high school.
- A student must reside in the Central Lake district or be attending school here as a School of Choice student.

Any deviations to the above mentioned criteria must be requested in writing to the Administration's office before the start of the student's final semester in school. The Administration may make a recommendation to the Superintendent of Schools to ask for a deviation from the requirements.

All students will be required to take end-of-course assessments in required classes. These are developed by the state of Michigan and Central Lake Public Schools. Central Lake Public Schools will determine what satisfactory progress (passing grade) is on these end of course assessments. These assessments are mandatory to receive credit.

Special Conditions

If a student wishes to test out of any class they must submit the request in writing to the Administration prior to the start of the school year that they would be taking the class. The testing must be completed prior to the actual start of the class with a passing grade of 85% or higher on the Final course exam. Student placement in the next class in sequence will be subject to availability.

Students may opt to increase their curricular options by taking classes through the Char Em ISD vocational offerings or by taking on-line classes appropriate to their chosen Career Pathway. Online classes are available to high school students with specific needs outside of the established class schedule. These options are not to replace required classes or avoid taking a specific teacher but to provide options not available in the existing curricular offerings.

The Central Lake Board of Education reserves the right to make exceptions to the above mentioned criteria when it is deemed to be in the best interest of the individual student. While this type of decision may be best for that individual it will not be considered to be precedent setting.

Certificate of Completion (Students with IEPs only)

Normally, a student will complete graduation requirements in four (4) years. A student with an IEP may remain in High School up to and including the age of 19. Special Education services and FAPE, under IDEA regulations, are required to be provided to all Michigan students with an IEP to the age of 26 unless they have received a full diploma.

In certain circumstances a student with an IEP may be eligible to complete a Certificate of Completion in lieu of a High School diploma. In order to receive a diploma, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A certificate of completion is not a diploma and guarantees the right to continue services up to and including the age of 26. Once a student earns an actual diploma, these services are no longer available.

A Certificate of Completion is recognition of a student's successful completion of 4 years of high school in an individualized educational learning plan. It requires 21 credits (courses modified through IEP). This means a student is expected to be in attendance at school similar to their peers.

For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at https://go.boarddocs.com/mi/cenlak/Board.nsf or in the main office.

PERSONAL CURRICULUM

Q1: What is a Personal Curriculum?
A: A personal curriculum (PC) is a documented process that modifies certain requirements of the Michigan Merit Curriculum (MMC) which must be met for the awarding of a high school diploma in Michigan. A PC must be requested on an individual basis and must meet certain conditions to be approved.

Q2: Who is eligible for a personal curriculum?
A: All students in grades 9-12 are eligible. Students with a documented disability and Individualized Education Plan (IEP) are eligible to modify the MMC to a greater extent than their non-disabled peers.

Q3: Under what circumstances is a PC allowable?
A: A PC is intended for high school students seeking a diploma who: Wish to modify the mathematics requirement Wish to go beyond the academic credit requirements by adding more math, science, English Language Arts or foreign languages credits Need modified content expectations because certain MMC content expectations are not practicable for them despite documented interventions and in light of their Educational Development Plan (EDP) Need other modifications of MMC requirements due to the impact of their special education disabilities as identified in their IEP.

Q4: Can a personal curriculum be used to modify the entire MMC?
A: The intention of the PC is to modify portions of the MMC that are not practicable for the student while remaining true to the intent that graduation with a diploma requires mastery of as much of the curriculum expectations of the MMC as possible. Allowable modifications should still reflect the basic number of credit requirements in the following areas: ELA, Science, World Languages, Civics/Government, and the Online Learning experience.

Q5: Who can request a personal curriculum?
A: A parent, legal guardian, emancipated student, or any qualified school personnel can request a PC. (Note: While the PC is an appropriate topic to be discussed at IEP, Section 504, or health care team meetings, these teams may not make the request for a PC.)

Q6: When can a personal curriculum be requested?
A: A PC can be requested after completion of 9th grade.

Q7: What are the steps in the personal curriculum process and procedure?
1. PC is requested.

2. Within 10 school days a counselor acknowledges receipt of a request, verifies the status of the requestor, and discusses next steps with the person requesting the PC.
3. A Personal Curriculum Committee is named by the building principal and a meeting is scheduled within 30 school days.
4. Staff collects documents for committee review at the PC committee meeting.
5. PC Committee is convened and reviews available documents in order to make a determination on a student's eligibility for a PC.
6. If the student is eligible for a PC, the PC Committee writes the PC. The PC must meet as much of the MMC as possible and must include measurable goals and a method of evaluation.
7. PC is agreed to in writing by student/parent/legal guardian and superintendent designee.
8. Approved PC is monitored quarterly through communication between the parents and each teacher of the modified area(s).
9. Revision to a PC may be made using the same process as the original PC.

Q8: Is a student eligible for a high school diploma if they have a PC ?
A: A student who successfully completes a PC and fulfills any additional local board of education graduation requirements is to be awarded a high school diploma.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules apply to all field trips.

GRADES

Progress Reports

Progress reports and grades with comments will be sent at 4 ½ week intervals for students who are either failing or in jeopardy of failing one or more classes. Progress reports for other students will not be provided unless requested by their parents/guardians. Parents and students are again encouraged to track individual progress through PowerSchool.

Report Cards

Report cards are issued at the close of each marking period (9 week intervals). Report cards will be mailed home. Incomplete (I) is a grade that indicates an amount of work not completed. An NG means a student has excessive absences and is currently receiving no grades. All work and detention time must be completed within two weeks after the end of the marking period or grade will revert to a failure (F). Credit (CR) cannot be used in calculating grade point averages, and does not apply in calculating

"Honor Roll" status. GPA calculations for Valedictorian and Salutatorian are based on quality points earned in all 24 courses taken in grades 9-12.

