Croswell-Lexington Schools

Secondary Student/Parent Handbook

2019 - 2020

*Pending Board Approval 8/19/19

Croswell-Lexington High School
Principal, Mr. Kyle Wood
Assistant Principal, Ms. Caran Reinowski
(810) 679-1500

Pioneer High School
Department
Principal, Ms. Stacy Murray
(810) 679-1060

Croswell-Lexington Middle School
Principal, Mrs. Bethany Davis
Assistant Principal, Mr. Ryan Eugster
(810) 679-1400

Croswell-Lexington Athletics

Athletic Director, Mr. Chris Gallagher
(810) 679-1052
CROSWELL-LEXINGTON BOARD OF EDUCATION

School Board Members

Katie Gordon - President
Dennis Gardner - Vice President
Joe Vitale - Secretary
Mike Noll - Treasurer
Russ Nowiski - Trustee
Nathan Butler - Trustee
Amie Stillson - Trustee

Daniel Gilbertson - Superintendent

Call (810) 679-1000 for meeting times and locations.
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FOREWORD
This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the school year and to provide specific information about certain Board policies and procedures. The 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 families. If you have any questions that are not addressed in the handbook, you are encouraged to talk to your teachers and/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 August 10, 2017. If any of the policies or administrative guidelines referenced herein are revised after September 1, 2017 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL
High School Mission Statement: In order to assist students in reaching their potential and encourage the highest level of educational achievement, we will develop the skills needed to succeed in life and to be productive members of society. We will achieve this through the educational efforts of our students, faculty, and community resources.

Middle School Mission Statement: Croswell-Lexington Middle School will provide each student a safe, supportive educational environment promoting self discipline, motivation, and excellence in learning.

EQUAL EDUCATION OPPORTUNITY
It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District’s Compliance Officers listed below:

Donna Barrier  Keith Bishop  
Director of Curriculum/Human Resources  Business Manager  
(810) 679-1000  (810) 679-1000

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

PARENT INVOLVEMENT
The Board of Education recognizes and values parents and families as children’s first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student’s parents and family. Such a partnership between the home and school and greater involvement of parents 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.

SCHOOL DAY
The student school day is from 8:06 A.M. - 3:00 P.M.

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, be prepared to learn, and to participate in the educational program.

STUDENT WELLBEING
Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown, and tornado drills, as well as 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.

Students 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. 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 Director of Student Services. 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.

**SECTION I - GENERAL INFORMATION**

**ENROLLING IN THE SCHOOL**
In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District’s open enrollment policy.

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

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

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

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

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

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

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

**SCHEDULING AND ASSIGNMENT**
Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student’s schedule should be handled through the Guidance Office. Students are expected to follow their
schedules. Any variation should be approved with a pass or schedule change.

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

**EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without written or verbal request by the parent/guardian. No student will be released to a person other than a custodial parent(s) unless that person is noted on the student’s Emergency Card and/or the office has received verbal verification of release from a parent or guardian.

**TRANSFER OUT OF THE DISTRICT**

Parents must notify the Guidance Office about plans to transfer their child to another school. 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.

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 completion of the homeschooling form available in the office.

**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 school office.

**EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have a Parent/Legal Guardian and Student Signatures Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Parent/Legal Guardian and Student Signatures 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 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 must be filed with the respective building office before the student will be allowed to begin taking any medication during school hours.
C. All medications must be registered with the school office.

D. Medication that is brought to the office will be properly secured. Medication must be conveyed to school directly by the parent. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician’s written instructions and the parent’s written permission release.

**Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent/guardian, 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.

**Nonprescribed (Over-the-Counter) Medications**

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student without a completed School Request to Administer Medication Form.

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

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Student Services at (810) 679-1300 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 the Director of Student Services at (810) 679-1300 to inquire about evaluation procedures and programs offered by the District.

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

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

Directory information 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.

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. 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.

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and  
PPRA@ED.Gov.

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

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

RELEASE OF INFORMATION TO THE MEDIA POLICY
Students may be recorded, photographed, or videotaped in programs or presentations that may be presented to the Board of Education, the Michigan Department of Education, other professional staff presentations, broadcasts on school television, on social media sites, etc. Parents may refuse to allow the district to disclose any or all of such student information upon written notification to the main office of the school the student attends.

STUDENT FEES, FINES, AND SUPPLIES
Croswell-Lexington Schools charge specific fees for some 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.

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

**STUDENT FUND-RAISING**

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.

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 building principal.

**STUDENT VALUABLES**

Students are encouraged 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.

**REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

**MEAL SERVICE**

Chartwells provides meal service for all Croswell-Lexington school buildings. All students in the district are eligible for free breakfast. Student lunch at the middle and high schools is $2.50. Applications for the school’s Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the main office. Account balances must be kept current with a positive balance to draw upon. Students who do not have sufficient funds will be allowed to charge up to two school lunches. If no payment has been received after the second meal charge, the student will receive an alternative meal for lunch. The alternative meal will consist of a peanut butter or ham sandwich, fruit, and a carton of milk. The student’s account will be charged $1.00 for the alternative meal. Please contact the Food Service Director, Ashley Peters, at (810) 679-1526 with questions concerning food services.

**FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire, tornado, and lock down drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers.

**EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following:

Facebook and Twitter, WMIC 660 AM, WHLS 1450 AM, WPHM 1380 AM, WJR 760 AM, clickondetroit.com, and School Messenger.

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

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

District Volunteer Forms must be submitted to Central Office prior to participation in school programs.

Students may not bring visitors.

**STUDENT SALES**

No student is permitted to sell any item or service in school. Violation of this may lead to disciplinary action.

**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.

**ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the assistant principal/principal.

**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 extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Behavior expectations will be considered in order for a student to participate in field trips. Students that do not meet behavior standards may be removed from the trip.

**GRADES**

Croswell Lexington Middle and High Schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform his or her students at the beginning of each course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Advanced track math students are strongly encouraged to move forward in a math program throughout high school. Credits earned in eighth grade toward meeting the MMC requirements will not be included as part of the student’s high school GPA.

The following grading scale is used by all staff members:

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<th>Percent</th>
<th>Grade</th>
<th>GPA</th>
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Advanced Placement courses are given the following additional weight:

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<tr>
<th>Percent</th>
<th>Grade</th>
<th>GPA</th>
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<tr>
<td>93-100</td>
<td>A</td>
<td>5.000</td>
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<tr>
<td>90-92</td>
<td>A-</td>
<td>4.666</td>
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<tr>
<td>87-89</td>
<td>B+</td>
<td>4.333</td>
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<tr>
<td>83-86</td>
<td>B</td>
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Grading Periods

Students report cards will be available in Skyward at the end of each marking period, indicating their grades for each course of study for that portion of the academic term.

Semester Grades

Semester grades are calculated by combining two quarter grades and the final exam. Each quarter is worth 40% and the final exam is worth 20% of the total semester grade.

Exam Requirements

Every student will be given the opportunity to take final examinations at the end of each semester. Students must take the final exam in order to receive credit for a particular course. All make-up exams must be complete within one week of the last day of the semester. It is the student’s responsibility to schedule this with the school. Final Exams may not be taken early without permission from the assistant principal and will be granted for academic reasons only.

Incompletes

Incompletes may be assigned by an instructor at the end of a marking period for any incomplete or missing assignments, quizzes, tests or other required work. Students have one week to complete all necessary assignments. If the items are not completed within the time allowed, an “E” grade will be recorded. Failure to meet the deadline will result in loss of credit for the semester. Special consideration will be given to a student who receives an incomplete as a result of an extended hospital
stay or illness at home, providing a doctor’s excuse has been turned in to the Front Office.

Exam Exemptions
Seniors will be exempt from their second semester if they maintain a "B" (83%+) semester average in the class and are absent eight days or fewer during second semester (absences that can be documented by a professional will be deducted from a student’s total number of absences). Any senior who receives a disciplinary referral from the administration during the school year will have to take all exams.

AP students who take the College Board Advanced Placement subject area test will be exam exempt from that subject’s second-semester exam. Students must meet the school attendance policy in order to be exam exempt.

Senior Mock Interviews and Research Paper
All students are required to complete a portfolio, to successfully complete a Senior Research Paper, and to participate in Senior Mock Interviews.

PROMOTION, PLACEMENT, AND RETENTION

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

1. current level of achievement
2. potential for success at the next level

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

The following number of earned credits designate the grade in which the student will be registered:

- Sophomores must have earned 4 credits. Juniors must have earned 10 credits. Seniors must have earned 16 credits.

Regular Diploma
Generally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum.
Specific course requirements (Class of 2021 & beyond) are:

The Class of 2018 need 25.5 credits to graduate. The Class of 2019 will need 24 credits to graduate. The Class of 2020 will need 22.5 credits to graduate.

Commencement Ceremony
The district holds graduation ceremonies every year to honor those students who have completed all graduation requirements and four years of high school. Participation in that ceremony is a privilege, not a right. The Administration may exclude any student from participating in any ceremony or activity as a consequence of a student's behavior. Any senior in their fourth year of high school who is lacking the number of credits required to graduate is not eligible to participate in the graduation commencement ceremony. Students may only wear principal approved gowns, sashes, cords, caps, etc.

POSTSECONDARY ENROLLMENT OPTIONS

Early College or CL5
Croswell-Lexington Early College represents an extraordinary partnership, where students attend high school on the highly accredited Croswell-Lexington High School Campus, and also engage in an exciting college curriculum taught by St. Clair County Community College professors. CL5 is committed to help increase postsecondary access. Our goal is for each student to graduate after five years with high school diploma and a fully transferable Associate’s Degree from St. Clair County Community College in Arts or Science.

Students apply for the program during their sophomore year and enroll in CL5 their junior, senior, and fifth years. Croswell-Lexington will pay the full cost of registrations and tuition at St. Clair County Community College (up to 62 contact hours) for an Associates of Arts degree and 64 contact hours for an Associates of Science degree. Textbooks, transportation, and mandatory Advanced Placement Exams are solely the financial responsibility of the student/parent or guardian.

Eligibility
Eligibility will be based on scores received on college entrance exams, cumulative GPA, student application and interview, faculty recommendations, and SC4 Accuplacer testing.

More information can be obtained by contacting high school counselor, Mrs. Melody Mills, at mmills@croslex.org or (810) 679-1531.

DUAL ENROLLMENT
Any student in grades 9-12 may enroll in a postsecondary (dual) enrollment program providing he/she meets the requirements established by law and by the District. Any interested student should contact the Counseling Office to obtain the necessary information.

