

Mackinaw Trail Middle School

STUDENT HANDBOOK 2025/2026

8401 South Mackinaw Trail
Cadillac, Michigan 49601

Administrative Office: 231-876-5600
Attendance Hotline: 231-876-5603

Office Staff

Principal: Matt Brown

Principal: Michael Outman

Counselor: Shana Powell

Counselor: Alicia Damgard

Administrative Assistant: Lori Goodrich

Administrative Assistant: Jessie Papes



WELCOME TO MACKINAW TRAIL MIDDLE SCHOOL

MISSION STATEMENT

Mackinaw Trail Middle School seeks to create a challenging learning environment that encourages high expectations for success through developmentally appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. We strive to have our parents, teachers, and community members actively involved in our students' learning.

HANDBOOK CONTENT PAGE

STATEMENT OF COMPLIANCE 3

SEXUAL HARASSMENT 5

CURRICULUM 5

7th GRADE CURRICULUM 5

8th GRADE CURRICULUM 5

START AND END TIMES 5

VIKING FIGHT SONG 6

ATTENDANCE 7

Absence Policy: 7

Tardiness: 7

Truancy: 7

Notification: 8

Signing In and Out of School: 8

Releasing of a Student During the

School Day: 8

Illness or Injury at School: 8

Make-Up Work Policy: 9

Homebound Instruction 9

BEHAVIOR POLICY 9

WEAPONS-DANGEROUS MATERIALS 12

SEARCH AND SEIZURES 12

GENERAL GUIDELINES 13

LOCKERS 13

STUDENT APPEARANCE POLICY 14

HALLWAY (COMMON GROUND)
BEHAVIORS 14

LUNCH TIME GUIDELINES 14

MTMS ACTIVITY ELIGIBILITY
PERFORMANCE POLICY 15

ACADEMIC PERFORMANCE/RETENTION
15

REPORT CARDS 15

HONOR ROLL 15

BREAKFAST/LUNCH 16

FIRE AND TORNADO & SAFETY DRILLS 16

EMERGENCY SCHOOL CLOSINGS 16

MEDIA CENTER (Library) 16

MUSIC PARTICIPATION 16

ATHLETICS 16

CLUBS AND ACTIVITIES 16

GYM REGULATIONS 17

FUNDRAISERS 17

LOST AND FOUND 17

MEDICATION 17

RIGHT TO ACCESS 17

PRIVACY OF RECORDS 17

TRANSPORTATION 18weapons

ACCEPTABLE USE POLICY FOR

COMPUTER 20

ELIGIBILITY 22

COVID-28

MI SAFE START PLAN 25

PATHWAYS TO LEARNING 26

RETURN TO SCHOOL 27

Mackinaw Trail Middle School

STATEMENT OF COMPLIANCE Notice of Nondiscrimination Policy

It is the policy of the Cadillac Area Public Schools that no person shall, on a basis of race, color, national origin, sex, age, weight, height, marital status or physical handicap, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity and in employment. Any questions or grievances concerning Title VI, Title IX or Section 504 should be directed to the Mackinaw Trail Middle School Office.

NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES

These guidelines are established to assist in the proper implementation of Policy 2266.

The Board of Education does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to enrollment and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

SEX BASED HARASSMENT

The United States Department of Education, Office for Civil Rights ("OCR") considers gender-based harassment to be a form of sex discrimination. In 2020, OCR stated:

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee condition the provision of aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment;
- B. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C 12291(a)(10), "domestic violence" as defined in 34 U.S.C 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual Harassment may involve the behavior of a person of any gender against a person of the same or another gender.