Grading Scale

Grading Scale: A 93-100; A- 90-92; B+ 87-89; B 83-86; B- 80-82; C+ 77-79; C 73-76; C- 70-72; D+ 67-69; D 63-66; D- 60-62; F = 59 and below

Grades are kept in a permanent file in the guidance office. A student must have at least a 3.00 average to make the Honor Roll. A GPA of 3.00-3.49 would qualify a student for Honors; a GPA of 3.5 – 4.0 would qualify a student for High Honors. Grade points are figured as follows:

A = 4.0 pts., A- = 3.67 pts., B+= 3.33 pts., B = 3.0 pts., B- = 2.67 pts., C+ = 2.33 pts., C = 2.0 pts., C- = 1.67 pts., D+ = 1.33 pts., D = 1.0 pts., D- = .67 pts., F = 0 pts.

A permanent Grade Point Average is based on final semester grades. Credit is earned in class by semester (½ credit.). One semester = ½ credit.

Graduation Honors: Salutatorian & Valedictorian
Students must be enrolled in and attend Central Lake Public Schools for a minimum of three consecutive semesters immediately preceding graduation to be eligible for consideration as valedictorian or salutatorian.

PROMOTION, PLACEMENT, AND RETENTION

Middle School
Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity
4. attendance (if a student does not attend school 60% of the time or more, retention may be considered due to loss of learning time)

High School
A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and participating in the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

POST-SECONDARY (DUAL) ENROLLMENT

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 8 through grade 12.
2. In terms of academic readiness, pupil eligibility for enrollment is based on classroom performance in addition to pupil performance on one or more of the assessments ASPIRE, ACT/MME, PSAT, SAT and M-STEP.
3. Students must be enrolled in both the school district and post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay the lesser of:
   a. the actual charge of tuition, mandatory course fees, material fees and registration fees or
   b. that state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution.
7. Students failing to complete the requested course(s), or receive credit will be responsible for reimbursing the district the cost of the course and any related fees.

ONLINE CLASSES

Online classes may be used for credit recovery, advanced placement, or enrichment opportunities based on the student's career pathway. Any student who fails to complete an online class, or fails an online class may be required to reimburse the district for the full cost of the class. All online classes will be approved by the administration.

RECOGNITION OF STUDENT ACHIEVEMENT

CLPS participates in the state recognized Positive Behavioral Intervention Supports (PBIS). PBIS is a proactive approach schools use to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. PBIS recognizes that students can only meet behavior expectations if they know what the expectations are. Everyone learns what's considered appropriate behavior.

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

Recognition for such activities is initiated by the staff and coordinated by the administration.

Honor Roll

Honor roll is recognized at the completion of each semester. Honor roll is calculated by GPA. Honors is 3.0-3.49; High Honors 3.5-4.0.

Special Awards

CLPS is a proud participant in the National Honor Society. Students may apply in the Spring of their Sophomore year.

CLASSWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Missed classwork due to an excused absence (parent notification to the school of the absence) is expected to be completed. Students will be allotted an equal number of days to make up the work. For example, a student who is absent for 3 days, they will be allowed 3 school days to make up the classwork.

Unexcused absences (no parent communication to the school occurred) will not be provided at the make-up time.

COMPUTER TECHNOLOGY AND NETWORKS

Every year each student must fill out and sign an Acceptable Use Policy form, have it signed by their parents and return it to the High School office. Please be sure to sign the Acceptable Use Policy included with your packet and return it to the High School Office. The information era has created instant access to new ideas and concepts through the computer. However, technology has also created ethical conflicts. Access to some information is limited because of its content, personal information, or technological sensitivity. Central Lake has policies about access and use of our technology. Students violating the technology policy will lose computer privileges and may be subject to additional disciplinary action.

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet*

Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed by mail.

Students will be assigned a school email address and must adhere to school policies in the use of technology, social media, electronic devices, and online learning platforms.

7540.03 – Student Technology Acceptable Use and Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board- sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account

the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

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

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
B. the dangers inherent with the online disclosure of personally identifiable information
C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school- assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which includes the Scholastic Aptitude Test (SAT), is required for all high school juniors unless determined otherwise by an IEP.

The 11th grade MME is made up of the SAT, WIN Career Readiness tests in mathematics and reading, plus M-STEP science, and social studies.
Eighth graders, Freshman and Sophomores will take the Practice Scholastic Aptitude Test (PSAT). A preparatory assessment primarily used to help students prepare for the SAT.

Additional standardized assessments are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact Brad Plackemeier at 231-544-3141 or bplackemeier@centrallake.org to inquire about evaluation procedures and programs.

SECTION III - STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

- Robotics
- Art Club

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

- Athletics
- Bring Change to Mind Club
- Trojan Traffic Club
- Weight Lifting Club
- National Honor Society
- Student Council
- Quiz Bowl
- Dance
- Gaming Clubs
- Grade Level Based Clubs
- Prom Committee
- Substance Abuse Free Environment (SAFE)
- Youth Advisory Committee (YAC)

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

<u>High School Dances and Activities</u>

1. The Student Council and the Administration must approve dates for school dances and activities.
2. Students will not be allowed to re-enter the building after leaving the activity.
3. Groups sponsoring the functions must leave the building in the same condition they found it.

4. Supervision must be assured for all school functions. At least one middle school teacher must be in attendance during any middle school dances. At least one high school teacher must be in attendance during any high school dance.
5. Students absent (for any portion of the school day) or suspended from school on the day of the event will not participate that evening.
6. Dance and supervision must be approved by the administration at least three days before the scheduled event.
7. Students who wish to bring a guest who does not attend Central Lake schools will need prior approval by the administrator.
8. Any student(s) asked to leave a dance or activity will have parents/guardians notified. Students will meet with the principal to determine appropriate disciplinary action.

Guest Attendance

A student guest form must be completed prior to attendance at any school dance. As a guest of Central Lake High School, student guests are accountable for their behavior and in addition, the CLPS student hosting the guest may be held partially responsible should any negative behaviors occur.