The Board of Education recognizes the value in allowing students to participate in programs offered by accredited colleges, universities and post-secondary institutions in Michigan. Dual enrollment is available to eligible 9th - 12th grade students who meet the following qualifying score requirements on the last test taken by the student:

<table>
<thead>
<tr>
<th>Test</th>
<th>Critical Reading</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT</td>
<td>430</td>
<td>480</td>
</tr>
<tr>
<td>SAT</td>
<td>500</td>
<td>500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>English 18, Math 22, Science 24, Reading 21</td>
</tr>
<tr>
<td>MME</td>
<td>A level 1 or 2 score</td>
</tr>
</tbody>
</table>

Please note that qualifying scores are subject to change as information becomes available.
-In addition to the qualifying score requirement, students interested in Dual Enrollment must be enrolled as a full-time high school student in order to be eligible for dual enrollment reimbursement. The course/class must be an academic or vocational class not offered by the district and cannot be a hobby, craft, recreational, physical education, theology, or religious education course. Only courses with 3-5 college credits can be taken as dual enrollment.

-Cros-Lex Community Schools will pay tuition costs up to the state allowed cap for post-secondary classes that meet the criteria above. Participating students will be responsible for travel and textbook costs and other applicable costs associated with the class. Dual enrolled students who are receiving district financial support are required to take enough classes to fill their schedule at the high school for full time equivalency status.

-All dual enrollment classes in which a student enrolls will appear on their high school transcript and each class will earn .5 credits towards graduation upon successful completion. Students who do not earn a passing grade (E) will then be responsible for paying for the class.

-Students interested in dual enrollment can obtain additional information from their high school counselor.

-The school will not pay for college classes taken during summer semesters.

ONLINE/BLENDED LEARNING PROGRAM

VIRTUAL/ONLINE COURSES (Croswell-Lexington High School Students Only)

Students may take up to two classes online per semester. Our own Croswell-Lexington virtual classes and approved vendors must be used first.

Below are some requirements and specifications regarding CLHS Virtual Courses:

• Every high school student is able to enroll in a virtual class (must have parent permission).
• Any student who fails a CLHS virtual course (below a 60%) may not be permitted to take another.

Supervision

• Virtual students may have the option to choose their locations during their virtual hours. Students who have virtual class either 1st or 6th hours will be allowed to stay at home during that time. All other students must remain on campus during hours 2, 3, 4, and 5. The locations of all virtual students will be determined by the Assistant Principal. This location must remain the same for the duration of the semester unless a change is approved by the office.
• Every four weeks during the semester, virtual grades and progress will be checked and students significantly behind in progress or below a 70% will be required to report to a supervised classroom on campus during their scheduled virtual hour. Students will then be monitored to ensure adequate time and effort are applied to the course work. These students will stay in the classroom until the next checkpoint.
• Any student who is assigned to the supervised virtual classroom will have all traditional attendance requirements applied.
• At the following four-week checkpoint, students who have raised their grades above the 70% requirement will be allowed to leave the supervised virtual classroom and return to their original study location.

***There are no exam exemptions for virtual/online courses. All students must complete the course exam.

TESTING OUT OF HIGH SCHOOL CLASSES

State law indicates that schools "shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery." Once credit is earned under this law, students may not receive credit afterwards for a course lower in sequence in the same subject area. (For example, a student earning credit by examination in
Spanish II may not then enroll or receive credit for Spanish I.) Interested students must make an application to take these tests in the Counseling Office. To exhibit mastery, a student must fulfill the following components:

1. The student will satisfactorily complete a portfolio of ten assignments given to regularly enrolled students during the year (these will be chosen and provided by the teacher).
2. The student will score a C+ (77%) or higher on the course’s final examination.

Note: Students must request in writing to their guidance counselor to test out within two days of the beginning of a semester that the class is being offered and must complete the required assignments within 10 weeks. Students may be required to repeat the process for classes running multiple terms. Upon successful completion of the course, the student will earn Credit (CR). Earned credit will not be counted toward the required number of credits needed for graduation nor be used to determine the student’s GPA.

**RETAKE A CLASS**

A student who fails a required class must earn credit for that class in order to meet graduation requirements. If the student retakes and passes the class, the failing grade (at the student’s request) becomes an ‘NC’ and the revised grade is computed into the GPA. A student also has the option of retaking a required class for better understanding of the subject and/or for a better grade. If the original grade was below a B-, the improved grade will then be on the student’s transcript and be part of the cumulative GPA. The former grade will be changed to an elective CR. If the new grade is lower than the original grade, the original grade will be used, and the lower grade changed to a CR (if above a 60%). The CR will not be part of the cumulative GPA, but will remain on a student’s transcript in order to show extra effort in mastering a subject area. If the original grade in the class was a B- or higher, both the original grade and the grade earned in retaking the class will appear on the student’s transcript and be factored into the cumulative GPA.

**PERSONAL CURRICULUM**

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school graduation requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. The parent or guardian of the student for whom a personal curriculum is sought, or the student if the student is the age of majority or an emancipated minor, may request a personal curriculum. Other potential requesters include, a teacher who is currently teaching the student, or a school counselor or school employee qualified to act in a counseling role. If the request for a PC is made by the student’s parents or legal guardian or, if the student is at least age 18 or an emancipated minor, by the student, the school district shall develop a PC for the student pursuant to the parameters outlined in the 380.1278b(5). If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to 9th grade. The earliest submission timeline for all other PC requests is after the student has completed 9th grade. If a parent/guardian/student is interested in more information on the PC option, or would like to make a request for a PC, please contact Stacy Murray at (810) 679-1326 or visit the district’s website at croslex.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 school administration.

**Honor Roll(s)**
The Honor Roll is published after every semester. To be eligible, a student must earn a 3.0 grade point average (B).

**Athletic Awards**
Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

**Special Awards**

**Croswell - Lexington Middle School**

Any student that maintains a cumulative grade point average of 3.6 will be honored in a ceremony at the end of the year.

Bert O’ Keefe CAward (8th Grade)

Outstanding Student Award (8th Grade)

**Croswell - Lexington High School**

Students earning a cumulative GPA of 3.0 to 3.59 during their high school careers will earn Honor Graduate status and be noted in the Commencement program. Students who earn a 3.6 GPA or better in their high school careers also will be designated as High Honor Graduates and receive a gold cord to wear at Commencement. All numbers are calculated at the end of the 7th semester for all awards.

Senior Scholar honors are given to the top graduating students achieving a score of 900 or higher by combining their GPAs and SAT scores using the following equation: \((\text{GPA} \times 150) + (\text{SAT} \times .25)\). They will receive a medallion and special recognition during the Commencement ceremony.

The Principal’s Award is given to the top senior exhibiting Pioneer Spirit and is chosen by the administration.

The Mike Jackson Award is given to the top senior who exhibits the “pillars of character” (Respect, Caring, Trustworthiness, Responsibility, Citizenship, and Fairness) and is chosen by our faculty.

The Megan Thompson Pioneer Spirit Award, in honor of teacher and coach, Megan Thompson, goes to a staff-nominated senior who has exemplified true Pioneer Spirit throughout his/her tenure at Croswell-Lexington High School. This senior will have demonstrated a willingness to go above and beyond to help his/her fellow Pioneers, been active in extracurricular activities, and/or had success in cultivating Pioneer Pride within the school, staff, and community.

The BWAC Scholar Athlete Award is given to the top male and female senior student athletes determined by the number of teams and years competing, level of teams, GPA/ACT, leadership and athletic director nomination.

The BWAC All-Academic 5 person team is chosen by determining the top five seniors using the following equation: \((\text{GPA} x 250) + (\text{ACT} x 27.778)\)

The Pioneer Award is given to student athletes who have competed in and completed three sports for four years. The Pioneer Athlete of the Year Award is given to the top male and female athletes, voted
All students who maintain a cumulative grade point average of 3.6 or higher will be honored in a ceremony at the end of each year.

**NATIONAL HONOR SOCIETY: ELIGIBILITY, SELECTION, DISMISSAL, and OFFICERS**

Eligibility - To be eligible for membership in the National Honor Society, a candidate must be a member of the sophomore, junior, or senior classes and must have been in attendance at Croswell-Lexington High School for at least one semester. Candidates from any class must meet the minimum cumulative high school grade point average requirement. To be eligible for induction, the minimum cumulative grade point average is 3.6000. A candidate’s grade point average is calculated using only grades that the candidate earned at Croswell-Lexington High School (grades from other institutions such as St. Clair County Community College are not included in the calculation). Candidates who are eligible academically must complete and submit, by the due date, an essay and a Student Activity Information Form detailing their performance in the areas of character, service, and leadership in order to be considered for selection.

In the area of character, a candidate must demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies. A person of character demonstrates exemplary behavior with respect to the following six pillars of character: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

In the area of service, a candidate should demonstrate contributions to the school, classmates, and community that are done without any direct financial or material compensation. If a candidate becomes a member, he or she will be required to complete 20 hours of community service each year.

Leadership involves, but is not limited to, the following: the holding of school offices or positions of responsibility in or outside of school, the taking of initiative in school, co-curricular or extracurricular activities, and the inspiration of positive behavior in others.

Selection of new members is determined at the beginning of the school year by the Faculty Council (a body of five voting faculty members, appointed annually by the principal) in conjunction with the chapter adviser. Selection is based on a majority vote of the Faculty Council. In addition to the Student Activity Information Forms, also taken into consideration are evaluation forms from the faculty on each candidate.

Dismissal – Any one of the following infractions is grounds for dismissal of a member:
- failing to complete and submit evidence of 20 hours of community service by the deadline
- missing more than two meetings per year
- failing to maintain the minimum cumulative GPA in effect at the time the member was inducted (the GPA is calculated using Croswell-Lexington High School grades only)
- failing to comply with the school’s extracurricular code of conduct
- receiving two referrals during one school year
- cheating on any class assignment, project, quiz, test, or exam
- committing an illegal activity INSIDE or OUTSIDE of school
- failing to pay the annual $5.00 dues.

Members with a cumulative GPA less than the minimum will be warned and will be given one full semester after the warning to increase their cumulative GPA to the minimum level. Failure to achieve the minimum cumulative GPA after this time is grounds for dismissal.

Any senior who has a cumulative GPA less than the minimum at the end of the first semester of his
or her senior year will not be allowed to wear the NHS sash during the graduation ceremony and will not be noted as an NHS member in the graduation program even if this is the first time the cumulative GPA has fallen below the minimum.

A member facing dismissal may request a hearing before the Faculty Council. A decision on dismissal will be made by a majority vote of the Council.

