

ELEMENTARY

STUDENT HANDBOOK



SWARTZ CREEK COMMUNITY SCHOOLS

2016-2017



Swartz Creek Community Schools Mission, Vision & Belief Statements

Mission:

Swartz Creek Community Schools inspires our learners to embrace challenges, set goals, grow their talents, and realize their dreams for success in a global society.

Vision:

Swartz Creek Community Schools provides a world class education through innovative experiences while developing the unique talents of our learners.

Belief Statements:

- We believe in a culture of learning.
- We believe that student learning should be the primary goal for all decisions made affecting the school district.
- We believe the climate and culture of the school is engaging, nurturing, challenging, and inspires students to express their personal ideas.
- We believe curriculum is integrated, differentiated, meaningful, and pertinent to life.
- We believe in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st Century.
- We believe in continuous improvement informed by critical evaluation and reflection.
- We believe expanding technologies enrich how teachers teach and students learn.
- We believe in building relationships and sharing resources with our community, parents, and staff members.

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Mr. Michael Ahearne- Trustee

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Asst. Superintendent of Instruction

Mr. Rodney Hetherton

Executive Director of Finance

Mr. Jon Pechette

Executive Director of Human Resources

Ms. Colleen Mansour

Phone: (810) 591-2300 Fax: (810) 591-2784

FIGHT SONG

by Robert Wolfe

Here comes the Fearless Dragons,
Crimson & white our flag
Red valor glowing
Our white ever showing
Our fair hearts and sportsmanship no brag.
We always have been famous
All down through history,
No one can slay us
Only delay us
On the road to victory.

Go Creek!



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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.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2016. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2016 the language in the most current policy or administrative guideline prevails.

Title IX Coordinators

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 Officers listed below:

Mr. Jon Pechette
Executive Director of Finance

Ms. Colleen Mansour
Executive Director of Human Resources

8354 Cappy Lane
Swartz Creek, Michigan 48473
Phone: (810) 591-2300
Fax: (810) 591-2784

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 Officers can provide additional information concerning equal access to educational opportunity.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The purpose of McKinney-Vento is to ensure that students who are homeless may continue their education with as little disruption as possible. Questions regarding the McKinney-Vento Homeless Assistance Act can be direct to the District Liaison listed below:

Ms. Colleen Mansour
District Homeless Liaison
8354 Cappy Lane
Swartz Creek, Michigan 48473
Phone: (810) 591-2389
Fax: (810) 591-2784

Upon enrollment of a homeless child, the District Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless child is immediately contacted to provide academic or other relevant records. If upon enrollment the homeless child is found to be in need of any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records. The Liaison will also contact the Director of Transportation to assure transportation of the homeless student is provided in accordance with the Board's Transportation Policy.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Michigan Department of Education. According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution. Individuals not satisfied with the State Coordinator's proposed resolution can appeal such decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

PARENT INVOLVEMENT

Parent involvement in the School program as cited in Board policy 2112.

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 in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

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

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;^{1,2}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;^{1,2}
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.²

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;^{1,2}
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;^{1,2}
5. providing information and involving families in monitoring student progress;²
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;^{1,2}
7. preparing families to be involved in meaningful discussions and meetings with school staff.^{1,2}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;²
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.²

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;^{1,2}
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.¹

E. Involving Families in Decision Making and Advocacy

1. involving families as partners in the process of school review and continuous improvement planning;²
2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.^{1,2}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;^{1,2}
2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.^{1,2}

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 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 effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

¹Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

²Indicates Title I Section 1118 parent involvement requirements

Sec. 1112, 1118 ESEA
M.C.L.A. 380.1294

Adopted 1/05
Revised 7/8/10
Revised 11/18/10

Existing Opportunities for Parent Involvement:

Pre-school –

Parents as Teachers

Parents as Teachers is a family education and support program that begins before birth and extends through age 5. The program provides timely information specific to your child. You are involved in parent-child activities that encourage language development, intellectual growth, social development and motor skills. This Program will also strengthen your relationship with your child.

Great Start Readiness Program

The Great Start Readiness Program is a tuition free preschool that prepares children for kindergarten. Eligible students are children of Swartz Creek School District who attain age four by October 1st of the current year. The preschool is funded by a grant from the Michigan Board of Education. The State has identified 25 factors that may affect your child's education at any time in their kindergarten through 12th grade school career. Your child must meet the factors to be eligible for the program. Contact the Child Development Center for more information, (810) 591-4346.

Elementary School

Parent Teacher Associations

Each building has a parent teacher organization. The groups provide funds and manpower to enrich the educational experiences of the student body. Membership is open to all parents within the district.

Volunteers

Every building values the contributions of volunteers. Opportunities exist for parents to assist in classrooms, libraries, and computer labs. Parents are encouraged to participate in field trips by taking on the role of chaperones. Homeroom parents plan and supervise classroom parties and often assist with classroom fundraising. Buildings also seek parent' help for book fairs, bake sales, field days, walking clubs and special activities like "Jump Rope for Heart."

Newsletter/Publications

Buildings regularly send out newsletters to keep parents up-to date on all building activities and opportunities for involvement. Included with the newsletters are parenting tips and other relevant information that parents should know about education their children. District newspapers are produced quarterly and are delivered by U.S. Mail to all residents of the Swartz Creek School District.

Parent Teacher Conferences

Parent-Teacher Conferences are held twice each year. Parents are encouraged to meet with the teacher at both conferences and to contact teachers when a situation arises throughout the school year.

Open Houses

Each building schedules open houses early in the school year so that parents can become familiar with the building and meet the teachers as well as other school personnel.

Student Planners

Several of our elementary buildings utilize student planners as a means of communicating with parents about homework assignments and behavior. The planners provide a forum for daily interaction between teacher and parents.

Student Handbooks

At the beginning of every year, students have access to handbooks online that provide the most complete information possible on rules, expectations and policies.

Report Cards and Progress Reports

Report cards are distributed four times a year. Between marking periods, parents receive progress reports which notify parents of any academic concerns.

Parenting Seminars

Love and Logic is just one seminar that is frequently offered for parents. Substance abuse seminars, such as the FANG program, inform parents of what they can do to help their children be free of abusing substances. Other programs presented are “Helping Your Child Understand Their Emotions” and “Read With Your Child”.

Student Performances

Many opportunities are provided for parents to come into the schools and observe students’ demonstrations of learning.

School Marquee

Relevant school information is posted on the school marquis located on Miller Road.

District Website

The District Website, www.swartzcreek.org provides the latest information on school calendars, activities and programs, as well as, links to pertinent information for school families and community members.

SCHOOL DAY SCHEDULE

First day of school 9/6/2016 schedule – H. S. 11:16-2:20, M.S. 11:26-2:30, Elementary 12:30-3:40, FDKD & Early 5's schedule 1 hour 15 minutes. No lunch provided on the first day of school.