The following conduct - if sufficiently severe, pervasive, **and** objectively offensive - may constitute Sexual Harassment (this list provides examples and is not meant to be exhaustive or exclusive):

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. Unwanted physical and/or sexual contact;
- C. Threats or insinuations implying that a person's conditions of education or employment may be adversely affected by not submitting to sexual advances;
- D. Unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, profanity, jokes, or innuendos;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature;
- F. Unwelcome and inappropriate touching patting, or pinching;
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; and
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

COMPLAINTS

The District is required to investigate a Formal Complaint that involves conduct that occurred in the District's education program or activity, even if the conduct occurred off school property. The District's education program or activity includes locations, events, and circumstances over which the Board exercises substantial control over the individuals involved. The Title IX Coordinator shall determine whether any alleged off-campus sexual harassment occurred in an educational program context or school activity. All formal allegations of sexual harassment shall be investigated as outlined in Policy 2266.

TRAINING

The District shall provide training specific to employees and students as outlined in Policy 2266 and shall include, but not limited to, the definition of sexual harassment, behaviors that lead to or may be considered sexual harassment, impact on victims of sexual harassment, appropriate reporting of alleged sexual harassment, the definition of consent applicable to sexual conduct, and Title IX protections against retaliation. For a full list of required training, see Policy 2266.

SEXUAL HARASSMENT AND SEXUAL ASSAULT GUIDELINES

DISTRICT TITLE IX COORDINATOR

For more information regarding equal employment opportunity, discrimination, and/or harassment, please review CAPS Board of Education Policies [3122](#), [4122](#), [3362](#), 2266 and [4362](#) or contact Michael Outman or Jaime Heuker, Title IX Compliance Officers

Michael Outman michael.outman@cadillacschools.org

Jaime Heuker jaime.Heuker@cadillacschools.org

231-876-5000

CURRICULUM

ALL students will have the following classes:

Math, English Language Arts, Science, Social Studies, Physical Education.

6th GRADE CURRICULUM

Departmentalized: Students move from class to class.
Students will have a homeroom teacher (1st hour).

6th Grade students will also rotate through electives for one class period. Students can also elect to have ONE of the following: Band, Orchestra, or Choir.

7th GRADE CURRICULUM

Departmentalized: Students move from class to class.
Students will have a homeroom teacher (1st hour).

7th Grade students will also rotate through electives for one class period or can choose ONE of the following: Band, Orchestra, or Choir.

8th GRADE CURRICULUM

Departmentalized: Students move from class to class.
Students will have a homeroom teacher (1st hour).

8th Grade students will also rotate through electives for one class period or can choose ONE of the following: Band, Orchestra, or Choir.

[MTMS Course Catalog](#) - Copies of the Mackinaw Trail Middle School Course Catalog can be obtained from the MTMS office or online.

START AND END TIMES

Regular Schedule

First Bell: 7:30 AM

1st Hour: 7:35 AM

End: 2:25 PM

Late Start Monday

First Bell: 9:00 AM

1st Hour: 9:05 AM

End: 2:25 PM

VIKING FIGHT SONG

Plunge right through the line of blue

Watch the points keep growing

Viking teams are bound to win,

They're fighting with a vim

RAH RAH RAH

See that line a weakening

We're going to win this game!

FIGHT FIGHT

Come on team FIGHT!

VICTORY FOR CHS!

ATTENDANCE

Cadillac Area Public Schools believes strongly that important events take place in class every day and the interactions and instruction between teachers and students can never be fully replaced when a student is absent. Research shows that frequent absences seriously impact a student's ability to be successful in school.

ENFORCEMENT OF SCHOOL ATTENDANCE

The State of Michigan has a compulsory school attendance law that requires a parent, legal guardian or other person having control or charge of a child to send that child to public school for education purposes from the age of six to the child's eighteenth birthday. The exceptions include, but are not limited to, sending the child to a state-approved, nonpublic school or educating the child at home in an organized educational program. Although the compulsory school attendance law does not apply to children under the age of six, a child who is at least five years of age by December 1 of the school year and is a resident of a school district which provides kindergarten work is entitled to enroll in the kindergarten MCL 380.1147.

MCL 380.1561(1) provides the ONLY exceptions from attending public school for the entire school year.