Officers – A member who is interested in becoming an officer (president, vice-president, treasurer, or secretary) for the first time must write an essay in which the member explains which office he or she is interested in and his or her qualifications for that office. The chapter adviser will provide details of the essay requirement and the deadline for submission.

**COMPUTER TECHNOLOGY AND NETWORKS**
Before any student may take advantage of the school’s computer network, devices, and the Internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s Google 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 Acceptable Use Agreement (for Online Electronic Resource Usage) and the requisite student and parent agreement will be distributed at the onset of each school year.

**STUDENT ASSESSMENT**
The Michigan Merit Exam (MME), which will include the Scholastic Aptitude Test (SAT), WorkKeys, and M-Step for high school juniors will be taken in the spring of each school year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students’ general educational development and their ability to complete college-level work. College entrance testing information can be obtained from the Guidance Office.

All freshmen and sophomores will take the Preliminary Scholastic Aptitude Test (PSAT). Students will take the test in April.

Those students who successfully complete, prior to entering high school, a State mandated curriculum requirement (provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of high school students) may receive credit toward high school graduation. All high school students must earn four credits of math in grades nine through twelve in order to graduate.

Middle School
Students will participate in the approved state testing program.

**SECTION III - STUDENT ACTIVITIES**

**SCHOOL-SPONSORED CLUBS AND ACTIVITIES**
Croswell-Lexington Schools provide 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, etc. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

**NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. 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 nonschool 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 nondistrict-sponsored organization may use the name of the school or school mascot.

**ATHLETICS**

Croswell-Lexington Schools provide a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Office, at (810) 679-1052.

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

**SECTION IV - STUDENT CONDUCT**

**ATTENDANCE**

**School Attendance Policy**

Regular school attendance is extremely important to receive the full benefit of a student's educational opportunities. Attendance on a job is crucial to success, and we are preparing students for the world of work.

The State of Michigan requires all children who were age eleven on or after December 1, 2009, to attend school from 6 until 18 years old. Those who do not follow this law are subject to a petition of truancy being filed with the Sanilac Probate Court.

There are three types of absences: Documented Excused, Excused, and Unexcused. Absences that are determined to be “Documented Excused” do not count toward the allotted ten absences allowed according to school policy; however, fewer than ten may result in a truancy referral.

Students are allowed 10 absences (Excused or Unexcused) per semester. Over 10 Absences (any combined) per semester = the student must pass the final exam and earn an overall passing grade for the semester in order to receive credit (high school only). The overall grade is made up of both marking period grades and the final exam grade.
If a student is absent, the office must receive a call that day to have him or her “Excused” or bring in documentation (i.e., doctor’s note, court paperwork, etc.) within 48 hours to make him or her “Documented Excused.” The building administration will determine whether an absence is Documented Excused, Excused, or Unexcused. A parent’s note or phone call does not automatically excuse an absence. Absences may be “Documented Excused” or “Excused” in the case of personal illness, serious illness, or death in the immediate family, authorized religious obligations, or other absences approved in advance by the building administration. Other absences will be considered unexcused.

The following are NOT applied to a student’s attendance record: school trips/functions, athletic events, college visits, and guidance appointments. Vacations count against the 10 absence limit. They should be pre-excused by picking up the proper form in the office and returning it to the office before the trip. At the end of the semester, any student who has 10 absences or more in any class will not be assigned credit until verification of exam and class grade scores.

Students who are 18, or not living at home, must still have parent/guardian excuse all absences unless the student has on file a signed Age of Majority form.

**Attendance Appeal Hearing**
Student and/or parent must attend.
Hearing board is made up of teachers, administrator, and counselors.
Depending on the findings of the hearing board, the following may result:
* grade earned – hospitalization or extended illness
* “credit” – if circumstances are deemed valid to reinstate as a credit
* “no credit” – if circumstances are not deemed valid
Special consideration: Proof of hospitalization, doctor’s confinement at home, serious illness, death within the immediate family.

**Tardies:**
Any student more than 10 minutes tardy for a class will be marked absent. Students with excessive tardies will be subject to discipline. 1-4 tardies per class (per quarter) will result in a warning. Fifth and subsequent tardies will result in detention and possible additional behavioral interventions.

**Make Up Work:**
Students are allowed to make up work for excused absences, school-related activities, and guidance appointments. The student is responsible for requesting, getting the assignments, and turning them in upon return (one day per each excused day absent).

Suspended students should have provided work done immediately upon return.

**Leaving School:**
Cros-Lex is a Closed Campus. Students must sign out in the main office. Thus a parent note or phone call before leaving the building is required. If there is no sign out and/or authorization, it will not be possible for the absence to be excused. Any student who misses ten or more minutes during any portion of a class will be marked absent.

**Coming in Late:**
Students who arrive late to school need to sign in at the office. Students signing in between 8:10 – 8:20 A.M. will be marked tardy. Those signing in after 8:20 A.M. will be marked absent. Students are required to sign in when they arrive late for school.
Withdrawal:
When a student age 16 or over (if 11 years old before December 1, 2009) accumulates 10 consecutive
days absence, and the school receives no explanation for the absence, the student will be considered
withdrawn from school and will be dropped from the school records and a truancy referral will be
made.

STUDENT CODE OF CONDUCT
A major component of the educational program at Croswell-Lexington 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 that disrupts the educational process, presents a safety risk, or is not appropriate in the
opinion of the administration will not be permitted.

Inappropriate attire includes, but is not limited to: clothing promoting drugs, smoking, drinking,
profanities, sex, guns, violence, or illegal activities; see-through clothing; pajama pants; outerwear;
tank tops (regardless of width of straps), cut off shirts, spaghetti/thin strapped tops/dresses/shirts,
strapless, or low cut tops/shirts/dresses; shirts that show backs, midriffs, or undergarments; hats;
hoods worn over the head; bandanas; sunglasses; slippers; spikes and chains.

Skirts, dresses, shorts and holes in pants must be at mid-thigh or below, and no undergarments may
be visible. Pants must be worn at the waist.

All bookbags, stringbags, hats, and coats must be secured in lockers during school hours.

Dress code violators will need to change into appropriate clothing if available, or call parent/guardian
to bring clothing that meets the dress code.

Repeated instances of dress code violations may result in disciplinary consequences.

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

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

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures
which symbolize gang membership or causing and/or participating in activities which are designed
to intimidate another student will be disciplined.
**Care of Property**

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

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

**STUDENT DISCIPLINE CODE**

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

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

**DISCIPLINARY ACTIONS SHORT OF SUSPENSION/EXPULSION**

Efforts shall be made by the staff to solve disciplinary problems within the school setting whenever possible. The following actions are suggestions for dealing with behavioral problems short of suspension/expulsion from school.

These suggested actions do not preclude the use of other methods or approaches which are reasonable and purposeful. Circumstances will dictate administrative action.

1. **Warning** -- A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.

2. **Student Conference** - A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.

3. **Parent Conference** - A conference involving the parent(s) and staff member(s) for the purpose of discussing and solving behavioral problems. The emphasis is upon enlist-ing the assistance of the parent(s). The student may also be involved in a parent conference.

4. **Referral to a Resource Agency or Person** -- Referral to an in-school (counselor, social worker) or out-of-school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the solution of a behavior problem. A referral should normally be made with the cooperation of the student and/or parent(s).

5. **Behavioral Plan and/or Behavioral Probation** -- The principal or his/her assistant may place a student on behavioral probation with an administrator for a specific period of time during which critical examination and evaluation of the student’s progress should take place. Behavioral probation will be initiated through the use of a Behavioral Probation Contract. The contract will be an agreement between the student and the administrator concerning the specific changes expected, the terms of the probation, and the length of the probation period. Failure to fulfill the contract, or a further infraction of school rules during the period of probation, will result in the imposition of further disciplinary action as set forth in the terms of the contract. The administrator should notify the parent(s) whenever a student is placed on behavioral probation. Parents will be encouraged to discuss and assist in assuring that the intent and terms of the probation are fulfilled.
6. Detention - A student in violation of a school rule or policy may be required to spend a specific period of time after school, before school or during an unassigned class period at a specific location assigned by the principal or his/her designee representative. Such detention will be actively supervised by a staff member.

7. Removal from Activities -- A student in violation of a school rule or policy may not be allowed to attend or participate in school-sponsored activities.

8. In School Suspension - A student in violation of a school rule or policy may be required to spend a specific period of time during the school day at a location assigned by the principal or his/her designee representative. The duration of the suspension will be based on the nature of the infraction and in accordance with procedures outlined in the Student Code.

The principal or designee will determine whether a student is suspended in-school or out-of-school.

NOTE: Principals are the final level of appeal for discipline short of out-of-school suspensions.

**SUSPENSION/EXPULSION**

When other procedures fail to attain satisfactory behavioral changes, or where required by the nature of the problem (gross misdemeanor, inappropriate behavior, persistent disobedience), a student may be suspended/expelled from school. Such action may involve suspension for a period of ten (10) school days or less, a long term suspension, or expulsion.

Definition of Gross Misdemeanor
-Gross misdemeanor may be defined as conduct which: 1. Substantially interrupts or interferes with the orderly education of self and/or other students; or 2. Jeopardizes the physical and mental health and safety of staff and/or students; or 3. Represents willful disregard or disrespect for the constituted authority of the school; or; 4. Willfully destroys and/or defaces school property; or 5. In the aggregate represents an unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion; or 6. Other illegal or seriously inappropriate behavior. NOTE: This list is neither all-inclusive nor exhaustive

**SCHOOL CODE VIOLATIONS WITH DESIGNATED PROCEDURES**

Violations: A list of behaviors constituting violation of school rules and regulations is given below with suggested disciplinary action. Please note that the following list is not all-inclusive or exhaustive, and behaviors not listed may also result in disciplinary action. Also, depending on the seriousness of the violation, more severe discipline than that suggested may be imposed. Any individual who aids, assists, counsels, induces, encourages or persuade another to participate in any of the behaviors outlined below may be subject to the same penalties and/or consequences to which the person actually involved is subject.

**DISCIPLINE PROCEDURES:**

- Before any suspensions/expulsions are determined, building administrators will review all factors according to Section 1310d Disciplinary Factors, MCL 380.1310d.

Note: Parent contact may not be appropriate if the student is 18 years of age or older.

Procedure A (May include any or all of the following interventions)
- Notify parents by phone, e-mail, suspension slip and/or letter.
- Conference with administrator or representative and parties concerned (may be by telephone).
- Assignment to detention.
At administrative discretion, suspension until conference/contact and/or suspension up to three (3) school days.