HIGH SCHOOL SCHEDULE

1 ST Hour	7:30 – 8:30	
2 nd Hour	8:35 – 9:35	
3 rd Hour	9:40 – 10:40	
4 th Hour	10:45 – 12:15	30 min (A lunch) 10:40 -11:15 30 min (B lunch) 11:15 -11:45 30 min (C lunch) 11:45 -12:15
5 th Hour	12:15 -1:15	
6 th Hour	1:20 – 2:20	

MIDDLE SCHOOL SCHEDULE

1st Hour	7:40 – 8:40	
2 nd Hour	8:45 – 9:45	
3 rd Hour	9:50 – 10:50	
4 th Hour	10:55 – 12:20	30 min (A lunch) 10:50 -11:20 30 min (B lunch) 11:20 – 11:50 30 min (C lunch) 11:50 -12:20
5 th Hour	12:25 – 1:25	
6 th Hour	1:30 – 2:30	

ELEMENTARY SCHEDULE

8:40	Instruction begins
	40 minute lunch
3:40	Student Dismissal

AM HALF DAYS

High School	7:37 – 10:41
Middle School	7:40 – 10:51
Elementary	8:40 – 11:55

PD Early Release Days

PD Early Release Days	7:30-12:05	30 minute lunch
PD Early Release Days	7:40-12:15	30 minute lunch
PD Early Release Days	8:40-1:30	40 minute lunch

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building administrator. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and severe weather drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Parents of students or students 18 years of age or above with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

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 Assistant Superintendent of Instruction. 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.

Students who qualify for homebound instruction are deemed, by their physician, to be unable to attend school and school activities. The school acknowledges the physicians expertise and will not allow the student to participate in any school event.

CONCUSSION LAW

Public Acts 342 and 343 (Concussion Law) became effective June 30, 2013, and requires all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intra-mural and out-of-season camps or clinics.

If a student is injured at school during physical education class, recess, or other school related activities and shows symptoms of a concussion, the student must be withheld from physical activity until the medical clearance to return to play form is signed by an appropriate health care professional.

If a student communicates with an adult at school that he or she was injured outside of a school related activity and shows signs of a concussion, the same procedures apply and the student must be withheld from all physical activity until the medical clearance to return to play form is signed by an appropriate health care professional.

**Educational Material for Parents and Students
(Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache Pressure in the Head Nausea/Vomiting Dizziness	Balance Problems Double Vision Blurry Vision Sensitive to Light	Sensitive to Noise Sluggishness Haziness Fogginess Grogginess	Poor Concentration Memory Problems Confusion "Feeling Down"	Not "Feeling Right" Feeling Irritable Slow Reaction Time Sleep Problems
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WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction | <ul style="list-style-type: none"> • Can't recall events prior to or after a hit or fall • Is unsure of game, score, or opponent • Moves clumsily | <ul style="list-style-type: none"> • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes |
|--|--|--|

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.



RETURN TO COMPETITION

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. MHSAA rules require written authorization from a physician (MD/DO) before an athlete may return to activity after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.

In cases where an assigned MHSAA Tournament physician (MD/DO) is present, his or her decision to not allow a student to return to activity may not be overruled.

Athlete: _____ School: _____

Event/Sport: _____ Date of Injury: _____

REASON FOR ATHLETE'S INCAPACITY

PHYSICIAN'S ACTION

I have examined the named student-athlete following this episode and determined the following:

Permission is granted for the athlete to return to activity (may **not** return to practice or competition on the same day as the injury).

COMMENT: _____

PHYSICIAN'S SIGNATURE (Must be M.D. or D.O.) **DATE:** _____

PHYSICIAN'S NAME (Printed): _____

Copies to: Team Coach and Athletic Director

Duplicate as Needed

Michigan High School Athletic Association, 1661 Ramblewood Drive,
East Lansing, MI 48823

ADVISORY TO ALL PARENTS

NEOLA 8431A F1

Dear Parent or Guardian:

Swartz Creek Community Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized.

You have the right to be informed prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you need prior notification, please complete the information below and submit it to:

Swartz Creek Community Schools
C/O Director of Operations
8261 Crapo Street
Swartz Creek, Michigan 48473

PRIOR NOTIFICATION REQUEST

Parent Name: _____

Student Name: _____

Street Address: _____

City, Zip: _____

Home Phone: _____

Cell Phone: _____

I wish to be notified prior to a scheduled pesticide application inside the school building.

I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.

Both of the above.

Signature: _____ Date: _____



DISTRICT 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.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide the following:

- A. certified birth certificate,
- B. court papers allocating parental rights and responsibilities, or custody (If appropriate),
- C. two proofs of residency,
- D. proof of immunizations,
- E. special education IEP if applicable.

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 school 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

Elementary level

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Secondary level

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 by the counselors. 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.

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.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian 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. If a custodial parent is not available, the school may contact and obtain permission from an alternative person listed on the student's emergency contact list.

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 the district, the parent should 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 building administrator for specific details. Parents will be required to either complete a Withdraw Form in Counseling Office (secondary) or note of parent intention to withdraw student.

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. 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 building administrator.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed or an over the counter 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 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal 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 must be brought to the office by a parent or guardian and will be properly secured. 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 allergic 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 on the original medication container and the parent's written permission release.
- H. Any student who is found with medication in their possession and/or has not registered that medication with the principal's office is subject to discipline up to and including suspension from school.

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.

Elementary Grades K to 5

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Use of Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Secondary Grades 6 to 12

Parents may authorize the school to administer a nonprescribed 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 in presences of office personnel.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be notified. 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 NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-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.

Noncasual-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 American's with Disabilities Act (A.D.A.) 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 Director of Special Education, Derrick Bushon at (810) 591-4379 to inquire about evaluation procedures and programs.

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 school administration to inquire about evaluation procedures and programs offered by the District. If at any time parents would like to speak with a school staff member or have a conference using translation, please ask for translation or for ***LANGUAGE LINES TRANSLATION SYSTEM***.

STUDENT RECORDS

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

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). 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

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 is listed below and can also be found in the August edition of the Swartz Creek Community Schools ***CHRONICLE***.

Family Educational Rights and Privacy Act (FERPA)

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, notice is hereby given that the school district intends to release the following student directory information: Name, address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, major field of study, date of graduation, awards and recognitions received, honor rolls, scholarships, and telephone numbers only for inclusion in school or PTO directories.

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 within fourteen (14) days after receipt of the District's public notice.

All questions, requests for information, or complaints relating to the Family Education Rights and Privacy Act in Swartz Creek Community Schools should be directed to:

Mr. Jon Pechette
Executive Director of Finance
Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, MI 48473
Phone: (810) 591-2392
Fax: (810) 591-2784

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 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 building administrator. 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 any 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 student 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 changed 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 schedules;

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

Informal inquires 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 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 (Form 8330 F13) 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 right to refuse disclosure to any or all "directory information" including to 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 age eighteen (18) or older that they are required to register for the selective service.

FEEES, FINES, AND SUPPLIES

Swartz Creek Community Schools charges specific fees for certain 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.

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 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. Fines are collected at the end of each year. All fines must be paid in full in order to participate in the Swartz Creek High School graduation ceremony.

FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults. Students may not engage in house-to-house canvassing for any fund-raising activity. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

All other fundraising shall be done in accordance with Board Policy 9700.

VALUABLES

Students should not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. 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).

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.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parents the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to 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 (or 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.

For purposes of this policy, the term "parent" includes 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 welfare of the child).

20 USC 1232(a)(b)(g)(h)

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, particularly those dealing with instruction in health and sex education. 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.

HIV/AIDS AND SEXUALITY EDUCATION

Swartz Creek Community Schools provide HIV/AIDS and sexuality lessons to students in all grades. Our programs are in compliance with the Revised School code of 1995. Parents may request that their children not receive such instruction by completing a form supplied through their school office. A sample information letter and request form is included in this Parent/Student Handbook. Parents should contact their school principal for more information.