All student guests must meet the following criteria:
1. attend high school (9th -12th grades) or are under 21 years of age for high school events or attend middle school (6th-8th grades) for middle school events.
2. arrive at the dance together with his/her host.
3. present current student ID or other picture ID for admittance to the dance.
4. agree to follow the Central Lake Public Schools Code of Conduct.

Any student guest, middle school or high school, will be removed from the dance/activity if inappropriate behavior is demonstrated and may be subjected to further disciplinary action, including police involvement.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

ATHLETICS

CLPS provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. All CLPS sponsored athletics are under the MHSAA guidelines and subsequently athletes are required to adhere to MHSAA policies. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact Brad Plackemeier, the Athletic Director, at bplackemeier@centrallake.org or call 231-544-3141.

- Football (co-op)
- Volleyball
- Cross Country (co-op)
- Basketball, Boys and Girls (co-op)
- Downhill Skiing (co-op)
- Track and Field (co-op)
- Baseball (co-op)
- Softball (co-op)
- Powerlifting (co-op)
- Golf (co-op)

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

There are many athletic activities at Central Lake High School. If a student wishes to participate, he/she must remain eligible. Student athletes must be in attendance for the entire school day in order to participate in athletic practices or contests, unless **pre-excused** by the Administration or Athletic Director. Contact the Athletic Director for a copy of the requirements - don't find out too late that you have not fulfilled the requirements to play.

*Student-Athletes and other students who participate in extracurricular activities such as Band, Student Council, NHS, clubs, etc. who are assigned formal disciplinary consequences by an administrator as a result of a discipline referral to the office shall serve a minimum of a one-hour detention. If the student fails to serve the assigned disciplinary consequence on the assigned date, then the student is not eligible to participate in any extracurricular event until the consequence is served. Additionally, student-athletes and students participating in extracurricular activities who are suspended out of school are ineligible to participate in extracurricular activities while serving a suspension.

Athletic Eligibility:
All participants (athletes and/or club members) must be eligible according to Central Lake High School eligibility standards. Central Lake eligibility is as follows:

1. MHSAA states that Students who have not received 66 percent of full credit load potential for a full-time student in the first academic term are ineligible from the day grades are reported at the first term's end through and including the 60th scheduled school days. At CLHS that would mean a student must pass 4 out of 6 classes at the end of the semester. If a student does not meet this requirement they will not be eligible to play the following term until the 61st day of that term.
2. *Any absence (unless a doctor's note is provided) for one or more hours will result in no practice, no play for that day.*
3. Participants who still show an F (grades at or below 59%) will have until the next grade check (grade checks are usually weekly) to bring that F to a passing grade, or they will be ineligible for the week following the second grade check. When grades fall between 60-66% the student will receive a warning. A student may be required to attend after school detention to make up work until they have successfully cleared the next academic grade check.
4. Participants whose grade check shows two or more F's or 2 or more weeks of consecutive failing grade(s) will be deemed automatically ineligible.
5. Non-passing grades will be determined on a weekly cumulative basis during each season/activity.
6. Participants reported with non-acceptable behavior may be subject to suspension from play.
7. Ineligible participants will not be excused from school to participate/attend school-sponsored events.
8. Prior to participating in an athletic contest or practice, students must first pass a physical exam and turn in their physical card. No practicing will be allowed until the parent-student permission form has been turned in.
9. Participation in athletics or clubs is an extracurricular activity. School responsibilities (i.e. homework, detention. etc.) always come first.
10. The participation policies shall be sent to the parents with an agreement to be signed by the parents and students that they have read the policies and agree to abide by them.

This signed statement shall be returned to the school before the student will be allowed to participate in extracurricular activities.

At any time, a parent, teacher, counselor, or administrator feels a student is not performing to an adequate academic level, a meeting can be scheduled with parent(s), student, teacher(s), and/or Administration. The purpose of such a meeting shall be to map out a strategy to support for the student to be successful.

Michigan High School Athletic Association regulations
1. Students must have a physical examination before they begin participation in athletics.

2. Transfer students may not compete in game contests until their eligibility is confirmed according to M.H.S.A.A. regulations. These students may practice with the team.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Parents/guardians must notify the school of the reason for the absence. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays as outlined in the school calendar. Parents/guardians should discuss the importance of good attendance with their students to avoid loss of credit due to violations of the Central Lake Public Schools attendance policy.

The State of Michigan Department of Education defines "chronically absent" as missing 10% of the days that a student is enrolled in school. Accordingly, the Board of Education has adopted an attendance policy that encourages regular and prompt attendance in all classes.

All absences are counted in the 10% as defined by the State of Michigan. All absences must be called in to the office to ensure student safety. An absence is excused only when accompanied by a doctor's note, a notification of a family funeral, or other extreme/rare instances that are documented. Please study the policy carefully to ensure you are fully aware of the consequences for non-attendance.

A student is considered tardy after the bell rings unless excused by a note from school personnel. Students arriving late to school but before 8:00 a.m. should report directly to their first hour class. Students arriving after 8:00 a.m. should sign-in at the MSHS office. Please note that the tardy policy counts tardies cumulatively and does not separate the number of tardies per hour of the day.