**Procedure B** (May include any or all of the following interventions)
- Notify parents by phone, e-mail, suspension slip and/or letter.
- Referral to proper police authorities (if appropriate). A ticket may be issued at that time.
- Conference with administrator and parties concerned.
- Suspension for up to five (5) school days.

**Procedure C** (May include any or all of the following interventions)
- Follow written procedural memorandums, if appropriate, under the circumstance presented.
- Notify parents immediately by phone, e-mail, suspension slip and/or letter.
- Referral to proper police authorities (if appropriate).
- A suspension of up to ten (10) school days (administrator discretion).
- A recommendation to Superintendent for expulsion, if appropriate.

**Procedure D** Mandatory Expulsion. State law requires expulsion of 180 days for criminal arson, sexual assault, physical assault of an employee/contractor/volunteer of the district, and possession of a dangerous weapon.

**Academic Integrity - Procedure (A)**

**PLAGIARISM AND CHEATING POLICY**
- **Plagiarism**: Given the seriousness of plagiarism, it is important to know exactly what it is and what students can do to avoid it. Plagiarism is the act of taking someone else’s work and representing it as one’s own. If you get information from a source outside your own knowledge and do not give credit to the source from which you took the information, you will be committing plagiarism: the dishonest presentation of someone else’s ideas as your own. Furthermore, you cannot copy information directly from a website and use it in any assignment. The only material you do not need to credit is common knowledge—information that many people have—and your own unique thoughts and ideas.
- **Cheating**: Collaboration (unless permitted by the teacher), copying, or sharing answers (with or without the other person’s consent); violating teacher-specified test-taking procedures; taking, transmitting, or reviewing images during testing; and plagiarism are considered cheating.

The following procedure will apply to students who violate the Academic Integrity policy at the high school level:

**First Violation:**
1. Student has the opportunity to complete an alternate assignment.
2. Parents are contacted by the teacher.
3. Student is placed on academic probation.

**Second Violation (in any class):**
1. Student earns a 0 on the assignment.
2. Families are contacted and informed that the next offense may result in the loss of credit in whichever class the offense occurs.
3. Student is assigned a detention.

**Third Violation:**
1. Student earns a 0 on the assignment and may lose credit in the class.
2. Parent contacted.
3. Student will be assigned one day of In School Suspension.

-These discipline steps will be cumulative for the school year.
-Further offenses will result in a referral to administration for disciplinary action, in addition to the above penalties, and may be grounds for removal from special programs such as virtual and Advanced Placement courses.

**Aggressive Misbehavior Toward Any School Employee - Procedure (C/D)**
Physical contact or threat of physical contact toward school employees with the potential of doing bodily harm by a student or group of students.

**Physical Assault -- Pupil to Employee, Volunteer, or a Person Contracted by the District - (D)**
Physical Assault is defined in the Revised School Code as the act of intentionally causing or the attempt to cause physical harm to another through force or violence. A pupil, in grade 6 or above, who commits physical assault in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state until such time of reinstatement under Section 380.1311a.

**Arson, Fire Setting or Their Attempt - (C)**
A student shall not intentionally or recklessly start a fire, prepare to, or otherwise attempt to start a fire. A fire set or attempted to be set to disrupt or jeopardize the safety of staff or students or with the intent to cause damage to any property or injury to any person will be deemed arson.

**Criminal “Arson” - (D)**
Means a felony violation as set forth in Chapter X of the Michigan Penal Code.

**Bomb or Similar Threat (with/without intention to carry out) - (C)**
A bomb or similar threat is any verbal or written statement that indicates a bomb or similar object is, or may be, placed or may explode at or near a school building, school bus, school staff, school grounds or school-related function or conveys any intent to harm others (such as a hit list). Threats can be in the form of a telephone call, text message, written statement, drawing on a bathroom wall or elsewhere, comment to staff or another student, e-mail message, Internet message, or other means of communication.

**Computer Fraud - (1st B/2nd C)**
Intentionally accessing a computer, computer program, computer network or system to acquire, alter, damage, delete or destroy property or information, and/or any other unauthorized use of the computer. This includes identity theft and/or sending false information to an intended victim. All violations will be reported to the proper legal authorities. NOTE: Illegally accessing District programs or systems for any reason is considered an expellable offense.

**Defiance of Authority - (1st A/2+ B or C)** Refusal to comply with reasonable requests of school personnel. Displayed disrespect and/or contempt toward school personnel.

**Destruction or Defacement of Property - (1st B/2+ C)**
Destroying or defacing objects or materials belonging to the school district or other students and school district personnel. Restitution and/or repair will be made by the offending student and/or that student’s parents.

**Disorderly Conduct - (1st A/2+ B)**
Conduct and/or behavior which is disruptive to the orderly educational procedure of the school.
This includes but is not limited to the student use and/or possession of profanity, obscenity, inciting others to engage in disruptive behavior, verbal altercations short of a fight, driving and/or parking lot violations, unauthorized sales, public displays of affection (Romantic display of affection in school is considered not appropriate, ie: kissing, petting. Holding hands is acceptable.), etc.

Middle School: Romantic display of affection in school is considered not appropriate, ie: kissing, petting, and holding hands at the middle school level is not permitted.

**Extortion - (1st B/2+ C)**
Extortion is the solicitation of money, or something of value, from another regardless of the amount, in return for protection or in connection with a threat to inflict harm.

**False Accusations - (1st B/2+ C)**
Students making accusations against any staff or student which, after appropriate investigation, are shown to be false. NOTE: Accusations regarding expellable offenses may result in consequences commensurate with that specific offense.

**False Alarm - (1st B/2+ C)**
Falsely alerting by any means (including 911 calls) the Fire Department, Police, any emergency unit, or school to a non-existent fire or other non-existent emergency.

**Fighting - (1st B/2+ C)**
Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for the first offense. The length of suspension will depend on severity or repetition. Encouraging, promoting, or provoking such behavior may also result in disciplinary action. Students who engage in physical contact for the purpose of inflicting harm on each other are fighting. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

**Gangs - (1st B/2+ C)**
Students participating in gang membership, gang signs, gang graffiti, and/or other known gang activities (e.g. wearing beads or bandanas).

**Gambling - (1st A/2+ B)**
Any activity that involves a wager, risk, or the betting of money or other valuables on an activity of chance where there is an unpredictable outcome, which may result in the loss of money or valuables.

**Harassment/Bullying - (A-D)**
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. This applies to all activities on school property and to all school sponsored activities on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This is not, however, limited to these categories and includes harassment that would negatively impact students, such as stalking, name-calling, taunting, and other disruptive behaviors. Aggressive behavior also includes, but is not limited to, such behaviors as bullying, hazing, intimidating, menacing, coercion and making threats. Any student who believes she/he has been, or is, the victim of harassment, or other aggressive behavior including bullying or hazing, should immediately report the situation to a
Sexual Harassment
Verbal - The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member or other person associated with the District.
Nonverbal - Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member, or other person associated with the District.
Physical Contact - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment
Verbal - Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. Conducting a “campaign of silence” toward a fellow student, staff member or other person associated with the District by refusing to have any form of social interaction with the person.
Nonverbal - Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Bullying/Cyber Bullying
It is the policy of the District to provide a safe educational environment for all students. Bullying/Cyber Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying/cyber bullying without regard to its subject matter or motivating animus.
A. Prohibited Conduct
1. Bullying/Cyber Bullying. Bullying/Cyber Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying/cyber bullying” shall be defined as any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
   a. Substantially interfering with educational opportunities, benefits or programs of one or more students;
   b. Adversely affecting a student’s ability to participate in our benefit from the 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; or
   d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
   e. Repeated actions that are unprovoked, one person has greater status, control, or power over another
2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying/cyber bullying, anyone reporting bullying/cyber bullying, a witness, or another person with reliable information about an act of bullying/cyber bullying is
strictly prohibited.

B. Reporting an Incident.
If a student, staff member, or other individual believes there has been an incident of bullying/cyber bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee.

C. Investigation
All reported allegations of a policy violation or related complained about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District’s central administrative office.

D. Notice to Parent/Guardian
If the principal or designee determines that an incident of bullying/cyber bullying has occurred, s/he shall promptly provide notification of same to the parent/guardian of the victim of the bullying/cyber bullying and the parent/guardian of the perpetrator of the bullying/cyber bullying.

E. Annual Reports
At least annually, the building principal or designee, shall report all verified incidents of bullying/cyber bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official
The Superintendent (“Responsible School Official”) shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee described in this policy.

Posting/Publication of Policy
Notice of this policy will be: (a) posted in conspicuous locations in all school buildings and departments within the District, (b) annually discussed with students, and (c) incorporated into the student and parent/guardian handbooks.

G. Definitions
1. “At school” means 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. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District’s control.

Definition of Bullying/Cyber Bullying: A student is being bullied when another student or several students:
· Say mean and hurtful things to, or about, them, or make fun of them
· Completely ignore, or exclude, them from their group of friends, or leave them out of things on purpose
· Hit, kick, push, shove or lock them inside a room
· Tell lies or spread false rumors about them, or send mean notes/email and try to make other students dislike them
· Horseplay, pranks, or other hurtful things which are said to be just joking around

Any student who believes that she/he is the victim of any of the above actions, or has observed such actions taken by another student, staff member, or other person associated with the District, should contact a staff member immediately. The student may make contact either by a written report, by telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the
harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal. Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities. Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Inappropriate Sexual Conduct - (C)
This includes but is not limited to improper touching of an offensive or sexual nature and/or the intentional exposure of private parts of one’s body (this includes “mooning” and “sex-texting/sexting” explicit images), sexual activity and/or simulating sexual acts, and aiding, assisting or encouraging another to participate in the conduct. In addition, the creation, possession or attempted possession, sale, purchase or delivery of pornographic, obscene or materials harmful to children are strictly prohibited.
NOTE: Consensual sex with a person under sixteen (16) is still a crime punishable by imprisonment and listing on the Sexual Offenders Registry on the Internet for at least twenty--five (25) years. (Sec. 166a – Public Act 158)

Sexual Assault - (D)
Includes committing or attempting to commit an offense rising to the level of criminal nature. This also includes aiding, assisting, or encouraging such conduct.

Inappropriate Physical Contact - (1st A or B/ 2+ B or C) This would include actions such as horseplay, pushing, shoving, slapping, hitting, etc. These activities would include physical contact short of a fight or assault.

Intimidation of Witness - (C)
Any physical or verbal intimidation of any witness to any violation of school rules or regulations or any person appearing or to appear at any hearing provided for in this code.