Attendance/truancy officers are employed by the local school district such as CAPS and or by the intermediate school district such as the WMISD. The attendance/truancy officer is a court liaison that has the powers of a deputy sheriff within the school district while performing official duties and pursues cases of nonattendance which are reported to them by the proper authority. Local school districts such as CAPS with more than 1,000 students may employ their own attendance officers and the intermediate school board must select one or more persons to serve as attendance/truancy officers for the intermediate school district who then assume office.

An attendance/truancy officer is required to investigate cases of nonattendance at school when notified by the superintendent, administration or other school staff. If a child is repeatedly absent from school without valid excuse, or is failing in schoolwork or gives evidence of behavior problems, and attempts to confer with the parent or other person in parental relationship to the child fail, a request is made that the attendance officer attempts to notify the parent or other person in parental relationship by registered mail to come to the school or to a place designated at a time specified to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities. MCL 380.1586(2).

If a parent or person in relation fails to send a child under their control to the public school or other school listed under [MCL 380.1561], the attendance/truancy officer, upon receiving notice from proper authority of that fact, shall give written notice in person or by registered mail to the parent or other person in parental relation requiring the child to appear at the public school or other school on the next regular school day following the receipt of notice, and to continue in regular and consecutive attendance in school. MCL 380.1587. At this parent meeting, school officials will attempt to work together with parent(s), guardians and or students to figure out the reasons for the non-attendance and offer interventions to deal with the situation.

If the parent fails to comply with this notice or the truancy continues after attempts to resolve the problem, the attendance officer shall make a complaint against the parent or other person in relation having the legal charge and control of the child who fails to comply to the court having jurisdiction for truancy, refusal or neglect to send the child to school. MCL 380.1588. Likewise, the family division of the circuit court in the county where the minor under 18 years old resides has exclusive jurisdiction over truants. The attendance/truancy officer can make a referral to the prosecuting attorney to petition the absentee child to appear before the judge or referee to face justice for truancy charges.

Parents/guardian(s) are required to send their children to school unless they fit into one of the exceptions under MCL 380.1561(3). The attendance officer and or school district makes every attempt required by statute before filing for civil or criminal charges and follows guidelines to try to resolve the problem before pursuing court action. There are serious consequences to truancy and anyone who may be found in violation of truancy may be found guilty of a civil fine between \$5.00 and \$50.00 or criminally up to 90 days in jail, or both. MCL 380.1599. These matters are taken very seriously in the court system and every attempt is made to try and avoid this unwanted outcome.

Michigan Legislature defines truancy as a child who has 10 or more unexcused absences per school year. Chronically absent would be defined as a child who is absent for 10 percent or more of the scheduled school days in a school year and can include days missed due to excused absences, unexcused absences, suspension or expulsion.

Absence and Tardy Definitions

Cadillac Area Public Schools recognizes that there are situations out of your control when attendance in school may be impacted. CAPS is working collaboratively to create clear definitions, policies, and steps to improve student attendance.

Chronically absent means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. (For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.) Note: All absences for the school year should be counted, even if they have carried over from a different school.

Truant/Truancy means a child who has ten (10) or more unexcused absences per school year. A child should be counted as truant only once in a given school year. Once deemed truant, a student shall be monitored throughout the school year until improved attendance is consistent.

Tardy/Late Absences A student who enters a classroom after the bell is considered tardy, unless excused. Tardy students not only miss learning time, but also interrupt the learning of other students in class.

Students who are tardy or arrive more than ten minutes late to class would be marked absent for that period of the day if deemed unexcused/undocumented and these tardy absences shall also count for truancy purposes and counted as instructional hours missed for that period.

The following are **excusable** causes for your student to be absent from school under truancy laws:

- Funeral

- Legal/court proceedings
- Religious holidays
- Professional appointments with appropriate documentation
- School/educational activities
- Hospitalization or chronic illness with doctor's note

Absences not excused within the three (3) school days will be recorded as unexcused.