Guidelines related to absences and tardiness:

1. When a student is absent a parent or guardian must call the school office, (231)-544-3141 ext 200 before 9:00 am of that day. To be considered an excused absence a doctor's note (or other acceptable forms of documentation) must accompany the student on the next day of attendance or be Faxed directly to the school. (231)-544-2903.
2. All students reporting to school late must report to the office and get a slip before going to class.
3. Any student late to class will receive a tardy. Students are considered tardy if they are late to class within the first 15 minutes. After 15 minutes, the student will be counted absent.
4. The 10% Chronic Absence is calculated over the entire year. Tardies are recalculated every 9 weeks. Administration reserves the right to include chronic tardiness as part of a truancy referral.
5. If your bus is late, check in at the office. This may prevent you from being marked tardy.
6. Students that arrive late by bus or other means will eat their breakfast in the cafeteria before heading to class.
7. Notification in writing to parents/guardians may occur after the 5th absence and/or 10th tardy. Parents/guardians will be notified by either letter, phone call or email if a student has absences that were not called in by a parent or guardian.
8. Administration will notify the parent by phone call, email or letter, of the intent to contact Northern Community Mediation (NCM). NCM will contact the parent to schedule mediation regarding student attendance/truancy.
9. In order to earn credit a student must be in attendance 85% of the class days per semester (other than extenuating circumstances) and have a passing grade for the semester.
    a) Students not meeting these criteria may request, in writing, a waiver. A faculty review board consisting of an administrator, instructor of class involved, and a staff member of the student's choice will meet with the student to consider the waiver. The Faculty Review Board may or may not grant an exception for extenuating circumstances.
    b) Students may appeal in writing any committee decision to the Superintendent of Schools.
10. When the 10% threshold has been reached, the attendance records may be turned over to the truancy officer or court for immediate action.

Michigan school laws are very strict in regard to the compulsory attendance of children 6-16 years of age, and hold parents/guardians responsible for their child/children's regular attendance in a manner, which is "continuous and consecutive for the school year." (MCL 380.1561). If attempts by the administration to improve a student's attendance fail, it may be necessary to petition the juvenile court or other public agencies for assistance. The prosecuting attorney has the option of filing criminal charges against parents/guardians, filing delinquency charges against the student in family court, filing educational neglect charges against parents/guardians in family court, or any combination of these alternatives.

Therefore, the major responsibility for acceptable attendance lies with the student and parents/guardians. Teachers, counselors, and administrators, have a responsibility to assist the student and work with parents/guardians in meeting the goal of acceptable attendance. Students are expected to be in school and on time to each class every day. Students must attend all scheduled classes unless prior arrangements have been made. Students should be fully aware that interactions in the classroom constitute a valid and critical part of the coursework; they cannot be duplicated.

Students excused from school will be provided an opportunity to make-up missed school work and/or tests.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Absences due to vacation may be authorized but are still considered an absence per Michigan Compulsory Attendance rules and will be calculated into the student's overall attendance.

Truancy

The State of Michigan Department of Education defines "chronically absent" as missing 10% of the days that a student is enrolled in school. Any student reaching this threshold may be referred to the court system for truancy violation.
Phase I: Parent/guardian will be contacted and mediation will be scheduled through Northern Community Mediation (NCM).
Phase II: On-going truancy will result in a referral to the courts.

Leaving the Building or Classroom

CLPS is a closed campus. Students leaving the building during the school day, for any reason, must be accompanied by a parent or have written permission from a parent and must sign out in the main office. Only the administration or the administration's designee can authorize a student to leave school. If a student becomes ill during the school day, he/she must report to the Administration's office and the parent will be notified.

CODE OF CONDUCT

A major component of the educational program at CLPS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. CLPS believes that behavior is learned and can be improved when taught and recognized for its positive aspects. PBIS

(Positive Behavioral Intervention Support) is a significant part of our approach to supporting the conduct of our students. There are, however, instances where negative behavior does result in consequences and CLPS will enforce consequences as outlined here.

Expected Behaviors

Each student shall be expected to:
a) abide by national, State, and local laws as well as the rules of the school;
b) respect the civil rights of others;
c) act courteously to adults and fellow students;
d) be prompt to school and attentive in class;
e) work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
f) complete assigned tasks on time and as directed;
g) help maintain a school environment that is safe, respectful and responsible
h) act at all times in a manner that reflects pride in self, family, and in the school.

Dress Code Policy

It is the policy of the School Board that the building administrator will make the final decision on the appropriateness of dress and what actions will be taken in each individual case depending upon specific circumstances. If a staff member feels a student's attire is inappropriate, the student will be referred to a school administrator. Decisions will be made by the administrator based on health, safety, and whether the attire is disruptive to school routine. The student may be sent home with parental contact to change his/her clothes before returning to class, asked to modify his/her attire in some way in school, or be excluded from classes for the day if a change of attire is not possible.

As a frame of reference, the following are standards that will be in operation:
a) Shoes MUST be worn at all times.
b) Inappropriate language, signs, or symbols worn on clothing will be prohibited. This will include, but not be limited to, any message that expresses profane or obscene language or which makes derogatory comments regarding any race, creed, religion or national origin, and any material that displays illegal substances and or use of.
c) Any clothing that reveals undergarments (bras, underwear, etc.).
d) Bare midriffs, halter-tops, tube tops, low-cut tops, and tank tops with "spaghetti straps" are not acceptable. Tank tops should have a minimum of "three finger width" straps. All shirts and blouses MUST cover to the waist. All shorts, skirts, dresses, must be worn in a school appropriate manner (business attire).
e) Pajamas are NOT permitted.

f) Spandex, yoga pants, leggings, etc. must be worn in a school appropriate manner (business attire).
g) Dress that distracts from school routines or is distracting either to others or to the ability of the wearer to behave appropriately is subject to review by the building administrator.
h) Dress that is deemed to be detrimental to the student will be prohibited.
i) Non-prescription sunglasses are prohibited.
j) Chains, spikes, or other jewelry items considered to be unsafe, illegal, or inappropriate for school will be prohibited.
k) Inappropriately worn clothing, (i.e. pants or shorts worn below the waistline) will be prohibited.
l) Coats, hats, and other head coverings worn or carried in school during school hours, without the expressed permission of the administrator will be prohibited.