HEALTH EDUCATION

Students are advised that new state laws address issues of sexuality that educators are responsible to teach. These include:

- Instruction that includes **age-appropriate** information clearly informing pupils **at one or more age-appropriate grade levels** that having sex or sexual contact with an individual under the age of 16 is a crime punishable by imprisonment, and that one of the other results of being convicted of this crime is to be listed on the sex offender registry on the internet for **up to 25 years**. (*This law applies to male and females equally.*)
- Advice to pupils of the laws pertaining to their responsibility as parents to children born in and out of wedlock.
- Provide information for pupils about how young parents can learn more about adoption services and about the provisions of the *safe delivery of newborns law*, chapter XII of the probate code of 1939, 1939 PA288, MCL 712.1 to 712.20.

2016-2017 School Year

Dear Parents:

The Revised School Code of 1995, expands parent rights associated with our school's HIV/AIDS and sexuality education program. The purpose of this letter is to promote a complete understanding of those rights, and extend an invitation to all parents who may wish to learn more about this important curricular area.

HIV/AIDS and sexuality education is provided to all Swartz Creek students, as required by law. The curriculum is derived from the *Michigan Model for Health Education Program*, the *Michigan Teenage Health Module* and other recently-approved materials. **In all cases, curriculum and materials used in HIV/AIDS and sexuality education are available for parent review.** Parents are encouraged to contact principals with specific questions and concerns.

The Revised School Code of 1995, provides that students receive instruction in HIV/AIDS and sexuality education. If parents wish for their children to receive this instruction, the attached form **does not** need to be returned to your school. If parents wish to review curriculum or to exclude their child from instruction without penalty, the attached form **must be** immediately returned to their school office. The building principal will contact parents to discuss concerns or make arrangements to remove a child from specific lessons.

Legislation extends parent's rights so that students may be permanently removed from all HIV/AIDS and sexuality education until such time that a parent decides to again allow their child access to the curriculum. The attached form supports such decisions. In any case, we remain available to answer your questions and otherwise assist in this important area. Be sure to contact us if we may be of help.

Sincerely,

Mr. Rodney Hetherington
Assistant Superintendent of Instruction

Swartz Creek Community Schools
AIDS/HIV and Sexuality Education
Parent Request Form

____1. I wish to have my child excluded from all HIV/AIDS and sexuality instruction during the current school year.

____2. I wish to have my child excluded from all current and future HIV/AIDS and sexuality education until I further notify the principal of my child's school.

Student Name_____.

Student's Current Grade____Daytime Telephone Number_____.

Current School Building_____.

Parent Signature_____ Today's Date_____.

(For school use only)

Date Received: _____.

Action Taken _____.

Principal's Signature_____ Today's Date_____.

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 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 school administration.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available for secondary students. 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.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students and are also available online at www.swartzcreek.org. If a student does not receive one and believes that s/he is eligible, contact school administration. ***Applications must be renewed every year.***

FIRE, LOCK DOWN AND SEVERE WEATHER 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.

Severe weather drills will be conducted during the school year using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and consists of public address announcement.

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 signal for a school lock down is different from the alarm signal for fires and tornadoes and consists of a public address announcement.

SECURITY AND VIDEO SURVEILLANCE

The Board of Education provides notice to all students, the public and its employees of the potential use of video surveillance and electronic monitoring in order to protect District property, promote security and protect the health, welfare, and safety of students, staff and visitors.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and District property and to require prosecution of those who bring harm to persons and property. The Board will seek repairs to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons. Appropriate authorities may be contacted in the case of serious offenses. Only appropriate district personnel will be allowed to view camera footage. Students and parents will not be allowed to view camera footage due to student privacy.

Video surveillance will not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms.

The District will post signs at the main entrances to buildings stating that video surveillance cameras are in use to monitor activity within buildings for security purposes. All building practices and use of video surveillance camera systems will comply with Board Policy #7440-*Security and Video Surveillance*.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will post information on the district website, www.swartzcreek.org and notify the following radio and television stations:

CBS Channel 5 WNEM

ABC Channel 12 WJRT

NBC Channel 25 WEYI

WFLT 1420 AM

WDZZ 92.7 FM

WFBE 95.1 FM

WHNN 96.1 FM

WKQC 98.1 FM

WOWE 98.9 FM

WKMK 99.1 FM

WIOG 102.5 FM

WRSR 103.9 FM

WWCK 105.5 FM

WCRZ 107.9 FM

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

OPT-IN TEXT ALERTS:

In order to serve you better, we have created a texting option for our families to receive notifications via text on their phones. This is an opt in program. You may opt in by texting @swcrkCommunity to 23559. The texting program allows for Swartz Creek Schools to send text out only, *this is not a program that allows Swartz Creek Schools to receive texts.*

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 must sign in and 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 SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

There is a designated lost and found area for each building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each marking period.

STUDENT SALES

No student is permitted to sell any item or service in school.

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. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Personal Communication Devices

Elementary and Middle School

Elementary and Middle School students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the PCDs are powered completely off (i.e., not just placed into vibrate or silent mode).

High School and Alternative Academy

High School and Alternative Academy students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes, during after school activities (e.g. extra curricular activities) at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.. Use of PCD's, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off. Students may use PCD's in class when participating in instructional activities and with the permission of the classroom teacher.

PCD- Personal Communication Device

For purposes of this policy, "personal communication device" includes computers tablets (e.g. iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and /or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor coach. Distracting behavior that creates an unsafe environment will not be tolerated.

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

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up and will face disciplinary action, up to and including suspension and expulsion. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, rest/bathrooms, and/or swimming pool.

Further information regarding Personal Communication devices Board Policy 5136 can be found at www.swartzcreek.org.

M.C.L.A. 380.1303

Revised 2013

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.



DISTRICT SECTION II - ACADEMICS

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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent and medical release on file. Attendance rules apply to all field trips.

Unauthorized Trips/Activities - Each year trips are planned which are not authorized by the school administration. Parents are urged to investigate the itinerary with the travel agent. If there are any questions regarding the validity of the trip, please call the school administration. The most common example is student trips during spring break.

PROMOTION, PLACEMENT, AND RETENTION

Promotion, placement, and retention as cited in Board policy 5410

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Students of the Swartz Creek Community Schools will be placed at the grade level or program to which they are best adjusted academically, socially and emotionally. In general, the educational program will provide for the continuous progress of students from grade to grade with students spending one (1) year in each grade. Students in special programs may be assigned a different progression as determined by the program to which they are assigned.

Placement in special programs, promotion, or retention of the student will be made in the best interest of the student after careful evaluation of all the factors relating to the advantages and disadvantages of alternatives has been completed. Further information Promotion, Placement, and Retention Board Policy 5410 can be found at www.swartzcreek.org.

Graduation requirements as cited in Board policy 5460

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by awarding a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parents and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- A. traditional course work;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related course work in which content standards are embedded;
- D. non-traditional course work;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;
- H. advanced placement courses;
- I. international baccalaureate or other "early college" programs; or

J. Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum.

K. on-line class

Students shall successfully complete an on-line course or learning experience OR shall have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if s/he successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if s/he earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one or more assessments developed or selected by the District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided s/he completes the same content requirements as the high school subject area and the student has demonstrated the same level of proficiency on the material as required of the high school students.