Leaving School Without Permission- (1st A/2+ B)
Students are not to leave school grounds without authorization by a school administrator. This includes leaving school grounds during practice emergency drills. Leaving school grounds without permission is considered truancy.

Cell Phones/Misuse of Electronic Devices- (1st A/2+ B)
The use of cell phones, personal technology and school issued devices is allowed in class if approved by the teacher and the device is being used for appropriate educational purposes.

Middle School: Cell phones and bluetooth headphones need to be kept in lockers during the school day. *Students may use cell phones/headphones during their lunch/recess times.*
A. Cell Phones: Ringing, buzzing, and/or vibrating or any interruption of class due to cell phone use/misuse is prohibited.

Recording, sending and/or viewing inappropriate images (fights, assaults, indecent or explicit pictures, etc.) or messages that may disrupt the educational process or the orderly conduct of school are prohibited. This also includes requesting or agreeing to assist another in the above activities. Taking pictures or video recording any person (staff or student) without consent is a violation of this code. The school district’s jurisdiction policy applies.

B. Personal cell phones and other electronic devices: At any given time, upon request of school personnel, students are required to stop using cell phones or other electronic devices. Refusal to comply with a reasonable request will result in disciplinary action. (A)

C. District issued devices: Violations of the district’s Acceptable Use Policy will result in disciplinary action.

“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 student’s device.

Physical Assault - (C)
Physical attack, by one person or a group of people, upon another who does not wish to engage in the conflict, and who has not provoked the attack.
*Violation against employee, contractor, or volunteer of school - Procedure D

Possession or Use of Fireworks or Other Explosive Materials - (B/C)
Students having possession of or setting off any explosive device which is illegal or dangerous to themselves or others.

Possession, Use or Distribution of Illicit Substances - (C)
Illicit substances include illegal drugs, inhalants, alcohol, drug paraphernalia, caffeine pills, steroids or other performance enhancing substances, medication (except the possession or use of prescription medication when authorized under the District’s medication policy), and fake or look-alike drugs or alcohol. Possession includes bringing to the bus stop, on the bus, while walking to or from school, in a school building, at a school-related function, or holding for a friend or holding briefly to examine.

Use/Possession of Tobacco Products or Incendiary Devices - (C)
It shall be the policy of the Croswell-Lexington School District to provide a tobacco-free environment for all employees, students and visitors. This policy covers the smoking of any tobacco product, the use of oral tobacco products or “spit” tobacco, or any “new emerging tobacco products.” These products include electronic cigarettes, cigars, pipe tobacco, certain dissolvables that are not “smokeless tobacco” gels, and water pipe tobacco, hookah pen, etc. This applies to all students, employees and non-employee visitors of the Croswell-Lexington School District.
Definitions:
● No use of tobacco products is permitted within the facilities or on the property of the Croswell -Lexington School District.
● No tobacco use in any District vehicle or bus.
Student use/possession of tobacco in any form, or the possession of incendiary devices including matches or lighters, is prohibited on school property.

Possession and/or Use of Weapons - (C/D)
A student shall not possess, handle, transfer or use any instrument such as knife, club, shank, taser, chain, BB gun, gun, razor blades, pepper spray, or other dangerous device whether or not it can actually be used to inflict bodily injury to another person. Croswell-Lexington Schools consider weapons as defined above, including a knife of any blade length, to be an expellable offense. Weapon Look-Alikes: A student shall not possess, use, sell, or distribute a toy weapon, a look-a-like or replica weapon except with the prior approval of a teacher or an administrator for appropriate educational use.

Theft - (1st B/2+ C)
The taking of (or the attempt to take) property not belonging to the student. This includes the knowing possession of stolen goods and/or the use of counterfeit coin currency, as well as the unauthorized entry (B&E) or such an attempt on District property with or without the intent to commit either theft, larceny or damage.

Verbal/Written Threats - (C)
Any verbal, written, or otherwise transmitted statement that implies the intent to inflict harm on any staff member or student, under such circumstances which create reasonable fear of retribution, intimidation or injury.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

Croswell-Lexington School District 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.

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 fewer, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the building principal. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student is allowed to remain in school unless safety is a factor.

When a student is suspended, s/he may make-up work missed. Work provided during the suspension
must be turned in immediately upon return. 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. Suspended students cannot attend any school functions and cannot be on school property without administrative permission.

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/family will receive a formal letter of notification. A formal hearing will be scheduled during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

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

**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.).

**SEARCH AND SEIZURE**

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

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

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

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

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

**STUDENT RIGHTS OF EXPRESSION**
The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. All items must meet the following school guidelines:

A. A material cannot be displayed 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.

**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, he or she should feel free to offer them.

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 assistant principal or principal.

**BUS TRANSPORTATION**
The school district provides bus service as a privilege to its students. The rules for bus behavior are printed and posted inside each bus. Students may have their riding privilege suspended if they fail to follow the rules as posted.

School policy states that students may not ride a bus other than the bus that is assigned to them because of overcrowding. For more information on routes, or buses in general, call the Transportation Office at 679-1070.

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

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.

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

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

Students must comply with the following basic safety rules:
   1. Follow bus driver's directions.
   2. Be at the bus stop five minutes before the bus is scheduled to arrive.
   3. Stay off the roadway at all times while waiting for the bus.
4. Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
5. Be seated immediately upon entering the bus and occupy assigned seat.
6. Remain seated at all times while the bus is in motion.
7. Avoid loud, boisterous and profane language; indecent conduct; throwing of articles, and other improper conduct that could distract the driver.
8. Tobacco, alcohol or narcotics in any form are not permitted on the bus.
9. No fighting, pushing, shoving, or bullying.
10. No eating, drinking, or chewing gum on the bus.
11. Keep head, hands, and feet inside the bus.
12. Do not mutilate or deface the bus in any manner.
13. No weapons of any nature are allowed aboard the bus.
14. Keep the bus clean.
15. Be courteous and safety conscious.

**NOTE:** Student drop off and pick up at the high school is at Pioneer Hall. Please do not drop students off at the front or east side of the high school building.

**VIDEO/AUDIO RECORDING ON SCHOOL BUSES**
The Board of Education has installed recording systems on school buses to monitor student behavior. Actual recording of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student’s record, they can be viewed only in accordance with Federal law.

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

**SELF-TRANSPORTATION TO SCHOOL**
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.

**Parking Permits**
The high school will allow sophomores, juniors and seniors who have obtained a parking permit to park their vehicles at school. The parking permit must be displayed on the vehicle unless other arrangements have been made. The cost of the permit is $10.00. The following process will be followed in issuing permits to students: Students will be offered permit applications by grade. In the spring, seniors will be given applications first, juniors next, then sophomores. Students who complete their applications and pay the fee before the end of the school year will be allowed to choose their numbered parking space (first come, first serve). Completed applications will be approved in the order in which they are received and only 165 permits will be sold. Students seeking a permit may ask to be placed on a waiting list should a space become available during the school year. After the seniors graduate in May, additional permits may be sold for a reduced price ($5.00) that will be valid through the end of that school year only.

Any student who parks his or her vehicle on school property without a permit will be subject to disciplinary action as follows:

First Violation = Warning and student will be required to move his or her vehicle
Second Violation = Detention and student will be required to move his or her vehicle
Third and Subsequent Violations = Detention, loss of driving privileges, possible legal consequences, and student will be required to move his or her vehicle
Students are not allowed in their vehicles during the day without authorization.
The School District retains the authority to make inspections of the Parking Lot at any time. Individual vehicles may be searched if there is reasonable cause or suspicion. A drug-sniffing dog may be used to assist in any search. Unattended vehicles left in the parking lot will be towed at the owner’s expense. Note: Approved student drivers may not transport other students to a school sponsored activity.

**Athletic Handbook**
(All rules in the CLHS Athletic Handbook apply to student-athletes in grades 7-8.)

**INTRODUCTION**
The Croswell-Lexington High School Athletic Handbook is a reference guide for coaches, student-athletes and parents, concerning the policies that govern interscholastic athletics at Croswell-Lexington High School.

**PHILOSOPHY OF ATHLETICS**
We believe that Croswell-Lexington Athletics teach our student-athletes many life lessons and are an important part of our overall educational program. Therefore, we encourage all students to participate by offering a well-rounded athletic program. This provides the opportunity for athletes to learn the importance of teamwork, sportsmanship, self-discipline, community service and leadership, which are integral lessons in the educational process. We expect three things from all of our student-athletes:
2. Have a positive attitude.
3. Do the job in the classroom.

They are shown in the Croswell-Lexington Triangle of Success: Academic, Attitude, Code of Conduct

**MESSAGE TO PLAYERS AND PARENTS/GUARDIANS**

**Parents:** Your child has indicated a desire to participate in Croswell-Lexington’s voluntary interscholastic athletic program. Students are not obligated to play athletics; playing is a privilege and not a right. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

The parents/guardians of student athletes also commit themselves to certain responsibilities and obligations. Your signature on the Croswell-Lexington Pioneer Athletic Code of Conduct indicates that you understand and accept those responsibilities and agree to abide in enforcing the Code of Conduct. Parents/Guardians of athletes participating in the fall, winter, and/ or spring sports are strongly encouraged to attend the Parent/Athlete Informational Meeting scheduled at the beginning of each season. As fans and spectators at athletic events, parents/ guardians of athletes play a special role in supporting their child, coach and team. Parents/ Guardians are expected to model good sportsmanship at all times during athletic events.

**Players:** When you wear the royal and white as an athlete, you are expected to understand the traditions and responsibilities they represent. In every situation, participation in our athletic program is regarded as a privilege
that is earned through hard work in the classroom and in practice and through adherence to the standards outlined in the Code of Conduct, which is in effect the entire calendar year.

Players will refer to all coaches as “Coach” and no first names will be used.

**EXPECTATIONS OF COACHES**

Croswell-Lexington Community Schools is proud of the tradition of excellence our coaches have built over the years. Several of our past coaches have been inducted into the Croswell-Lexington Coaches Hall of Fame.