Unexcused absence: is any absence not accounted for above, examples of unexcused absences regarding truancy include, but not limited to:

- *Staying home*
- *Overslept*
- *Travel*
- *Weather*
- *Missed bus*
- *Sickness (not documented)*
- *Willful truancy (skipping)*

Chronic Absence and Tardy Procedures

Per state law, chronic absence and tardiness are defined as **missing 10% of enrolled school days**. This includes all absences. An absence is an absence, so please keep that in mind. Even with a parent calling them in to excuse it with a doctor's note or some documentation at the school level, it will still be counted against the student's attendance at the truancy level. Excused absences with documentation provided within a 3 day grace period will be marked excused and not counted toward truancy. There is a difference between being chronically absent and being truant. Truancy involves a student accumulating 10 or more undocumented/unexcused absences at any time. Truancy can also include the student accumulating 4 or more undocumented/unexcused absences/tardies in a month. Student(s) absences/attendance can also be carried over from the previous school year or another school district and attendance will be flagged and monitored until satisfactory attendance is met.

In order to provide intervention and support of students who are truant, chronically absent and/or tardy, the following attendance action steps will be taken:

1. At 5 or more absences. A warning letter and or a form of contact may be made informing of the student's amount of absences/tardies.
2. After 10 absences, the school will contact parent/guardians. This contact may include but is not limited to, letter to the home, phone call or email communication. A home visit can be conducted at any time to check the well being of the student, have a meeting and or locate the student if needed.

3. Upon contact, the school administrator, counselor, or district truancy officer will arrange a conference to be attended by the parents/guardians and child if necessary. The focus of this meeting will include:
 - a. Discussion of the problem in an attempt to find causal factors
 - b. Development of an Attendance Intervention Plan to reduce barriers to attending
 - c. Eliciting cooperation of the family and student to initiate action
 - d. Referral to partner agencies/resources if warranted.

CAPS will make multiple attempts to work with parent(s), guardian(s) and students to help and or suggest ways to resolve attendance issues. CAPS administration will make every attempt possible to help in any way that we can by meetings, providing resources and or having some sort of contact-but missed meetings and or non compliance can and will result in the next step in the truancy process as the law, strict policy and procedures must be followed. Ultimately cooperation is needed to meet a common goal of the best interest of the student and resolving attendance issues.

4. After the school has attempted or complied in holding the above meeting, and the student has accumulated additional absences or tardies, a second communication will be made via certified mail or in person to the parent(s)/guardian(s) and a second meeting will be attempted.
5. At the second attendance meeting, the meeting will be held by the district truancy officer and/or ISD truancy officer. The focus of this meeting will include:
 - a. Review, revision and recommitment to the Attendance Intervention Plan with referral to partner agencies/resources
 - b. Explanation and documentation that further absences can and will result in automatic referral to the prosecutor.
6. Once a student has acquired 15 or more absences, the parent(s)/guardian(s) and or student can be turned over to the ISD Truancy Officer, Law Enforcement, Prosecutor and or residing Courts at any time. Additional absences shall result in automatic referral to the ISD truancy officer then prosecutor.

Disclaimer: CAPS administration/truancy officer reserves the right to jump right to the necessary step and or the certified stage in the truancy process at any time accordingly depending upon the amount of absences and situational circumstances.

****If a medical reason causes excessive absences, then administration will make the final decision on the educational impact.***

Tardy Definitions

Being on time for school is an important part of starting a successful day for your student.

Students who arrive 10 minutes late for class will be considered absent for that class period. Teachers have been instructed to assign detention to students on their 3rd and 4th tardy of the quarter. After four tardies, students will be referred to the administration for chronic tardiness. Chronic tardiness may result in parent conferences, detention, in-school suspension (SSC), Saturday School, and/or out-of-school suspension.

Chronic Absence and Tardy Procedures

Per state law, chronic absence and tardiness are defined as **missing 10% of enrolled school days** (or more than 4 days a month).