For elective courses, which are not State-mandated curriculum requirements, the Board shall grant credit to any high school student who is not enrolled in the course, but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving C+ or better in the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

Revised 2015

DUAL ENROLLMENT

The Board of Education recognizes the value to students and to the District for students to participate in courses offered by accredited and degree-granting colleges and universities in Michigan. Eligible postsecondary institutions shall include state universities, community colleges, and independent nonprofit degree-granting colleges or universities located in Michigan and that choose to comply with the Postsecondary Enrollment Options Act.

The Board will allow eligible high school students who meet the criteria established in the Superintendent's guidelines to enroll in eligible postsecondary courses while in attendance in the District. The Superintendent shall allow students, upon written request of his/her parent to take readiness assessments in order to establish eligibility for postsecondary enrollment.

Any tests are to be administered free of charge in accordance with the District's testing schedule. Students will be eligible to receive appropriate credit for completing any of these courses providing they meet all requirements for the type of credit they wish to earn.

Any student in 9th -12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should investigate eligibility by consulting their counselor and Board policy 2271

ON-LINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students within its boundaries the option of participating in on-line or blended learning courses. Such a program takes place in an interactive learning environment created through technology. The student and teacher may be separated from each other by time and/or space, or may interact before, during, and/or after the regular school day.

The purpose of the program is to make instruction available to District students using online and distance education technology in both traditional and nontraditional classroom settings.

The District shall offer a program for students in K-12.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

The District may contract other providers of such programming as a provider approved by the Department of Education.

For more information regarding ON-LINE/BLENDED LEARNING please refer to Board Policy 2370.01 at www.swartzcreek.org.

RECOGNITION OF STUDENT ACHIEVEMENT

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 secondary counselors and elementary principal.

HOMEWORK

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 tests and graduation.

COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety Agreement 7540.03 F1* annually. (See also, Policy 7540.03).

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 at the beginning of the school year.

7540.03 F1/page 1 of 2

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

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To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: _____ Date: _____

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and internet services (network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network.

The internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the internet provides students and staff with the opportunity to communicate with other people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's internet connection, 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, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter internet access to visual displays that are obscene, child pornography, or harmful to minors. The Board 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. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services 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/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the internet.

The technology protection measures may not be disabled at any time that students may be using the Network, 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.

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") cyber bullying and other unlawful or inappropriate activities by students online, and
- D. Unauthorized disclosure, use, and dissemination of personal 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 the internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. All internet users (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 and staff members are responsible for good behavior on the Board's computers/network and the Internet just as 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 sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use 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 granted access to the internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the assistant superintendents as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the network and the internet for instructional purposes.

Revised 5/9/12

STUDENT ASSESSMENT

All 11th graders will take the Michigan Merit Exam (MME) each year. It will provide students with a regular Scholastic Aptitude Test (SAT) score report that they can use to apply to a college or a university. Scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

MME testing is divided into three parts: The SAT, the ACT WorkKeys, and M-STEP. Parents and student should watch the school newsletter and the local press for announced testing times. Any student who does not complete all three days of MME testing will be required to take all three days of MME testing the following school year.

All 9th graders will take the PSAT 8/9 and all 10th graders will take the PSAT 10 during the Spring testing window. These PSAT tests assessments are a great opportunity for our students to take a practice SAT assessment and prepare for the SAT assessment they will take during their junior year.



DISTRICT SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Swartz Creek Community Schools 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.

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

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

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. Due to the continued additions/updates, please refer to www.ncaa.org for the most current list of banned substances.

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 proscribed 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

Swartz Creek Community Schools provides a variety of athletic activities in which students may participate providing they meet all eligibility requirements that apply. For further information and a list of activities that are currently being offered, contact Ms. Sue Calvo, the Athletic Director, at (810) 591-1809 or click on Athletics under Parent Links on the District website.

STUDENT EMPLOYMENT

The district does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.



DISTRICT SECTION IV - STUDENT CONDUCT

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor 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 if requested by parent from the school following the first full day of a suspension served. 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. If school is cancelled for any reason on the day(s) of suspension, the student will serve the suspension the next day(s) school resumes.

Make-up of Tests and Other School Work

Students who have been excused from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact student office/AP as soon as possible to obtain assignments. An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that alternative assignments may be given as a substitute for certain types of school work such as labs or skill-practice sessions.

Make-up work due to excused absence must be completed **one (1) day for every day missed** after returning to school.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the Counselor to arrange for taking the test.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Swartz Creek Community Schools encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded. Middle School and Elementary students must be accompanied by a parent. The School will not

be able to supervise **unaccompanied** students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are **participants** in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

A major component of the educational program at Swartz Creek Community Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by National, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- 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;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

All students and parents are reminded that the dress and grooming practices in Swartz Creek Community Schools will be based on common sense, good judgment, and good taste. Where such dress and grooming habits have a detrimental effect on the student or the student group, or to their health and safety, or create classroom or school disruption, it will then be the responsibility of the school authorities, parents or students, including the student government to make the necessary changes either collectively or separately to solve the problem.

It is also specifically understood that an interpretation of common sense, good judgment, and good taste has been made and is understood by school authorities as *clean and covered*. Short shorts, halters, bare midriffs, spaghetti strap shirts (*straps should be 3 inches wide*), and bare feet are examples of unacceptable dress. Because hats have become disruptive in the classroom and hallways they cannot be worn in the buildings during the school day. In addition, the following clothing and/or accessories are unacceptable:

- Hats, bandanas
- Hoods covering the head
- Fishnet and bare midriff shirts or blouses.
- Shorts or skirts fingertip length.
- Holes in clothing fingertip length.

Important Note: Holes are defined as any rip, tear, shredding or opening in the clothing, whether or not skin can be seen through the hole. Permanent patches covering holes must be covering the outside of the hole. No permanent patches on the inside of the hole or temporary coverings (such as duct tape, undergarments, leggings, etc.) on the outside or inside of the hole will be allowed.

- Clothing that contains sexually connotative, obscene or inappropriate messages or pictures.
- Clothing with sexual content, drugs, alcohol, tobacco or weapons symbolized on them in words, pictures or symbols.
- Clothing or accessories that display substances illegal or prohibited to minors.
- Wallet chains regardless of length or their facsimile.
- Jewelry or accessories that have sharp edges or pointed spikes are prohibited.
- Excessively baggy clothing.
- Outer garments worn during school day.

Dress and grooming bear a direct relationship to effective educational processes. Unusual or exaggerated mode of dress and conspicuous departures from accepted customs in dress or grooming in the community will be prohibited. Exceptions to the rules may be made as special needs or special events dictate.

Dance Dress Code

Dress code as dances will follow the normal day dress code, expect for the below guidelines:

- All dresses must be longer than fingertip length.
- Stomachs may be shown, but only up to the stacked, 3-finger rule.
- Open backs must be at or above the elbow.
- Strapless dresses and dresses with spaghetti straps are allowed.
- Slits in dresses must be below fingertip length.
- No plunging necklines

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. Gangs are defined as any group of persons which are engaged in a negative or disruptive activity.

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.

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, electronics 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.

STUDENT DISCIPLINE CODE

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct while a student is under the jurisdiction of the school. These categories are general in nature and are not deemed to be all-inclusive. The results of disciplinary action are accumulative within and across categories of unacceptable behavior. Discipline will be enforced whenever the behavior is related to school or school activities.