When their student-athletes are participating in athletics during their scheduled games/practices, coaches are expected to:

- Be positive, enthusiastic, and supportive and maintain high standards of ethics, integrity, sportsmanship and leadership.
- Never use inappropriate language or swear at any time.
- Follow the policies and guidelines set forth by Croswell-Lexington Community Schools, the Michigan High School Athletic Association, and the Blue Water Area Conference.
- Provide a safe practice environment and have properly planned practices.
- Submit an Accident Report to the Athletic Office for all injuries that occur when a student is under your supervision.
- Supervise athletes at all times.
- Maintain up-to-date knowledge of the rules, fundamentals, strategies and safety precautions.
- Care for and inventory all equipment. Inventory and purchase requests are part of the end of season report.
- Cover the Croswell Lexington Pioneer Athletic Code of Conduct with the team during the first week of the season.
- Turn in all Eligibility and Rosters to the Athletic Office no more than ten days after the start of the season.
- Attend preseason coaches’ meeting and complete an End of Season Report.
- Head Coaches are responsible for developing his/her entire program and evaluating all coaches in the program. They must complete MHSAA rules meetings, evaluate all officials, and become members of their state coaching associations. Head Coaches must communicate with the Athletic Director on the scheduling of all levels in his/her program.
- Team purchases must be approved by the athletic department.

**EXPECTATIONS OF PARENTS**

When their student-athletes are participating in athletics during team-related events, parents are expected to:

- Be positive, enthusiastic, and supportive and maintain high standards of ethics, integrity, and sportsmanship.
• Use appropriate language at all times.
• Refrain from using tobacco, alcohol, and other prohibited substances.
• Avoid any kind of unsportsmanlike conduct with officials, coaches, players, or parents, such as booing or taunting, refusing to shake hands, entering the field of play, etc.
• Use social media in a positive manner.
• Demand that their child treat other players, coaches, officials, and spectators with respect, regardless of race, creed, color, sex, or abilities.
• Keep from coaching my child or other players during games and practices, unless the parent is a member of the official coaching staff.

COMMUNICATION BETWEEN PARENT AND COACHES
We encourage parents to communicate with coaches and with their athletes. Parents and coaches working together can best provide a positive experience for the athlete. Parents with concerns should call to speak to the coach or set up a meeting. In most instances, it is best to have the athlete at any parent/coach meeting. Parents are not to confront a coach at a practice or after a game. Talk to the coach and try to resolve the issue before contacting the Athletic Department.

COMMUNICATION BETWEEN PLAYERS AND COACHES
It is the philosophy of the Croswell-Lexington Athletic Program to have open communication with athletes. Personal problems will be handled one on one, but all other team concerns should be discussed as a group. Coaches will be using the model of proper communication used in a family. This communication is done for several reasons:
  · The action of one team member will affect all the other team members.
  · It will help eliminate rumors and misinformation that can divide a team.
  · Teammates will learn from each other and this will help eliminate repeat problems.

SELF-FUNDED SPORTS
At Croswell-Lexington High School, we have three self-funded sports: Equestrian, Powerlifting and Bowling. These School Board-approved sports must follow all of the eligibility and Code-of-Conduct regulations. Expectations are the same for parents, players and coaches of a self-funded team as they are for a school-sponsored sport. Coaches will establish the criteria for a self-funded team letter. Bowling and Powerlifting, respectively, qualifies the athlete for the Pioneer Award. Athletes cannot participate for Croswell-Lexington in two sports in any one season.

Athletes, Parents, and Coaches must understand that Powerlifting does not align with the MHSAA Sports Season. To avoid misunderstandings, a power lifter should acquire the expectations of the spring coach prior to the beginning of the powerlifting season. The powerlifter must meet the spring coach’s criteria in order to become a member of the spring sport. The spring season takes priority but the powerlifter can continue to compete through the states and national competitions.

BUS TRANSPORTATION
Although the Athletic Department and the Transportation Department make every effort to accurately plan busing needs to and from events, coach, parent and player involvement is also needed. Coaches will cover the necessary information with their own athletes and parents.

*If a bus is provided, all team members are to ride the bus to and from the athletic event. Few exceptions will be made (ie freshmen involved in triple-headers) and only when a parent-transportation form is filled out.*

*Transportation Schedule for the Entire Season* will be given to coaches at your pre-season coaches meeting. One week after receiving this form, it is to be returned to the Athletic Office with any changes in departure times and transportation arrangements.

*Weekly Sports Schedules* will be e-mailed on Thursday with your bus times for the following week. If any of this information is inaccurate, notify the Athletic Department immediately.

**Bus Procedures**

- The school bus drivers have directions to the city of the events; however, coaches should discuss specific directions with the driver prior to leaving the school. In the event that the bus is rerouted, encounters detours, etc. the driver may call on the coach for assistance with directions.
- Bus drivers look for communication from the coaching staff. When your team is prepared to leave the school, you need to say to the bus driver “we are all set”. Our drivers do not take head counts. They wait for an indication from the coach that all the athletes and equipment are on board.
- Bus drivers do not have medical emergency cards. The coach must have that information with them any time they are on the bus.
- When you load the school bus, it is clean and neat. Coaches should walk the bus before they leave and document on the driver’s “Trip Sheet” any damage or trash. The bus should be left the same way it was found. It is the coach’s responsibility to walk through the bus after all the athletes get off at the school and make sure the bus is clean.
- A coach must travel with the athletes on the bus.
- Athletic equipment cannot be blocking the center aisle, as it must be kept clear at all times for emergency exit purposes.

**ATHLETICS AND FINE ARTS AGREEMENT**

The Athletic Department will make all efforts possible to avoid any conflicts and will work with the fine arts program to get their scheduled events on the sports calendar. At no time will the student be adversely penalized because of a choice between an athletics and fine arts event. Items of precedence:

A. Game or competition over practice or rehearsal
B. Performance over practice
C. State-sponsored events have priority
D. Band uniforms and marching takes priority over team commitments during the Homecoming parade
* No metal cleats are to be worn on the bus. If cleats or other equipment tear up the rubber treading on the floor or the seats, the team or individuals will be expected to make restitution for the damages.

**Behavior**

- Behavior that is unacceptable in the classroom is unacceptable on a school bus.
- Examples of misbehavior are: vulgarities, touching someone else, using a voice above conversation level and athlete’s placing their extremities or any objects outside a window. Our driver’s concentration needs to be solely focused on the road.
- The athlete’s behavior should be addressed by the coach. Coaches are responsible for the conduct of the athletes on the bus.
- Misbehavior will result in the loss of bus transportation privileges and loss of playing time.
- An athlete should never be sent to sit on the bus alone. Teams are expected to leave and return to the bus together.
- Athletes should thank the bus driver when exiting the bus.

**PARENT TRANSPORTATION**

An Athlete’s Parent or Guardian Driving Form or a Player Riding With Another Parent or Guardian Form must be filled out when not using a bus. The parent driving another child must have an approved Volunteer Information Form on file. We will use Saturday bus transportation only when necessary.

Reminder- at the start of the season, coaches should have parents fill out the Player’s Parent or Guardian Driving Form and collect them and keep them on file. Use the Player Riding With Another Parent Form when necessary. The Volunteer Information Form must be filled out weeks before the parent drives, so the background check may be completed before they drive another child. **Athletes may never drive themselves to an athletic event.**

When two events are unavoidably scheduled in conflict with one another, the fine arts teacher(s) and the affected coach(es) will meet with one another prior to discussing any resolution with the involved students. If consensus cannot be reached, the Principal and Athletic Department will help make a final decision.

**GUIDELINES FOR RECRUITING OF CROSWELL-LEXINGTON ATHLETES**

- Talk positive about your sport, not negative of other sports.
- Don’t use pressure.
- Middle school athletes and high school students who have not played a sport in your season can be talked to about joining any high school sport when not in season.
- Once a high school athlete joins a sport, a coach should not initiate a conversation about changing sports. If the athlete asks, the positives of your sport may be covered. It would be appropriate to
let the current coach know about the conversation.

- No athletes should be talked to about another sport when they are out for a sport.
- Meetings should be for out-of-season athletes only. If it is necessary to talk with an in-season-athlete, talk to the athlete individually with the permission of the current coach.
- Athletes should be encouraged to play three sports and to concentrate on the sport that they are currently playing.
- Athletes who are playing a sport should not be worked with by a coach of another sport during the season unless permission is given by the in season coach.
- Athletes who quit a sport to join another sport at the beginning of the season, may not do so without permission of both coaches.
- If playing a sport, an athlete may participate in AAU, Clubs, Camps, etc. of another sport, only when the current coach gives parameters (including that the CL sport is the priority). Any student-athlete who opts to participate in a non-school or out-of-season sport at the time when a school sporting event is occurring will be suspended. (See grid below.)

Cooperation is a must in order to have a successful athletic program. Coaches who truly care about their athletes will want them to have the best experience they can playing another sport (or in the band, the play or whatever they are doing when they are not participating in your sport). If all the coaches and parents let the athletes focus on their current season, it will be much better for the player and the unity of our staff.

**COMMUNICATING WITH THE MEDIA**

Coaches, players and sometimes parents are contacted by the media. In order to represent Croswell-Lexington High School in a proper, positive and professional manner; the following guidelines should help in communicating with the media.

- Defer all requests for comments to our designated spokesperson (Principal or Superintendent) in event of a controversial issue.
- Be positive with comments after a contest (consider faxing or emailing). Do not make negative remarks about our team or opponents. Critical observations should be made with the team alone. Do not make excuses (lost because of officials, injured player, long day, tired, etc.)
- Do not refer to team as “they”- it is “we”. Make team comments and less individual comments.
- Create a good working relationship with the press by returning calls and giving them information that will highlight our program.
- Do not publicly mention a suspension or injury.

**COMPLAINT PROCEDURE**

**Step 1:** An athlete is advised to meet with his/her coach to resolve any misunderstandings.

**Step 2:** Parents are encouraged to schedule a meeting with the coach if the concern
remains unresolved.

**Step 3:** Contact the Athletic Director for a formal meeting. This meeting should include the athlete, coach, head coach of the sport, parents and the Athletic Director.

**Step 4:** If the complaint is not satisfactorily resolved by the Athletic Director, the parents may appeal in writing to the Principal. The principal will convene an appeal hearing with a committee comprised of the following voting members:

- High School Principal – Chair (non-voting)
- Two coaches
- One community member
- One high school teacher (non-coach)
- One Board of Education member

*Committee may also include (non-voting)*
- Athletic Director
- Coach – of the sport from which the athlete has been removed
- Parent/Guardian appealing
- Athlete of parents appealing
- Recording Secretary

*Playing time and hiring/firing of coaches is not appealable to the committee.*

The appeals committee will grant or deny the parent’s appeal by secret ballot and the decision is final. The appeals committee will determine whether to uphold or revoke the suspension. The principal will contact the parents with the committee’s decision within 24 hours.

All Code of Conduct violations must follow the appeal process outlined in the Pioneer Code of Conduct Policy Implementation section.

**CANCELLATIONS**

Players, coaches and parents will be notified of cancellations. Please use our school athletic website: [http://www.croslexathletics.org](http://www.croslexathletics.org) for up-to-date information. Lower level teams will not practice on days that school is canceled. Varsity teams may have voluntary practices, with the permission of the Athletic Director, on days we are not in school because of poor weather.