Cumulative Excessive Absences and Tardies

In order to provide intervention and support of students who are chronically absent and/or tardy, the following attendance action steps will be taken:

1. After 10 absences, the school will contact parent/guardians. This contact may include but is not limited to, letter to the home, phone call or email communication.
2. Upon contact, the school and/or counselor will arrange a conference to be attended by the parents/guardians and child. The focus of this meeting will include:
 - a. Discussion of the problem in an attempt to find causal factors
 - b. Development of an Attendance Intervention Plan to reduce barriers to attending
 - c. Eliciting cooperation of the family and student to initiate action
 - d. Referral to partner agencies/resources if warranted
3. After the school has complied in holding the above meeting, had one (1) additional personal contact with the family, and the student has accumulated five (5) additional absences or tardies, a second communication home will be sent via registered mail to the parent(s)/guardian(s) requesting a second meeting.
4. At the second attendance meeting, the school shall include the identified district or ISD truancy officer. The focus of this meeting will include:
 - a. Review, revision and recommitment to the Attendance Intervention Plan with referral to partner agencies/resources
 - b. Explanation and documentation that further absences can and will result in automatic referral to the prosecutor.
5. Additional absences (16 and beyond) shall result in automatic referral to the prosecutor via local law enforcement.

Signing In and Out of School:

Any student leaving the building during school hours for any reason must sign out at the Office. Students coming into the building after the start of the school day must sign in. If this procedure is not followed, the student may be considered truant and face further disciplinary actions. Students in the building after 2:45 PM should be with staff in an organized event or waiting respectfully in the lobby or in front of the building.

Releasing of a Student during the School Day:

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

Illness or Injury at School:

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

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

Make-Up Work Policy:

It is the responsibility of the student to make up any required work missed during an absence. For absences less than two full days, the student will need to meet with their teacher(s) to acquire assignments. It is the student's responsibility to request make-up work the same day s/he returns to school from an absence. Make-up work is to be completed at a time mutually convenient to the student and staff member involved with at least one day of make-up time allowed for each day of absence.

For absences lasting two or more days, homework requests will be honored no sooner than the second day of the absence. Homework requests can be initiated by calling the office no later than 10:30 am on the day the homework is needed, and can be picked up in the office at the end of the school day.

In the event of a long-term absence (due to illness or family emergency), it is the teacher's discretion what assignments need to be made up with a schedule for completion.

ISS.....all work can be made up

OSS.....all work can be made up

Truancy.....all work can be made up

Homebound Instruction

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

BEHAVIOR POLICY**Academic Honesty & Responsible Use**

Cheating is any form of dishonesty used to gain an unfair academic advantage. It undermines the learning process and includes, but is not limited to:

1. Sharing answers or test questions with others
2. Copying someone else's work or allowing others to copy yours
3. Using unauthorized notes, devices, or websites during assignments or tests
4. Collaborating with others without the teacher's permission
5. Submitting someone else's work as your own (this includes AI-generated work, if not permitted)
6. **Use of AI:** Students may only use AI tools with *explicit permission* from their teacher. Each teacher will explain when and how AI can be used, and rules may differ by class or assignment. Using AI in ways that go against a teacher's directions or to misrepresent their work (such as copying answers or submitting AI-generated writing as their own) is considered academic dishonesty.

Violations of academic honesty will result in appropriate consequences. Students are responsible for understanding and following each teacher's guidelines. When in doubt, ask for clarification before submitting work.

Definition of Mean Behavior:

"Mean behavior is any mean look, mean gesture, mean word or mean action that hurts a persons body, feelings, friendships/ reputation or property."

LEVELS

Levels were created to help students take responsibility for their actions, while providing a safe nurturing environment for learning to take place. Administration reserves the right to adjust the consequences, as individual circumstances require.