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.

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.

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.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

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

If a student assists another student in the below described behaviors, 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.

Disruptive Behavior

Disruptive behavior is considered any behavior that interferes with school activities or which is a disruption of the educational process. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Disruptive behavior is also considered any behavior which threatens a student safety such as, but not limited to, the 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 any means other than the generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Explosives

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

False Alarms, False Reports, Bomb Threats

Issuing by word or act a false or misleading report of a fire, bomb, tornado warning, or other false report designed to disrupt the school schedule or educational process. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Fighting, Assault, Physical Aggression

Fighting, assault and physical aggression, including various forms of play fighting, is strictly forbidden. Students who fight will be referred to the office for disciplinary action that may lead to immediate suspension from school and could also lead to possible expulsion. Claiming self-defense will not excuse a student who has engaged in a fight. Therefore, upon investigation, both parties who engage in a fight will be given appropriate consequences as determined by the Administration. Use of non-violent conflict resolution strategies will always be the expected method of avoiding a fight.

Forgery, Plagiarism and Cheating

Falsification of identification, hall/bus passes, forms and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating on school work, quizzes, test and projects are also considered forms of falsification. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

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 will result in disciplinary action up to and including suspension or expulsion.

Harassment, Bullying, Intimidation

Violations of Bullying, Intimidation and Harassment include but are not limited to:

A. 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 wellbeing. 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, phone, computer or wireless hand held 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 a staff member, the assistant principal, or principal or may report it directly to Ms. Colleen Mansour or Mr. Jon Pechette, Anti-Harassment Complaint Coordinators at 810-591-2300. Complaints will be investigated in accordance with AG 5517.

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 employee, 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 unwelcomed 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;
- D. unwelcome or inappropriate touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety.
- G. 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;
- H. 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. A. 722.621 et. seq.

B. 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:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. 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 like hood that the activity may result in violation of this policy.

C. Bullying

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.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the students(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) 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 written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held 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 extortion, 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 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](#).

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Revised 2015

Inappropriate Dress Code

Violations of the student dress code may result in disciplinary action up to and including suspension or expulsion. Refer to the Dress and Grooming section for more details.

Inappropriate Language

Any behavior or language, which in the judgment of a District employee, against a District employee, volunteer, contractor, person associated with the District, staff member or student, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Inappropriate Physical Contact

Inappropriate physical contact includes, but is not limited to, 'horseplay' and/or physically 'messing around'. Inappropriate displays of affection such as touching, petting, or any other contact that may be considered sexual in nature also considered inappropriate physical contact. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Indecency, Disrespectful Behavior

Offending and disrespectful acts, both verbal and/or physical, against commonly recognized standards of propriety or good taste. Indecency also includes possession of pornography, both electronic and 'in print'. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Insubordination, Persistent 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 given by a staff member, the student is expected to comply. Insubordination also includes, but

is not limited to, lying to a staff member, driving or riding with another driver to Skill Center without written permission, parking in the wrong area of the student parking lot or in restricted areas and disobedience. Persistent Disobedience is the continuation of not following reasonable directions given by a staff member. Violations will be subject to disciplinary action up to and including suspension or expulsion.

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 or any school personnel. Failure to report such knowledge may subject the student to discipline.

Missed Detention

Students are expected to complete all detentions given to them. If a student fails to complete their detention by the specified deadline, h/she will receive disciplinary action up to and including suspension.

Physically/Verbally Assaulting and or Threatening a Student/Staff Member/ Person associated with the District

Physical or verbal assault, including a physical or verbal threat, at a school building, property, or a school-related activity against a District employee, volunteer, contractor, person associated with the District, staff member or student, which may or may not cause injury, may result in charges being filed against the student and will result in disciplinary action up to and including suspension or expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.” Verbal assault is defined as “a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.” Threatening is defined as “intentionally implying to causing or attempt to cause mental or physical harm to another through verbal or written means.”

Possession of Drug Paraphernalia

“Drug Paraphernalia” is defined as anything associated with the possession and/or use of drugs. Items include, but are not limited to, cigarette wrapping papers, bongs, lighters, roach clip, baggies and flasks. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Possession of Wireless Communication Devices (WCDs)

Possession of cell phones or other electronic communication devices in the school setting is a privilege. During school hours, high school students may use their cell phones or electronic communication devices before school, after school, during lunch and passing time. Elementary and middle school students are not allowed to use WCD's during lunch or passing time unless given specific permission by school staff. If during class time, a student may use their cell phones or other electronic communication devices if used for educational purposes and if given specific permission by the classroom teacher. At no time shall the school or District be responsible for the theft, loss or damage to any of these items brought onto school property. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

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 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 test/exam and suffer additional consequences up to and including removal from the class or suspension/or recommendation of expulsion from school. 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.

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 against the student 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 device 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.)

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 and so on. Intentional injury to another can be a felony and/or a cause for civil action. Violations of this rule will result in disciplinary action up to and including suspension or expulsion. Disciplinary action may also include loss of parking privileges without refunding of parking fees.

Reckless Driving

Motorized vehicles driven on unauthorized school areas (lawns, walks, etc.,) and reckless driving on authorized areas (parking lots, roadways and other school areas, etc.) Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Theft

When a student is caught stealing school or someone's property, s/he will be disciplined **by the school** 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. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

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 authorizations 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. Trespassing also includes students found in unauthorized areas of the building. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Truancy

Students who are late for class, leaving class without permission, misusing a hall pass/planner and skipping class will be considered truant. All district schools have a 'Closed Campus' policy which means that students are not to the school premises without authorization during the student's scheduled class hours and/or lunch hour. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Use and/or Possession of Drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries 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 has 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.

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 of the National Collegiate Athletic Association. Use of the any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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.

Use and/or Possession of Tobacco

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

“Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, e cigarettes, or any roll cigarettes. Look a likes of any kind are also prohibited on school property. The display of unlighted cigars, cigarettes, pipes, other “smoking” paraphernalia or tobacco products on one’s person is also prohibited by this policy. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

E-cigarettes, vapor cigarettes, and any liquid used in such items are also prohibited on school property. Students found in possession of these items and/or any liquid used in such items may be disciplined. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

ATOD Local Resource List

Alcohol and Drug Abuse –

A1-Anon and Alateen	www.al-anon.alateen.org	(810) 234-1460
Alcoholics Anonymous		(810) 234-0815
Genesee County Commission on Substance Abuse		(810) 257-3201
Intake, Assessment & Referral Center		(810) 235-9555
Narcotics Anonymous (Hotline)	www.michigan-na.org/flint	(800) 230-4085

Abuse and Neglect –

Flint Regional Emergency Services (FRES) Hotline	(810) 257-3740
Protective Service	(810) 760-2222

Health Services –

Genesee County Health Department	(810) 257-3612
Mott Children’s Health Center	(810) 767-5750

Poison Information –

Poison Control Center	1-800-222-1222
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Runaway Help-Emergency Shelter –

REACH Runaway Shelter	(810) 233-8700
Runaway Hotline	1-800-292-4517

Sexual Assault and Rape –

YWCA/Crisis Line	(810) 238-7233
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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, communications networks and technology in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Vandalism, Malicious Destruction

Vandalism and malicious destruction of school property will not be tolerated. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Violation of 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 this rule will result in disciplinary action up to and including suspension or expulsion.