**INSURANCE**

Croswell-Lexington Community School District does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries. Athletics is a voluntary program and students participate at their own risk. All parents/guardians are required to sign an Assumption of Risk – Proof of Insurance form before joining a team. Parents will be made aware of a supplemental insurance program if they have an interest in purchasing one.

**FUNDRAISING / INTERNAL ACCOUNTS**
All fundraising must be approved by the Athletic Department. A *Croswell-Lexington Athletic Department Athletic Event/Fundraiser Approval Form* must be submitted at least a week before the event. All fundraising money must be placed in the sport’s internal account that is managed by the Athletic Office. A sports program is not to have cash or an outside bank account. All internal accounts must be balanced at all times. Head coaches are required to use their account for expenses that are necessary to run summer camps. The athletic department will cover the cost of all scheduled in-season sporting events.

**INJURIES / ACCIDENTS**

Insuring the safety and health of Croswell-Lexington athletes is the most important job of everyone associated with the Athletic Department. Coaches must use sound judgment and continually update their knowledge of first aid and know where the AED is located. Athletes are to report all injuries before they leave for home after a practice or game. The following are procedures for coaches:

- Give no treatment beyond normal first aid.
- EMS or other medical personnel should be contacted for all head injuries and all serious injuries.
- Coaches are to have Medical Treatment Consent Cards in their possession at all times.
- Do not move the athlete unless it is necessary for his/her safety.
- Parents/Guardians should be contacted for all serious injuries.
- Stay with the athlete until medical personnel or parents take over.
- Contact the Athletic Director ASAP.
- Make every effort to go to the hospital if an athlete is transported.
- Make a follow up call home to the athlete or parents.
- Complete and submit an Incident/Accident Report to the Athletic Office within 24 hours after the accident. Put a description of all injuries in writing.

**VOLUNTEER COACHES**

Volunteer coaches are a very important part of our program and have the same expectations as our hired coaches. In addition, they must fill out a *Volunteer Information Form*, be fingerprinted and be interviewed and approved by the Athletic Director before they begin working with our athletes.

**JOINING A PIONEER ATHLETIC TEAM**

The following must be collected by the coach and turned into the Athletic Office:

1. Physical Card (this must be on file before the first tryout or practice).
2. Code of Conduct (no athlete may practice beginning the 2nd day without this turned in)
3. Assumption of Risk – Proof of Insurance sheet (turned in 2nd day of practice)
4. Athletic Fee is $50.00. This must be paid before or at the parent/player meeting Croswell-Lexington Schools will not prohibit someone from participating because of a lack of funds. Please let the Athletic Office know if you need support. Several programs are in place to help in this situation

**TRYOUTS**
All athletes must have a physical on file and meet all academic requirements before trying out for a team. Tryouts will last a minimum of 3 days and all athletes will sign a Cros-Lex Athletic Information Sheet on the first day of tryouts. Athletes should be informed of the skills and the process of the evaluation. Each student will have a meeting with at least two coaches after the three day tryout period to receive feedback on their status with the team.

**TEAM ADVANCEMENT**
The intent of advancing an athlete to a level beyond that at which he/she would normally play is to provide a talented athlete an opportunity to enhance his/her experience and skill development, as well as contribute to the team. Reasons for this advancement could include injury, code violations, etc. The head coach is responsible for making the initial recommendation. The proposed team advancement will be discussed and approved by the Head Varsity Coach, the Athletic Department and the parents. It is best if this is done before talking to the athlete. These moves and their expectations should be limited (exception of MHSAA Tournament, etc), communicated, evaluated, and reversed if they are not in the best interest of the player.

**DROPPING OUT OF A SPORT**
Quitting a team is a serious matter. No athlete should quit a team without first talking with his or her coach. If an athlete quits a team they will not receive any awards (team, league or otherwise), and will not be able to attend the end of season banquet. An athlete will not be permitted to participate in another sport during the season he/she drops out. Before the student will be allowed to participate in the following season, the student must meet with the Athletic Director for an exit interview. The coach may be included in the meeting at the student’s request. This does not apply to athletes who don’t make a team. After the tryout period, which may last up to 5 days, an athlete may not go to another sport unless both coaches agree to the move. The athlete is expected to make both coaches aware of their considered switch.

**PRACTICE SCHEDULES**
Coaches will print out their practice and competitive schedules for the season and distribute copies to all the families involved with their team and the Athletic Department. Copies will be available at the player/parent meeting. Parents are encouraged to make any appointments around the schedule if possible, so the athlete will not miss a practice. Coaches are to let parents and the Athletic Office know of any changes made to the schedule.

**PRACTICE SESSIONS**
Practices are to be supervised at all times and players are to wait to start until the coach is present. Unexcused absence from practice is not acceptable and will result in a loss of playing time. Athletes who miss an excused practice will need work at practice(s) to regain their position on the team. Team practices (formal or informal, required or optional) will not be scheduled on Sundays or holidays. The only exception would be prior approval from the Athletic Department for a Monday contest. All lower level practices will be completed within two hours. Varsity practices that are scheduled for longer than two hours will require prior parent notification (ie calendar or Schedule Star) and Athletic Office approval. Coaches will communicate what will be considered an excused/unexcused absence.

**SCRIMMAGES**
All scrimmages are set up by coaches with approval from the Athletic Director. Athletes should not miss school
for a scrimmage. Parent transportation should be used for all scrimmages, if possible. Varsity teams are expected to have at least one preseason scrimmage and to follow MHSAA policy for the remaining scrimmages. All scrimmages and off campus practices need prior approval from the Athletic Office.

**INCLEMENT WEATHER**

The safety of players, parents, fans and coaches is the main consideration in all weather-related decisions. A Tornado Watch, Tornado Warning, thunder or lightning are reasons to take cover immediately. When lightning or thunder is heard, the contest or practice must be suspended and shall not resume until thunder is not heard and lightning not viewed for thirty (30) minutes.

**NATIONAL ANTHEM**

Parents, coaches and players are expected to stand and honor our flag during the National Anthem. Coaches will expect athletes to stand perfectly still, remain quiet and always show respect.

**UNIFORMS**

Croswell-Lexington teams are expected to be dressed the same from head to toe for all athletic contests. Team shoes will be purchased for the best deal possible. Shirts are to be tucked in. We encourage teams to have a practice shirt. Only full t-shirts or sleeveless at the seam are to be worn at practice. Practice shirts and extra shirts may be different colors, but all school uniforms will be royal and white only; a limited amount of accent colors is allowable, upon approval by the athletic department. Coaches are expected to coach in a Pioneer shirt or in dress clothes (i.e. shirt / tie, dress pants, skirt, suit, etc.). Players will be responsible for the care, security and use of uniforms and equipment issued to them and will pay the replacement cost for items not returned or abused. Athletes will not participate in another sport season until this obligation is met.

**BENCH / SIDELINE CONDUCT**

The players not currently on the field / court / mat / are an important part of the team and should surround teammates who are participating with positive energy. Non-involved athletes or athletes displaying negative attitudes / demeanors will not be placed into a contest.

**PLAYING TIME**

Our Athletic Program believes that everyone is an important part of the team and life lessons can be taught to each member regardless of the amount of playing time. Playing time is earned in practice. Freshman and Junior Varsity coaches will try to provide as much playing time as possible for each athlete. We do not have an equal playing time policy at Croswell- Lexington High School. The goal for each of our programs is for the varsity team to perform at a high level. Playing time at the varsity level will be based on the team playing its best and is determined by the coach.

**POST CONTEST**

Varsity coaches are to call the local media to report scores the night of the contest. Parents are not to contact the coach with concerns until the following day. Players must be in first hour the day after an athletic event in order to practice or participate that day.

**UNBECOMING CONDUCT**
Severe misconduct is covered by the *Pioneer Athletic Code of Conduct*. Minor unbecoming conduct of a Croswell-Lexington High School Athlete will be disciplined. The coach and/or Athletic Director will determine the extent of the discipline. The discipline will always be a loss of playing time. No physical punishment is to be given as a consequence for a violation.

**SPORTSMANSHIP**

Sportsmanship is a very important part of the Croswell-Lexington Athletic Program. Players, Parents and Coaches all are responsible for maintaining this tradition. Poor behavior by any of the above groups is a reflection on our team, athletic program, school system and our community. Everyone involved in the athletic program will follow the rules and guidelines of the Blue Water Area Conference and the Michigan High School Athletic Association.

**Players:** Any unsportsmanlike action by an athlete will result in a loss of playing time. Athletes who swear, give negative looks to referees or opponents, question officials, display inappropriate aggressive behavior, throw a ball or any object in disgust, etc, will be removed from the athletic contest.

**Parents:** Please cheer positively for the Pioneers. Negative cheering and yelling at referees could result in losing the privilege of attending games. Negativity directed to a student-athlete (ours or opponents) will never be tolerated.

**Coaches:** Do not tolerate or give warnings to athletes who display poor sportsmanship. Coaches are to give the consequence of loss of playing time and make sure all team members understand why this was administered, in hopes that this will not be repeated by another team member. Coaches set the tone for the team and fans. Appropriately dealing with officials is an important part of coaching. Coaches are never to purposely run up a score on an opponent. Croswell-Lexington coaches must use various coaching strategies to keep the score from becoming too lopsided.

**VACATIONS / MISSED PRACTICES**

Almost every sport is affected by a holiday at some time during the season. Therefore, coaches need to develop an appropriate policy. The vacation policy will be communicated with players at the start of the season and during the pre-season player/parent meeting. Prior to the season, parents and players must decide whether they can make the commitment necessary to be a member of a team. Excused practices will not be penalized, but parents and players must understand that when a player misses a practice, his/her role on the team may change. It may take several practices to regain the player’s former status on the team. Unexcused absence from practice will not be tolerated and consequences will be given by the Coach/Athletic Director. Vacations without parent or adult supervision and prior notification to the coach will be considered unexcused (ie. spring break trips etc).

**LIMITED TEAM MEMBERSHIP**

Players and parents need to be aware of all MHSAA regulations. Section 13 (A) is one that is not always fully understood. SECTION 13 (A)—A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible (ie. A student athlete cannot participate in high school basketball and another basketball league at the same time).
**ACADEMIC AWARDS**
Any varsity athlete with a semester GPA of 3.0 or above will receive a BWAC Academic Certificate. All varsity coaches are to submit individuals and teams, who meet the criteria established, to their respective state coaches associations for academic awards. Four male and four female senior athletes will be nominated each year for the MHSAA Scholar Athlete Award.