Hat Policy

There is a NO HAT policy at Central Lake Middle/High School; this includes any activity which occurs within the school building, i.e. games, concerts, etc…. If a hat is worn in the building, the following consequences will be given for violations: warning to include a reminder of the policy, repeat offenders that demonstrate gross insubordination will be referred to the principal for a determination of discipline.

Bags

Book bags, string bags, large tote bags, backpacks, purses, carry-alls or bags with straps, etc. make the aisles in classrooms unsafe and are sometimes used to conceal inappropriate items that may be brought to class for the purpose of creating disruptions. Therefore, these bags may not be carried from class to class during the school day. Such bags are to be stored in the student's locker.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

TITLE IX SEXUAL HARASSMENT

No Student should be discriminated against on the basis of sex in education programs or activities. Please refer to Policy 2266 on https://go.boarddocs.com/mi/cenlak/Board.nsf

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE
(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1) Use of drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries (except as otherwise authorized by local ordinances) as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

2) Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3) Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term “tobacco” includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's").

4) Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5) Possession of a weapon

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

State law may require that a student be permanently expelled from school***,*** subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item
B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6) Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, scissors and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7) Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of

dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8) Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to discipline up to and including expulsion.

9) Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

10) Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11) Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12) Gambling

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

13) Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in loss of credit, and up to and including suspension for repeated offenses.

14) False alarms, false reports, and bomb threats

A false emergency alarm**,** report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in discipline up to and including suspension or expulsion.

15) Explosives

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

16) Trespassing

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

17) Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the administration. The school is not responsible for personal property. Theft will result in discipline up to and including suspension or expulsion.

18) Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience will result in discipline up to and including suspension or expulsion.

19) Damaging property

Vandalism and disregard for school property will not be tolerated. Violations will result in discipline up to and including suspension or expulsion.

20) Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence will result in a referral to the truancy system.

21) Unauthorized use of school or private property

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

22) Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23) Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24) Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. Students are expected to act in a reasonable and proper manner at all times. Students demonstrating public displays of affection (kissing, sitting on laps, groping, or any other contact that may be considered sexual in nature) will receive one warning. Repeated offenses will result in a behavior referral to the office and the involved students will be asked to explain to their parents their actions and possible solutions. Such behavior may result in discipline up to and including suspension.

25) Possession of Wireless Communication Devices (WCDs)

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that

during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the PCD or other ECD/ESD remains off.

Except as authorized under Board policy 5136, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10-day suspension, loss of privileges, and may be recommended for expulsion.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive 3 days of suspension. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26) Violation of individual school/classroom rules

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

27) Violation of bus rules

Students will receive written warnings for bus violations. Parents will be notified of each written warning. Behavior is categorized in four levels with level one being minor offenses and level four being major offenses. The more serious infractions may not include a warning and may result in immediate removal from the bus.

Three written warnings may result in removal from the bus for a specified period of time. Repeated behaviors, regardless of severity, may result in permanent removal from the bus.

- Referral #1 - Warning
- Referral #2 - Loss of privilege
- Referral #3 - Loss of privilege and parent contact
- Referral #4 - Loss of privilege with an office discipline referral and administrative contact to parent

28) Disruption of the educational process

Any actions that interfere with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Violations of this rule could result in discipline, suspension or expulsion.

29) Harassment

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

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

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent at 231-544-3141 ext. 54201. Complaints will be investigated in accordance with school policies. https://go.boarddocs.com/mi/cenlak/Board.nsf

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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

A. verbal harassment or abuse;
B. pressure for sexual activity;
C. repeated remarks with sexual or demeaning implications;unwelcome touching; sexual jokes, posters, cartoons, etc.;
D. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
E. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
F. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

29a.) Hazing

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

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

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

- illegal activity, such as drinking or drugs;
- physical punishment or infliction of pain
- intentional humiliation or embarrassment;
- dangerous activity;
- activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

29b.) Bullying and Other Aggressive Behavior

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

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

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

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

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

Notification

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

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

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

Implementation

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

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and

responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

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

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

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

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

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

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

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

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

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

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.
For further definition and instances that could possibly be construed as:
Harassment, see Policy 5517;
Hazing, see Policy 5516.
M.C.L.380.1310B (Matt's Safe School Law, P241of2011) Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to

students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

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

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

ASSAULTS COMMITTED AGAINST SCHOOL PERSONNEL:

Physical Assaults: The board will permanently expel a student in sixth grade or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B), against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a bus or other school-related vehicle, or at a school-sponsored event. A lesser offense may result in suspension from school for up to ten days.

Verbal Assaults: Any student in sixth grade or above who commits a verbal assault on school property, on a school bus, or other related vehicle, or at a school-sponsored event against a district employee or a person engaged as a volunteer or contractor for the district may be expelled by the board for up to 180 days. The board may modify the

expulsion period on a case-by-case basis. For the purpose of this policy, "verbal assault" will be defined as any willful verbal threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

ASSAULTS COMMITTED AGAINST ANOTHER STUDENT:

The board will expel a student in sixth grade or above for up to 180 days if the student commits a physical assault, as defined by MCL 380.1310(3)(B), against another student on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event. The board modifies this process in the following manner:

A. The Central Lake Public School Board presently has a suspension and expulsion policy that is to be implemented by appropriate building administrators.
B. Building administrators are to present to the school board those suspension/expulsion cases that may need more than ten (10) days of suspension.
C. Building administrators are to inform the superintendent of suspensions. The superintendent is to keep the school board informed.

Middle and High School—Prohibited Acts and Consequences: The chart that follows is a guideline for district administration. It is not intended to be an exhaustive list of all prohibited behaviors, and district administration reserves the right to make determinations when assigning disciplinary consequences given the specific circumstances surrounding an incident.