DISCIPLINE

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.

In all cases, district staff shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Writing assignments regarding infraction;
- Change of seating or location;
- After-school detention;
- In-school restriction/hour to hour detention;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

The following rules shall apply to school restriction:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No electronic devices such as, but not limited to, cell phones, radios, iPod, mp3 players, cards, magazines, or other recreational articles shall be brought in the room;

No food or beverages shall be consumed.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal of three (3) or fewer school days may not be appealed. Suspensions of longer than 3 days may be appealed to the Building Principal.

If school is cancelled for any reason on the day(s) of suspension, the student will serve the suspension the next day(s) school resumes.

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.

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

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

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 administrator will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, within one (1) day, of the reason for and the length of the suspension. The suspension if greater than three (3) days may be appealed to the Building Principal within two school days after receipt of the suspension notice. If the Building Principal denies the appeal, the parent may appeal his/her decision to the Director of Student Services. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed. Swartz Creek student-athletes may appeal athletic consequences related to violation of school rules to the principal, in writing, within twenty-four hours of the suspension. The principal's decision will be final.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

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 per the absence policy a day for a day. 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.

Long-term suspension or expulsion from school

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 translator 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 Board/hearing officer approved.

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 Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within two (2) days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Board of Education. 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.

Swartz Creek Community Schools 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 Derrick Bushon, Director of Special Education.

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.

Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school-owned property and automobiles parked on school property. Canines shall not be used to search a student unless school officials have

established independently that there is reasonable cause to believe the student possesses contraband on his/her person. Qualified and authorized trainers who will be responsible for the dogs' actions must accompany the canines. An indication by these dogs that contraband is present on school property or in an automobile shall be reasonable cause for a further search by school officials.

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, nonsponsored, 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 or distributed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. 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, at lunch, 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.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.



DISTRICT SECTION V - TRANSPORTATION

Bus Transportation to School

The school provides transportation for all high school / middle school students who live farther than 1 ½ miles from school and Elementary students who live farther than 1 mile from school. The transportation routes and bus assignments are generally available on the school website the week before school is scheduled to begin.

Students may only ride their assigned school bus and must board and depart from the bus at their assigned bus stops. Students will not be permitted to ride unassigned buses without a written pass from their building principal or their designee.

Bus Conduct

It is a privilege for students to ride a District vehicle and this privilege maybe revoked if the student's conduct is in violation of the Superintendent's administrative guidelines or the Code of 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. In general, student's behavior on the bus shall be consistent with other expected school conduct.

The driver shall assign seating and direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

It shall be the parent's responsibility to see that students are present at the assigned bus stop and they are responsible for the student's conduct until the bus is boarded.

It is expected that students will be at their regular assigned stops when the bus arrives. The bus is not allowed to wait for tardy students at regular stops or when leaving school.

Each student shall:

- be on time at the designated loading zone 5 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for the school bus;

- refrain from throwing things or playing at a bus stop;
- line up single file off the roadway to board the school bus;
- wait until the school bus is completely stopped before moving forward to enter;
- refrain from crossing a roadway until the driver signals it is safe to cross;
- go immediately to their assigned seat and be seated.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- no food or drink is to be consumed on buses;
- keep books, packages, coats, and all other objects out of the aisle;
- no glass containers or live animals are allowed;
- not open emergency doors or windows unless a true emergency;
- be courteous to the driver and to other riders;
- not shout, roughhouse or throw things on the bus;
- not tamper with the bus 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 bus, 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.

Videotapes on School Buses

In accord with Board policy, the Transportation Director may install the appropriate equipment for videotaping the interior of the buses while transporting students.

Any disciplinary action resulting from the use of the video tapes shall be determined by the appropriate principal who shall ensure that due process is provided to the students involved, in accordance with Board policy and administrative guidelines relating to discipline. Any use of photographs obtained through the use of videotapes shall be in accordance with Federal and State 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

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. 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:

Students under age eighteen (18) must have written parental permission prior to driving to school.

Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of:

driver's license;
insurance certificate;
vehicle registration.

Parking lot speed limit is 10 mph.

The student must obtain a permit from the School Office and pay a fee of \$25.00 for the entire school year.

If a student's parking permit is suspended, no fees will be refunded.

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

When the school provides transportation, students shall not drive to school-sponsored activities with the exception of Skill Center. Administrative approval is needed for a student to drive to Skill Center.

BUILDING INFORMATION

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning opportunities result from active participation in 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.

ELEMENTARY

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests. The District accepts only the following as excusable reasons for absence from school. In the case of an absence, the parent shall contact the school office by telephone, email, or handwritten note (signed by parent) explaining the reason for the student absence. All parent requests to excuse student absences may be approved for one (1) or more of the following reasons or conditions:

- A. **Personal Illness**
If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. The principal may require a doctor's confirmation if s/he deems it advisable.
- B. **Illness in the Family**
- C. **Quarantine of the Home**
This is limited to the length of the quarantine as fixed by the proper health officials.
- D. **Death of a Relative**
- E. **Observance of Religious Holidays**
Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- F. **Absence During the School Day for Professional Appointments**
Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - 1) The student **must** have a statement to that effect from his/her parents (*verbal or written*);
 - 2) The student **must** bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
 - 3) The student may report back to school immediately after his/her appointment if school is still in session.

Important Note: In the event that a student's absences become excessive or discrepancies arise with phone or email requests, the building principal may require that only written requests from a parent be considered to excuse absences.

Absences that do not accumulate against this guideline include: school-sponsored field trips.

Parents **must** provide a request (via phone, email or written explanation) to excuse their child's absence by no later than the start of school on the 2nd day after the absence. For safety reasons, parents are asked to please call the building and notify the office of absence. In the event that extended absences are foreseen, parents must notify the principal, the parent should arrange to discuss the matter before the absences occur so that arrangements can be made to assist the student in making up the missed school work.

Elementary– Excessive Absence Policy

Excessive absence from school has a significant and negative impact on learning and achievement. Patterns of absenteeism will be monitored at both full and half day increments at the elementary level while the middle school will regularly review full and hourly absenteeism. Despite written excuses and explanations from the parent(s), frequent or excessive absenteeism is a concern that the school administrator has an obligation to address with parents.

- 1st letter will be sent home when a student has accumulated (8) absences during the course of any semester.
- 2nd letter will be sent home when a student has accumulated (11) absences during a given semester. A mandatory parent/guardian meeting will be scheduled. Parent/guardian will be required to provide medical documentation from a physician stating why the student has been absent from school if the student has been frequently ill.
- 3rd letter will be sent home when a student is absent (15) days in a school year. Parent/guardian will be notified that any further absences may result in a referral being filed with the Courts [at the discretion of the building administrator].
- When a student accumulates 20 or more absences in a school year the building administrator will file a referral with the Courts.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Unexcused absences are in violation of State law, are regarded as truancy, and, are not acceptable. School officials have a legal obligation to take action when a student develops a pattern of unexcused absences.