**ATHLETIC AWARDS**
A Croswell–Lexington High School Athlete can earn one varsity letter and one set of graduation numerals. A pin is awarded for each letter earned in a specific sport. A bar is awarded for each additional year on a varsity team. Varsity team members will receive a certificate each year. Varsity coaches will determine the criteria for a varsity letter in their sport and will submit it in writing to the Athletic Office for approval. The following special awards should be given to all varsity teams (not to any lower level team): MVP, Sportsmanship, Captains and MIP. Teams who win League, District, Regional or State Championships will receive a patch. Freshmen and Junior Varsity team members will receive a certificate.

**3 SPORT AWARD**
We encourage three sport athletes. The first year that an athlete competes in three sports they will earn a “3 sport athlete” T shirt, the second year you will receive a “3 sport athlete” hoodie, the third year you will receive a “3 sports athlete” duffle bag. The Pioneer Award will be given to athletes who play three sports for four years. The names of the athletes who complete three sports for four years will receive a cup and their names will be on a permanent plaque. We want multiple sport athletes, but we do not allow athletes to play two sports during the same season. Our athletic program believes that Pioneer Sports are the best place in education for teaching teamwork. We believe this value cannot be taught properly when student-athletes compete in more than one sport during a season.

**TEAM / INDIVIDUAL RECORDS**
Head Coaches are required to maintain school and individual records. This is important for building and maintaining the tradition of Croswell-Lexington Athletics. Copies of the records are to be submitted to the Athletic Office when the coach resigns. Coaches who cannot find existing records are to start them. All championship banners and record boards are to be kept up-to-date by the coach.

**CONFERENCES / CLINICS**
Coaches are encouraged to continue to acquire knowledge of their sport. Fundraised money may be used to pay for registration fees to all clinics. However, fundraised money may only be used to pay for a substitute teacher for their state association clinic. Parents and sponsors of an event are to be made aware that fundraised money will be used for coaching education. At this time, the District will not pay for substitute teachers or clinic registration.

**SUMMER PROGRAMS**
Summer is great for many activities and playing sports is something that many of our athletes enjoy doing during this time. Many coaches plan summer activities to help in the development of their players. All summer programs are open to all students and are not mandatory. Attendance or lack of attendance at summer events is not a factor in determining whether an athlete is selected for a team. Coaches will use announcements and a
flyer to make sure any student-athletes who has an interest receives summer information. Players are reminded that the *Pioneer Code of Conduct* is in effect during the summer. Coaches should communicate summer schedules to avoid conflicts for athletes.

**TRANSFER WITH A VIOLATION**

Croswell-Lexington High School will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student’s most recent previously attended school.

**INFLUENZA POLICY**

If Croswell-Lexington Schools are closed due to an outbreak of influenza, including H1N1, there will be no games or practice (this includes team meetings, film work, voluntary practices) until classes resume. If our opponent is out of school because of a flu epidemic or other illness outbreak, we will not compete with that school.

We need to encourage our athletes to maintain a healthy lifestyle that includes proper nutrition, rest, and hygiene. To stop the spread of influenza and other viruses, we need to discourage our athletes from getting together during the time we are out of school.

**OUT-OF-SEASON RULES**

Everyone associated with the Croswell-Lexington Athletic Department will follow the MHSAA rules for practicing out-of-season. It is recommended that out-of-season coaches do not work with in-season athletes. However, this may take place if the in-season coach agrees to let this happen. Knowing and following the MHSAA four-person rule is a must by players and coaches. Athletes who are trying out for a sport in the upcoming season are not permitted to participate in supervised/organized workouts (i.e. skill development, conditioning, etc.) for any sport other than the upcoming season two weeks prior and two weeks after the season begins.

Student athletes, who have the flu, including H1N1, are not to return to our teams until they have been given clearance from their doctor that they are no longer contagious.

**CROSWELL-LEXINGTON PIONEER ATHLETIC CODE OF CONDUCT**

Participation in the athletic programs at Croswell-Lexington Community Schools is considered an honor and a privilege that entails obligation to the school and community. The Athletic Code is in effect year round (12 months) and athletes are expected to conduct themselves in an exemplary manner at all times.

All students who wish to participate in athletics must pass a current physical examination signed by an M.D., D.O., Physician’s Assistant, or Nurse Practitioner and have it on file in the Athletic Office prior to the first practice. Student-athletes must also meet the eligibility requirements of the Michigan High School Athletic Association (MHSAA), as well as the specific expectations as determined by Croswell-Lexington Community Schools. Eligibility rules and their interpretations, found in the *MHSAA Handbook*, must be followed. All situations will be dealt with on an individual basis.
The coaches shall review the Code of Conduct with their teams at the beginning of each season. The student-athlete and his/her parent/guardian must sign a copy of the Code of Conduct and file it with the Athletic Office before the student will be eligible to practice. This signed copy will remain on file and be in effect for the duration of the student’s enrollment. Suspensions, probations or removal from athletics will not carry over from the Croswell-Lexington Middle School to the Croswell-Lexington High School.

**ACADEMIC REQUIREMENTS**

1) During the season a student must be passing all of his/her classes at Croswell-Lexington High School in order to participate in competition. The current marking period grades will be used in determining eligibility.

2) Grade checks will be done on Monday of the 3rd, 5th, 7th, and 9th week of each marking period with the exception of a two week grace period at the beginning of each new marking period.

3) In the event that a student is passing fewer than 6 classes, he/she will not play until the next eligibility check (the following monday). During that time, he/she must attend at least 3, 1-hour after-school sessions. These sessions are offered T-FR after school. With parent approval, the student would be able to attend practice sessions following their study sessions.

4) During the previous semester of enrollment, a student must not have failed more than 1 class.

5) If a student is failing a class, the student has a two-week probationary period to get that grade to be passing. This will be a one-time exception per season. The next eligibility period follows rule No. 2.

**ATTENDANCE REQUIREMENTS**

1) Croswell-Lexington student athletes must abide by the MHSAA Handbook, Regulation I, Eligibility Requirements for Senior High School Students and the Croswell-Lexington Student Handbook. Students must be enrolled in at least 4 classes, each worth ½ credit per per semester.

2) Student-athletes must attend school on the day of a contest for at least 3 hours to be eligible to compete in an athletic contest or practice. In cases of Virtual and CL5 students, they must attend at least half of their regularly scheduled courses on the high school campus. The Athletic Director may waive this requirement for reasons such as school activities (i.e. state tournaments), college visits, funerals etc.

3) Student athletes will be in attendance for first hour the day after an athletic contest in order to practice or participate that day.

4) Suspensions, unexcused absences, and detentions are considered actions unbecoming a Croswell-Lexington Athlete.

**ATHLETIC CODE OF CONDUCT MAJOR VIOLATIONS**

*(May include but are not limited to…)*
1) No drinking of any alcoholic beverages, Minor in Possession of alcohol, possession of false or altered personal identification, or any alcohol related violations/offenses/ situations.
2) No use or possession of mind altering drugs or illegal substances.
3) If at any time an athlete is in the presence of alcohol/drugs where minors are in violation of either rules #1 or #2, the student athlete must leave the environment where alcohol/drugs are present as soon as possible. Ten minutes is a reasonable amount of time to determine if alcohol/drugs are present. Failure to do so is a violation.
4) No smoking, use or possession of tobacco products, including vapes and oils.
5) No use or possession of any performance enhancing drugs, substances, or supplements, (i.e.: Steroids, Ephedra, Synephrine, Human Growth Hormone etc.)
6) Misdemeanors or felonies.
7) Hazing (the use of initiation tactics that could lead to emotional or physical harm), bullying (repeated instances of hurtful, demeaning, or physical actions), and cyber-bullying.
8) Second offense of minor infractions within the same season will become a major violation.

*Any time a student athlete exhibits unbecoming conduct of a Croswell- Lexington High School Athlete, the student athlete will be disciplined. The coach and/or Athletic Director will determine the extent of the discipline. For any non-season ending violation, the coach and/or Athletic Director will determine the extent of the discipline.

*Examples of unbecoming conduct, which will be determined to be either major or minor infractions by the administration, may include but are not limited to: sexual harassment, destruction of property, unexcused absence from practice, competition, or school, poor sportsmanship, consistent poor attitude, theft, vandalism, insubordination, cheating, obscene or abusive language, misbehavior in and out of school, etc.

**MAJOR VIOLATION CONSEQUENCES FIRST VIOLATION**

**In-Season** (fall, winter, spring)
- Removed from team and loss of awards
- One calendar year of probation

**Off-Season** (summer and non-participation periods in CLHS athletics during the school year)
- One calendar year of probation

**VIOLATION DURING PROBATION**

**In-Season** (fall, winter, spring)
- Removed from team and loss of awards
- Ineligible for the next 3 seasons (current +2)
- Student athlete must also obtain and verify assessment/counseling to regain eligibility if the violation is alcohol or drug related.

**Off-Season** (summer and non-participation periods in CLHS athletics during the school year)
- Ineligible for next 3 seasons (current +2)
- Student athlete must also obtain and verify assessment/counseling to regain eligibility if the violation is alcohol or drug related

**THIRD VIOLATION**
Regardless of in- or off-season, a third violation results in removal from all extracurricular activities.

**POLICY IMPLEMENTATION**
- Violation of Athletic Code of Conduct occurs.
- Athletic Director/coach notifies student and parent of violation and consequence
- Athletic Director sends written notification to parent of violation, consequences, and due process procedures.
- If parents choose to appeal, they must contact the Athletic Director within 3 school days after receiving written notification.
- Athletic Director will schedule a meeting to include the student, parent, coach, and Athletic Director.
- Following the Athletic Director meeting, if the parents choose to continue the appeal, they must contact the building principal within 3 school days.
- The principal will convene an appeal hearing with a committee comprised of the following voting members:

  - High School Principal – Chair (non-voting) Two coaches
  - One community member
  - One high school teacher (non-coach)
  - One Board of Education member

  *Committee may also include (non-voting)*
  - Athletic Director
  - Coach – of the sport from which the athlete has been removed
  - Parent/Guardian appealing
  - Athlete of parents appealing
  - Recording Secretary

The appeals committee will grant or deny the parent’s appeal by secret ballot and the decision is final. The appeals committee will determine whether to uphold or revoke the suspension. The principal will contact the parents with the committee’s decision within 24 hours. *In-season begins for the athlete with the first team practice and concludes at the team’s awards night. For multiple-sport athletes, in-season begins the night of the previous season’s awards night.*