	PROHIBITED ACTS	PENALTY: FIRST OCCURRENCE	PENALTY: SECOND AND SUBSEQUENT OCCURRENCE
1	Drugs/Illegal Substances	1-10 day suspension, may recommend expulsion, automatic referral to legal authorities	10 day suspension, may recommend expulsion, automatic referral to legal authorities
3	tobacco	3-5 day suspension, authorities contacted	5 day suspension, authorities contacted, parent mtg.
4	Student Disorder (when disruptive)	Detention or suspension (1-5 days)	1-10 day detention or suspension
5	Possession of a weapon	Suspension or expulsion as per Michigan law	Suspension or Expulsion as per Michigan law
6	Use of an object as a weapon-	3-5 day suspension	5-10 day suspension
7	knowledge of and lack of reporting to	3-5 day suspension	5-10 day suspension

	school personnel or adults.		
8	Purposely setting a fire (arson)	10 day suspension, authorities contacted, expulsion	10 day suspension, authorities contacted, expulsion
9	Physical assault on staff members or person associated with the District	10 day suspension, authorities contacted, expulsion possible expulsion (per MCL 380.1311(12)(B))	10 day suspension, authorities contacted, expulsion (per MCL 380.1311(12)(B))
	Physical assault on a student, including fighting (two or more parties physically involved).	3-10 day suspension, authorities contacted, possible expulsion (per MCL 380.1310(12)(B))	10 day susp, contact authorities, recommend expulsion (per MCL 380.1310(12)(B))
10	Verbal assaults and/or threats to a staff member or person associated with the District	5 day suspension, possible expulsion, authorities contacted	10 day suspension, possible expulsion, authorities contacted
13	Falsification of school records, identification, forgery	3-10 day suspension,	5-10 day suspension, and loss of credit for course
	Falsification of school work, forgery	Automatic failing grade on assignment, parent contact	Loss of credit in course “F”, parent contact, Friday detention or suspension
14	False alarms, false reports, and bomb threats	10 day suspension, authorities contacted, expulsion	10 day suspension, authorities contacted, expulsion
15	Explosives, including fireworks	10 day suspension, authorities contacted, expulsion	10 day suspension, authorities contacted, expulsion
17	Theft, possession of stolen property	1-10 day suspension, authorities contacted	3-10 day suspension, authorities contacted, rec’d expulsion
18	Disobedience	Detention, ISS, or suspension (1-5 days) depending upon severity	1-10 day detention or suspension depending upon severity and frequency
19	Damaging property; vandalism	restitution required, 1-10 day suspension	restitution req, 5-10 day suspension, contact authorities
20	Attendance		

	Persistent tardiness		
	#1 - 4	Entered into the database. Conference with students.	
	#5 - 8	Lunch detention is assigned for each tardy. The teacher contacts the parents. Teacher completes detention slip.	
	#9 - 10		Lunch detention is assigned. Teacher completes detention slip. Administration contacts parents.
	#11		Friday detention is assigned. Mediation is scheduled.
	Persistent absences	Letter sent to parent after 5th day.	Mediation meeting set up after 10th day; if mediation is not successful and/or there is no engagement on the part of the parent the student will be referred to the courts.
21	Unauthorized area	detention or suspension assigned, parent contact	1-10 day suspension, parent contacted
22	Refusal to accept discipline	detention assigned, parent contacted	detention or suspension assigned 1-10 days
23	Aiding or abetting violation of school rules (including inciting others to fight or misbehave)	1-3 day detention or suspension	1-10 day detention or suspension
24	Displays of affection	warning issued, parent contacted, student explains to the parent the reason for the contact	detention assigned, further infractions = suspension
25	Possession of Wireless Communication Devices (phones, tablets, iPods, Gameboys, etc.) when not allowed	1st infraction device is put in the office and the student can collect it at the end of the day. 2nd infraction device is put in the office and parent must pick it up	3rd infraction students are restricted from having a personal device while in school for a minimum of 4 weeks, and up to the full school year. 4th infraction is an out of school suspension due to defiance of school policies

27	Violation of Bus Rules	Referral #1 – Warning Referral #2 – Loss of privilege (may mean assigned seat, etc.) and parent contact	Referral #3 - Loss of privilege and parent contact Referral #4 – Administrative referral and removal from the bus for 1-3 days. 5 or more referrals may result in permanent removal from the bus.
29	Harassment, including sexual harassment, hazing, bullying, targeted attacks based on race, gender, ethnicity, religion, sexual orientation, etc.	3-10 day suspension, may recommend expulsion	5-10 day suspension, may recommend expulsion
30	Possession of a firearm, arson, and criminal sexual conduct	Permanent expulsion per state law	NA
	Criminal Acts	5-10 day suspension, authorities contacted	Recommend expulsion, authorities contacted
	Profanity	1-3 day detention or suspension	1-10 day suspension
	Dress Code	Remove, cover, or correct attire	Remove, cover, or correct attire
	Technology Infractions	Loss of technology privileges	Loss of technology privileges, possible detention or suspension

6-12 SUBSTANCE ABUSE CORRECTIVE ACTION:

Search and Seizure: Student lockers and desks are school property and students are expected to assume full responsibility for the security of their lockers and desks. To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks, and may seize any illegal or unauthorized materials discovered in the search. A student and/or his/her personal effects (purse, backpack, 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. If a properly conducted search yields illegal or unauthorized materials, such findings will be seized by school and/or legal authorities and may result in disciplinary action.

Searches: Searches are a legal and important component of preventing drugs in the school setting. The law is very clear that appropriate school officials may conduct a search upon "reasonable suspicion" of any illegal substance. The district will continue to search lockers when reasonable suspicion exists. A periodic general inspection of school lockers by school authorities may take place at any time during the school year without notice and without student consent. Furthermore, a locker inspection may be targeted to a specific locker or lockers if there is reasonable suspicion to believe the lockers contain any illegal substances.
Searches may be conducted on any of the following:

1. Student lockers and desks. Students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed on school property because it could be subject to search at any time by school officials.
2. Automobiles. A student's automobile that is parked on school property may be searched with the student present if there is a reasonable suspicion that the automobile contains any illegal substance.
3. Student and/or personal effects. If, upon reasonable suspicion, a student and/or his/her personal effects (purse, backpack, athletic bag, or any other area where an illegal substance may be concealed) may be searched by a school official.