Elementary - Unexcused absences

- 1st letter will be sent home and followed-up with a phone call when a student has accumulated three days of unexcused absences in a marking period.
- 2nd letter will be sent home, when a student has accumulated five or more days in a marking period. A follow-up phone call will be made to the parent regarding the requirement for medical documentation from a physician stating why the student has been absent from school if the student has been frequently ill.
- 3rd letter will be sent home when a student accumulates 10 unexcused absences. A mandatory parent/guardian meeting will be conducted to offer support of outside agencies. Parent/guardian will also be notified that any further absences may result in a referral being filed with the Courts.
- When a student accumulates more than 10 unexcused absences in a school year, the building administrator will contact the GISD Attendance Liaison Officer to arrange a school-based mediation that students and parents will be required to attend.

- Any additional unexcused absences beyond the scheduled school-based mediation will result in the building administrator filing a referral with the Courts. The accumulation of (15) or more unexcused will launch an immediate filing of a referral to the Courts.

Tardiness

Elementary Level

A student who is not in his/her classroom by 8:40 a.m. is considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Frequent tardiness adversely impacts a student's education. For attendance purposes four (4) tardies will equal one (1) unexcused absence.

If a pattern of excessive tardiness develops, the school administrator will send a letter to the parent explaining the problem and inviting the parent to the school for a conference in an effort to remedy the situation. If the problem continues thereafter, the school administrator will consult with Genesee Intermediate School District School Attendance Officer, who will consider and advise whether the attendance problem should be referred to the Genesee County Family Court for further action.

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.

Family vacations will be excused when they are accounted for by prior contact between the home and building administrator. The student needs to ask for a "Vacation Request Form" in the Student Office when requesting homework for a prearranged vacation.

- Arrangements for the absence must be made in advance of the student's leaving one (1) week prior to the starting date for the absence.
- The student will be required to see each of their teachers to make arrangements for making up the class work missed.
- A vacation that is not prearranged will result in an unexcused absence or absences.
- It should be acknowledged that such absences beyond five (5) days would be difficult to make up and may severely compromise the student's academic progress. **No more than ten (10) vacation days, (five) 5 days per semester, will be granted per school year.**

ELEMENTARY PROCEDURES

Classroom Assignments - Classroom assignments in the Swartz Creek Community Schools are made by building principals. Placement will be based on several factors including the intellectual, physical, social and emotional development of the student as revealed by the use of available data and observations of the staff.

Student Birthdays – To celebrate a child’s birthday, parents may bring in individual treats for their child’s classmates. Please do not bring pizzas, ice cream sundaes, and other items that consume valuable class time. Balloons, flowers or special birthday guests create a distraction in the classroom and should be reserved for celebrations at home. If you plan to bring a birthday treat for your child’s class, please notify the teacher in advance and drop off the treats in the office. Do not send your child with invitations to distribute at school for a party outside of school.

Money Payments - All money sent to the school should be in a sealed envelope. The name of the child, the name of the teacher, amount enclosed and purpose of the money should be on the envelope. If a check is used, make it payable to SWARTZ CREEK COMMUNITY SCHOOLS unless otherwise directed. When purchasing books from a book club, please make checks payable to the vendor.

Report Cards and Conferences - Parent-teacher conferences are scheduled twice per year. Dates and procedures for each session are available in your school’s office. Teachers issue mid-marking period progress reports on an individual basis. Additional conferences may be necessary and can be initiated by staff or parents as needed. Contact the school office as necessary.

Recess - Weather permitting, outside recesses are provided for your child. Be sure your child is properly clothed for this outside activity, which includes safe, comfortable footwear. All children are expected to go outside during recess, unless we have a written doctor’s recommendation to stay in for medical reasons. If your child is too ill to engage in outside recess periods, s/he would be better off to stay home rather than to spread the illness to other children.

Visitations – Parents are welcome to send emails or leave voice mails for teachers during the school day. If you wish to meet with a teacher please call in advance to arrange a time. Classroom visits must also be prearranged. For security purposes, parents and other visitors are **NOT** to go directly to classrooms, lunchroom or playground without signing in at the office and receiving authorized permission.

Infectious and Communicable Diseases - Please notify the school if your child has contracted an infectious or communicable disease and **fax a doctor’s statement**. The school is obligated to report all communicable diseases to the health department each week. The following form may be used as a guide for re-admission to school after communicable and infectious diseases:

Disease & Incubation Period	How the disease is spread	Early signs	Those in Contact With Ill or Infected Person	Return to School
Chicken Pox 2-3 Wks	Secretions from the nose and throat; discharges from skin lesions	Mild fever at time of eruption, lesions may look like water blisters or pimples	Exclude with first signs of illness	When lesions are dry and crusted, at least 1 week after eruption first appears. Scabs are not infectious.
Common Cold 1 ½-3 days	Direct contact, secretions of nose and throat	Running nose, watery eyes, slight fever, feels "bad"	Exclude with first signs of illness	Minimum of 3 days
Fifth Disease 4-15 days	Personal contact by droplet spread	Usually lace-like rash (slapped cheek) which may spread to the extremities and trunk. Fades but may reappear 1-3 weeks.	With first sign of symptoms, have parents check with physician to rule out other rash illnesses	Children who feel well need not be excluded from school upon recommendation from their physician.
German Measles 14-21 days	Secretions of nose and throat	Mild symptoms of head cold for 1-2 days followed by rash on face and body	Exclude with first signs of illness	Upon recovery with minimum of 4 days
Impetigo	Discharge from lesions	Blister appearing sores on the skin, usually round nose or mouth	Exclude with first signs of illness	Upon satisfactory medical treatment
Influenza 1-3 days	Discharge from nose and throat	Fever, headache, cough, muscle aches and sore throat	Exclude with first signs of illness	When recovered
Hepatitis A 15-50 days	Contaminated food and water, items and feces from infected person	Fever, tiredness, lack of appetite, nausea, yellowish skin	Exclude with first signs of illness. Household contacts should have medical care	Written approval from physician with statement on any limitation of activity
Measles 10-15 days	Excretions from the nose and throat	Moderate fever, puffy watering eyes, Lines of cheeks and lips studded with bluish white spots 1-2 days later rash appears on skin	Exclude with first signs of illness	When swelling and fever have gone down
Mumps 12-26 days	Excretions from the nose and throat	Swelling of glands in neck below and in front of ears with fever	Exclude with first signs of illness	When swelling and fever have gone down
Head Lice	Infected persons and/or their clothing	Lice and nits in the hair	Observe daily. Check family members	After prescribed treatment and when free from lice and nits
Pink Eye 2-5 days	Discharge from eyes and nose	Red eyes and eye lids with discharge	Observe daily. Exclude with first signs of illness	Upon recovery

Ringworm of skin and scalp	Direct contact with infected articles. Personal contact	Circular patches of dry skin on any part of body and/or scalp.	Inspect skin for evidence of infection	As directed by a physician. Exclusion from showers and pools
Scabies 2-6 Wks	Close contact with source	Pimple or blister-like lesions & tiny burrows with extreme itching	Exclude with first signs of illness	After prescribed treatment by a physician
Scarlet Fever-Scarletina 2-5 days	Discharge from upper respiratory tract of cases and carriers	Sudden onset, usually with fever, sore throat, vomiting and headache	Family may be isolated and/or treated with antibiotics and observed daily for symptoms	Upon recovery when signs of illness are completely gone
Shingles 2-3 Wks	Person to person by direct contact or airborne	Painful small waterlike blisters in groups on the skin along nerve pathways	Exclude with first signs of illness	When lesions are dry and crusted, at least 1 week after first eruption
Strep Sore Throat	Discharge from upper respiratory tract of cases and carriers	Rapid onset with fever, sore throat and exudative tonsillitis or pharyngitis	Exclude with first signs of illness	After seen by a physician and under antibiotic treatment for 24 hours
Whooping Cough 7-10 days	Discharge from nose and throat	Begins as irritating cough, becoming more persistent and worse at night with vomiting	Children not immunized shall be excluded from school and contact with others for 14 days after exposure	Upon recovery with a minimum of 21 days after development of violent cough