Divided into two categories:

- ❖ Minor Problem Behavior: Stopping unwanted behaviors early
- ❖ Major Problem Behavior: Serious emotional, physical or verbal behavior

CAPS Bullying Policy can be found at the following link:

[Bullying Policy](#)

SUSPENSION

Under certain conditions as outlined in our handbook, students may be denied the privilege of attending school. The rules and regulations listed below shall also apply at any event or function and location at which students are participants, or at any time, in or out of school, when the conduct has a direct and immediate effect on the discipline and welfare of the school and its personnel. The discipline may be progressive for each infraction or combination of infractions up to fewer than 60 school days (MCL 380.1310d(5)). A student may be suspended immediately when the health and welfare or safety of a student or school employee is in question.

Prior to any suspension the student has the right to 1) be told the nature of the charge, 2) be given an opportunity to respond and 3) if he/she denies the charges, be given a statement of the evidence supporting them.

Students who have been suspended from school shall not be on school property or shall not attend extracurricular activities for the duration of their suspension.

EXPULSION

Under certain conditions as outlined in the Code of Conduct and/or as outlined in Section 1311 of the School Code, students may be recommended for exclusion from Cadillac Area Public Schools. Expulsion is defined as exclusion of a student from school for disciplinary reasons for a period of 60 or more school days.

Mandatory permanent expulsion (for violations of Section 1311 of School Code and/or Level 4 violations) as defined by MCL 380.1311 (4) excludes students from all public schools in the state of Michigan and shall not be allowed to enroll in a school district unless the student has been reinstated under subsection (6). Mandatory permanent expulsion may result in reinstatement but is not required.

Students who have been excluded shall not be on any school or CAPS property and shall not attend extracurricular activities for the duration of their expulsion.

SECLUSION AND RESTRAINT

Seclusion and Restraint shall only be used in last resort emergency intervention. Emergency seclusion and emergency physical restraint may be used only under emergency situations in which a student's behavior poses imminent risk to the student's safety and/or safety of others and requires immediate intervention. Students requiring emergency seclusion and/or restraint will only be administered by trained and certified members of the building Crisis Prevention and Intervention (CPI) team.

DRUGS AND TOBACCO/NICOTINE PRODUCTS

The use, possession, and distribution of illicit drugs, alcohol and/or tobacco/nicotine is unlawful. Students who violate federal, state and local laws along with the Board of Education policy will be dealt with under existing policies and procedures as outlined in this document. The Cadillac School District recognizes that chemical dependency is a treatable health problem, which does not respect any group or age. Health problems of youth are primarily the responsibility of the home and community, but schools share in that responsibility.

The consequences for a violation of the drug/alcohol policy may occur at four different levels:

LEVEL I

VIOLATION: Possession of drugs/alcohol paraphernalia, *zig-zag (papers)* i.e. pipes, vapes, e-cigarettes, vape juice, clips, empty containers used for alcohol, drug or nicotine substances, during school or at a school activity, or if found guilty in the courts.

CONSEQUENCES: 1) Confiscation of said materials; 2) Parent notification; 3) Three days out-of-school suspension, plus referral to counseling if considered appropriate by the administration.

LEVEL II

VIOLATION: Possession of alcohol or illegal drugs:

CONSEQUENCES: 1) Five (5) day suspension out of school or a three (3) day suspension out of school with a referral to counseling and the following of recommended guidelines from the counseling referral. 2) Immediate removal from school property by a parent, legal guardian, or police if the parent is not available in a reasonable amount of time. 3) Notification of law enforcement and charges pressed. If a second infraction occurs within a given school year, the violator will receive a more stringent penalty that may include expulsion.

LEVEL III

VIOLATION: Reasonable suspicion or witnessed the use of drugs or alcohol.

CONSEQUENCES: 1) Seven (7) days suspension out of school or a five (5) day suspension out of school with a referral to counseling and the following of recommended guidelines from the counseling referral. 2) Immediate removal from school property by a parent, legal guardian, or police if the parent is not available in a reasonable amount of time. 3) Notification of law enforcement and charges pressed. If a second infraction occurs within a given school year, the violation will receive a more stringent penalty that may include expulsion.