STUDENT ALCOHOL, DRUG AND TOBACCO POLICY:

In 1995 the Central Lake Board of Education adopted a drug free school policy in accordance with the Drug Free School and Communities Act Public Law 101-226. **This policy is in effect while on school grounds and at all schools sponsored activities**.

A student has violated the Drug Free School policy if one of the following conditions exist:

- Be in possession, or be under the influence of alcohol, tobacco and other drugs.
- Be in possession, or be under the influence of look-alike material, which represents drugs prohibited by this policy.
- The wearing of clothing that promotes alcohol, tobacco, or other drug use is also prohibited.
- Violation of the drug-free school policy will result in the following consequences:
    - 1st Offense – Suspension, parent conference, notification to civil authorities and referral to the student assistance team.
    - 2nd Offense – Suspension, parent conference, notification to civil authorities and a substance abuse assessment from a licensed agency.
    - 3rd Offense – Suspension, parent conference, notification to civil authorities and exclusion from all extra-curricular activities until successful completion of appropriate drug counseling program.

POSSESSION AND USE OF PROHIBITED AND/OR ILLEGAL SUBSTANCES, LOOK-A LIKES, OR PARAPHERNALIA:

The possession and use of tobacco, alcohol, and other illicit drugs is prohibited at all times in the school buildings, in the general school area, and on the school grounds and buses, at athletic events, and at any other off-campus school sponsored events. It is also prohibited when connected with or identified as connected to, any school sponsored group, club, team or activity; therefore, students who are involved in such are subject to discipline if there is evidence of possession and/or use of prohibited and/or illegal substances, look-a-likes or paraphernalia including incidents that occur off campus. This includes the use or possession of any type of tobacco, alcohol, or drugs, to include over the counter non-prescription medication. Furthermore, this prohibition includes all types of tobacco and non-tobacco nicotine products including but not limited to: cigarettes, cigars, spit tobacco, snuff, tobacco strips and sticks and dissolving tobacco products. Examples of non-tobacco nicotine products include, but are not limited to, e-cigarettes and vapor pens.

This prohibition does not include products that are classified as nicotine replacement therapy and prescribed by a physician to help adult (over the age of 18 years old) tobacco users quit.

- 1st Offense: Parents will be notified immediately and the student may receive a five (5) day out-of-school suspension. The student will see Substance Abuse Prevention Coordinator—not optional. For the first offense and after three full days out-of-school suspension have been served, once an appointment is scheduled for a conference with the parent/guardian, student, and Substance Abuse Prevention Coordinator, any days remaining of the suspension may be served as in-school suspension or in a treatment facility if deemed appropriate.
- 2nd Offense: Five (5) days out-of-school suspension. The student will see Substance Abuse Prevention Coordinator for treatment referrals.
- 3rd Offense: The school/parent/and SAPC must meet to develop a written plan of action for student success. A recommendation of expulsion from school may be made. If under the age of 16, students will be provided an opportunity for alternative education until the age of 16.

SALE, DISTRIBUTION, OR DELIVERY OF PROHIBITED AND/OR ILLEGAL SUBSTANCES, LOOK-A LIKES, OR PARAPHERNALIA:

The sale and distribution of tobacco, alcohol, and other illicit drugs are prohibited at all times in the school buildings, in the general school area, and on the school grounds and buses, at athletic events, and at any other off-campus school sponsored events. This includes the use or possession of any type of tobacco, alcohol, or drugs, to include over the counter non-prescription medication. Furthermore, this prohibition includes all types of tobacco and non-tobacco nicotine products including but not limited to: cigarettes, cigars, spit tobacco, snuff, tobacco strips and sticks and dissolving tobacco products. Examples of non-tobacco nicotine products include, but are not limited to, e-cigarettes and vapor pens.

This prohibition does not include products that are classified as nicotine replacement therapy and prescribed by a physician to help adult (over the age of 18 years old) tobacco users quit.

FIRST VIOLATION- **Both of the following will occur:**
SUSPENSION FROM SCHOOL: 10-school days
SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: Remainder of the school year.

RECOMMEND EXPULSION (may occur)
(If administration recommends that the student be expelled for violating this policy, the board will use the following as a minimum guideline when considering the length of the expulsion.)
• No less than the equivalent of one semester.
• Re-admission contingent upon completion of recommendations made at time of expulsion.
Note: The school district will not be financially responsible for costs incurred in assessment, evaluation, or treatment. Payment for services or materials provided by professionals who are not school employees will be the responsibility of the student and family.

THE USE OF ILLICIT DRUGS IS UNLAWFUL. POSSESSION, USE, AND DISTRIBUTION OF DRUGS/ALCOHOL IS WRONG AND HARMFUL!

PROHIBITED AND/OR ILLEGAL SUBSTANCE VIOLATIONS (Possession and/or use):
A. First Offense:
1. The Administration will assign the student the following consequences: For students participating in sports or extra-curricular activities such as Band, Student Council, NHS, clubs, etc. the penalty will be a suspension of 40% of the scheduled activity/competition/season.
2. If the student admits to voluntary screening through the Student Assistance Program and submits to any recommended treatment as a result of that screening, they shall lose eligibility for the next event or 20% of the activity/competition/season in which the student is a participant.
3. The participant will continue to participate in meetings for the specific activity during the time he/she is withheld from competition unless otherwise specified by the coach/advisor.
4. Any portion of the suspension that is un-served at the conclusion of one activity/competition/season, will carry over into the next activity/competition/season, in which the student participates.
5. The Administration will write a letter to the parent(s), and/or guardian(s) of the student informing them of infraction of the rules and the resulting penalties. The

parent(s) or guardian(s) will also be informed in this letter of the school's policy and any action resulting from future violations.