DIRECTORY OF SWARTZ CREEK COMMUNITY SCHOOLS

<p>Swartz Creek High School One Dragon Drive Swartz Creek, Michigan 48473 (810) 591-1800 Fax: (810) 591-1895 Jamie Johnston, Principal Dave Simancek, Asst. Principal Tony Suchanek, Asst. Principal Sue Calvo, Athletic Director/Asst. Principal</p>	<p>Swartz Creek Middle School 8230 Crapo Street Swartz Creek, Michigan 48473 (810) 591-1703 Fax: (810) 591-1712 Kevin Klaeren, Principal Dave Simonsen, Asst. Principal Melissa Titsworth, Asst. Principal</p>
<p>Swartz Creek Academy Mary Crapo Building 8197 Miller Road Swartz Creek, Michigan 48473 (810)591-4380 Fax: (810) 591-4348 Richard Thompson, Dean of Students</p>	<p>Child Development Center/Community Education Department Mary Crapo Building 8197 Miller Road Swartz Creek, Michigan 48473 (810)591-4346 Fax: (810) 591-4343 Christina Campbell, Director</p>
<p>Dieck Elementary School 2239 VanVleet Road Swartz Creek, Michigan 48473 (810)591-5270 Fax: (810) 591-5273 Bruce Fuller, Principal</p>	<p>Elms Road Elementary School 3259 Elms Road Swartz Creek, Michigan 48473 (810)591-1249 Fax: (810) 591-1274 Jim Kitchen, Principal</p>
<p>Gaines Elementary School 300 E. Lansing Street Gaines, Michigan 48436 (989)271-8329 Local Number (810) 591-1075 Fax: (810) 591-1099 Michelle Telliga, Principal</p>	<p>Morrish Elementary School 5055 Maple Road Swartz Creek, Michigan 48473 (810) 591-0581 Fax: (810) 591-0580 Michele Corbat, Principal</p>
<p>Syring Elementary School 5300 Oakview Drive Swartz Creek, Michigan 48473 (810)591-1300 Fax: (810) 591-1303 Michelle Telliga, Principal</p>	<p>Special Education Department Mary Crapo Building 8197 Miller Road Swartz Creek, Michigan 48473 (810)591-4347 Fax: (810) 591-4376 Derrick Bushon, Director</p>
<p>Food Services 8336 Cappy Lane Swartz Creek, Michigan 48473 (810)591-2113 Fax: (810) 630-1056 Jennifer Yee , Supervisor</p>	<p>Transportation/Maintenance Department 8261 Crapo Street Swartz Creek, Michigan 48473 (810)591-2121 Fax: (810) 630-0193 William Chapman, Director</p>
<p>Performing Arts Center Craig Martin, Managing Director One Dragon Drive Swartz Creek, Michigan 48473 (810)591-1948</p>	

2016-2017 Calendar

<p>Wednesday, August 31, 2016</p> <p>Thursday, September 1, 2016</p> <p>Tuesday, September 6, 2016</p> <p>Tuesday, September 13, 2016</p> <p>Thursday, September 22, 2016</p> <p>Wednesday, October 19, 2016</p> <p>Friday, November 4, 2016</p> <p>Monday, November 14, 2016</p> <p>Tuesday, November 15, 2016</p> <p>Wednesday, November 16, 2016</p> <p>Thursday, November 17, 2016</p> <p>Thursday, November 24, 2016</p> <p>Friday, November 25, 2016</p> <p>Tuesday, December 6, 2016</p> <p>Friday, December 23, 2016</p> <p>Tuesday, January 3, 2017</p> <p>Monday, January 16, 2017</p> <p>Wednesday, January 25, 2017</p> <p>Thursday, January 26, 2017</p> <p>Friday, January 27, 2017</p> <p>Wednesday, February 1, 2017</p> <p>Thursday, February 9, 2017</p> <p>Friday, February 17, 2017</p> <p>Monday, February 20, 2017</p> <p>Friday, March 10, 2017</p> <p>Friday, March 31, 2017</p> <p>Monday, April 3, 2017</p> <p>Monday, April 10, 2017</p> <p>Friday, April 14, 2017</p> <p>Thursday, April 27, 2017</p> <p>Tuesday, May 16, 2017</p> <p>Monday, May 29, 2017</p> <p>Monday, June 12, 2017</p> <p>Tuesday, June 13, 2017</p> <p>Wednesday, June 14, 2017</p>	<p>Teacher Professional Development Day 8-3 p.m; Elementary Open Houses</p> <p>Teacher Professional Development Day 8-3 p.m</p> <p>Students' First Day (1/2 day PM) Full day for teaching staff; Middle school open house/parent night 6-7 p.m.</p> <p>High School Open House 6-7 p.m.</p> <p>Early Release Day students K-12 (Professional Development Day)</p> <p>Early Release Day students K-12 (Professional Development Day)</p> <p>End of First Marking Period (1/2 day a.m. K-8)</p> <p>Middle School Parent Conferences 4-7 p.m. (full day for students)</p> <p>Elementary School Parent Conferences 5-8 p.m. (full day for students)</p> <p>High School Parent Conferences 3-6 p.m. (full day for students)</p> <p>Middle School Parent Conferences 12:30-2 p.m. & 4-7 p.m. (1/2 day middle school students only)</p> <p>Elementary School Parent Conferences 1-3:30 p.m. & 5-7 p.m. (1/2 day for students grades K-5 only)</p> <p>High School Parent Conferences 5-8p.m. (full day for students)</p> <p>Thanksgiving Day- No School K-12</p> <p>No School K-12</p> <p>Early Release Day students K-12 (Professional Development Day)</p> <p>No School K-12 Winter Break Begins</p> <p>Classes Resume</p> <p>ML King Day-No School K-12 (No staff professional development)</p> <p>1/2 day for high school students a.m. for exams</p> <p>1/2 day for high school students a.m. for exams</p> <p>End of First Semester (1/2 day a.m. exams for grades 9-12) No School K-8</p> <p>Early Release Day students K-12 (Professional Development Day)</p> <p>Elementary School Parent Conferences 1-3:30 p.m. & 5-8 p.m. (1/2 day a.m. for grades K-5 only)</p> <p>No School K-12</p> <p>President's Day -No School K-12</p> <p>Teacher Professional Development Day No students K-12</p> <p>End of third marking period (1/2 day a.m. K-8)</p> <p>Spring Break Begins</p> <p>Classes Resume</p> <p>Good Friday - No School K-12</p> <p>Early Release Day students K-12 (Professional Development Day)</p> <p>Early Release Day students K-12 (Professional Development Day)</p> <p>Memorial Day- No School K-12</p> <p>1/2 day a.m. grades 6-12 only final exams. Full day grades K-5</p> <p>1/2 day a.m. grades 6-12 only final exams. Full day grades K-5</p> <p>1/2 day a.m. K-12, 6-12 grade final exams. End of second semester</p> <p>Last Day of School</p>
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