B. Second Offense:

1. After confirmation of the second violation, the student-athlete shall lose eligibility for any activity for the next calendar year from the date of the second offense.

OR

2. If the student submits to voluntary screening through the Student Assistance program and submits to any recommended treatment as a result of that screening, they shall lose eligibility for the next six (6) events or six (6) weeks of the activity/competition/season in which the student is a participant, whichever is greater.

C. Third Offense:

1. After confirmation of the third or subsequent violation, the student shall lose eligibility for all activities/competitions/seasons as outlined above in B-1. Penalties shall be cumulative during junior high then will start over and again be cumulative through high school.

2. Enforcement of this policy will be by the teachers, coaches, advisers, sponsors and the administration of Central Lake Public Schools during the school day.

PROHIBITED AND ILLEGAL SUBSTANCE VIOLATIONS (Selling / Distributing):

1. First offense: Student athletes involved with selling or distributing prohibited or illegal substances will be dismissed from the team for the remainder of the season.

2. As per the Central Lake Public Schools student handbook and state law, student-athletes involved in selling or distributing prohibited substances or illegal drugs are subject to an automatic 10-day suspension out of school and will be recommended for expulsion.

DISCIPLINE

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Classroom Referral

A student may be referred to the Administration’s office. The Administration will address infractions and consequences with student, parent, and teacher and determine proper discipline action. The student will not return to the class from which he/she has been referred on that day for the entire class period. The Administrator will follow-up with the referring teacher.

Class, Subject, and Activity Suspensions

A teacher is authorized to immediately remove a student from a class or activity when the student's behavior is so unruly, disruptive, or abusive that it interferes with the teacher's ability to effectively teach the class, or the student's behavior interferes with the ability of student(s) to learn. The student will be referred to the building administrator's office. The student may serve an in or out of school suspension depending on the infraction. The student's parents will be notified.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

All discipline at CLPS is first approached through the lens of PBIS meaning there is formal instruction for expected behaviors and reinforcement of positive choices. Discipline is only implemented after repeated attempts to support a student are not successful and/or the behavior of the student warrants immediate action on the part of our staff.

Discipline is set up to be progressive. Repeated behaviors will result in increased levels of consequences.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

-lunch detention
-after-school detention
-in-school suspension
-cell phone restrictions
-Other (such as seating arrangement, loss of privileges, etc.)

<u>Detentions (Lunch/Friday)</u>

A student may be detained after school or during lunch or asked to come to school early by a teacher. If the detention is before or after school the parents will be notified at least one day in advance. The student or his/her parents are responsible for transportation.

<u>In-School Suspension (ISS)</u>

In-School Suspension may be assigned for inappropriate student conduct. In-School Suspension involves a day in school where the student is supervised by school staff and given access to and support with all academic needs, however, the student is not permitted to attend classes, or engage in school activities, including lunch and activity time. Parents will always be notified when their student is assigned to ISS. Students

shall serve in school suspension in the school office under the supervision of school personnel. In school suspension is for the duration of the school day. Breaks will be given as needed. Lunch will be provided in the office. School work will be provided. Students are expected to complete provided work, no extensions are permitted.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to administration and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. They are not able to participate on days of suspension.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The administration then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

<u>Suspension from School</u>

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the

suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the MSHS Office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests. Make up work due to OSS, is required to be turned in the day the student returns to school.

OUT OF SCHOOL SUSPENSION (OSS)

Out-of-School Suspension may be assigned for more severe inappropriate student conduct. Out-of-School Suspension can only be assigned by a school Administrator or Administrator's designee. OSS involves a student not being permitted to attend school for the designated dates/times. When a student is assigned OSS this includes all after school and evening activities, including sporting events. Should an assigned day of OSS fall on a snow day/school cancellation the day of OSS will fall on the next day that school is in session

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

When a student is suspended or expelled from school, there are specific procedures that must be followed.

Due Process: Students, by law, are entitled to due process procedures. Due process is an adequate hearing and fair disciplinary action when necessary. Students have the right to just, orderly, reasonable, and fair discipline. If you have questions or concerns about your due process rights please contact the school administrator.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension, unless otherwise requested by the teaching staff.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

<u>Long-term suspension or expulsion from school</u>

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if the Board/hearing officer approved.

Within two (2) days of the parents' receipt of the written suspension notice, the long term suspension may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available.

CLPS makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Superintendent.

Expulsions

When a student is being considered for expulsion (permanent removal from all Michigan public schools for up to 180 school days), the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length and recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if the Board/hearing officer approved.

Within two (2) days of the parents' receipt of the written expulsion notice, the expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

CLPS makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Superintendent.

Reinstatement

The parent or legal guardian of a permanently expelled student, or emancipated permanently expelled student may petition the board for reinstatement. The board will request parents/guardians to present information about procedures/actions taken to reduce the possibility of future incidents if a student is reinstated.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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

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

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and

petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

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

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

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administration twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live outside the limits of the Village of Central Lake. The transportation schedule and routes are available by contacting the transportation supervisor at 231-544-5141.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal’s approval of a note from the parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:
- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip
Each student shall:
- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus
Each student shall:
- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

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

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual video recording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Driving to school and parking on school property is a privilege which can be revoked at any time. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Parking lot speed limit is 10 mph.
- Driving in the parking lot will abide by safety rules.
- Transporting other students is solely the responsibility of the students/parents.
- Sitting in cars and/or loitering in the parking lot during school hours will be prohibited.
- Student vehicles may be subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property or other contraband might be present in or on the vehicle.
- Students attending CTE classes off campus are subject to separate driving regulations for transportation to and from the CTE classes.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation (athletes traveling to events, field trips, quiz bowl, etc.), students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal or athletic director.

Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.