LEVEL IV

VIOLATION: Distribution, sale or attempted sale of alcohol/drugs during school or at school activities.

CONSEQUENCES: 1) Ten (10) day suspension, 2) Move for expulsion, 3) Notification of law enforcement agency, 4) Charges pressed.

WEAPONS-DANGEROUS MATERIALS

Weapons (knives of any size or type, firearms, clubs, etc.) or dangerous materials (matches, lighters, fireworks, laser pointers etc.) are not permitted at any time on school premises.

SEARCH AND SEIZURE

Process and Procedure

1. The principal, assistant principal, or the principal's designee has the right to search a locker, personal property and/or individual to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.
2. Law enforcement officers have the right to be in the building if they have a warrant or are invited by the school authorities. When the officer has reasonable cause to believe that the person has committed a felony or misdemeanor, law enforcement officers are empowered to arrest or search a person without a warrant, including children.
3. School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general and random inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.
4. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

GENERAL GUIDELINES

All the members of the MACKINAW TRAIL MIDDLE SCHOOL community are expected to be respectful, positive group members who are honest, punctual, open-minded, kind and responsible. It is the responsibility of all MTMS community members to know the information that is given in this handbook.

Occasionally during the school year, the student council or different teams may offer an evening activity. Please note that MTMS expectations for community members would be the same as during the school day.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

The possession of a cellular telephone, camera, or other ECD by a student is a privilege. **Cell phones and electronic communication devices of any kind will not be seen/used in classrooms and offices without permission during the school day.** The misuse of cell phones and electronic communication devices in a classroom setting interrupts the educational climate. In order for students and staff to ensure quality, safe and productive instructional time, cell phones and personal electronic devices shall only be used in the following areas and times:

- In the gym or cafeteria before school when student meetings are not occurring.
- After school

Consequences for such infractions:

First time: Student may pick up after school,

Second time: Staff member takes device and places it in the office for parent pick up.

Third time: Parent must pick up and student will no longer be able to bring electronic devices to school

Further infractions: Parent must pick up and student will receive a day of SSC

Students who need to communicate with a parent during the school day are able to use the phone in the student office.

LOCKERS

Students will be issued lockers at the beginning of the school year for their personal use. Sharing lockers is not allowed at MTMS. This will assist in preventing the loss of personal property. You will be given a combination for your locker. This combination is private and the security of your possessions depends on your ability to keep the combination confidential. You are responsible for the care and appearance of your locker. Locker inspections will be made throughout the school year. Locker inspection is an opportunity for you to demonstrate pride in yourself & your school. Permanent fixtures are not allowed inside or outside of the locker. Students may hang pictures, mirrors, posters on the INSIDE only of their locker (no stickers).

STUDENT APPEARANCE POLICY

Our commitment to educating the whole child should include an understanding of proper grooming. Neatness of appearance and cleanliness of a person reflects an expression of pride in one's self, in one's school and in one's community. Forms of student dress are acceptable as long as they are neat, clean and not considered distracting to the educational process (i.e. profanity, tobacco, alcohol, illegal substances, suggestive or vulgar slogans are not permitted on clothing). The wearing of hats, hoods, bandannas, coats, halter tops, bare midriff tops, mini skirts, backless, strapless, off-the-shoulder blouse, and mesh shorts and baggy clothing (such as may have the potential of exposing the student) are not appropriate in the school building. Clothing that promotes racial intolerance is also not acceptable at school. Shorts and skirts must be approximately mid-thigh. Dress skorts are permitted. Students may wear tank tops; however, the shoulder straps must be approximately 2" wide. Chains and other jewelry, which have the potential to cause injury or bodily harm to students and others, are not permitted.

HALLWAY (COMMON GROUND) BEHAVIORS

It is the responsibility of each student to know the common ground behaviors and to manage his/her behavior on common ground.

1. Keep yourself to yourself - People will see all parts of yourself kept to yourself and personal belongings kept to yourself. People will hear quiet bodies and quiet belongings.
2. Do the walk right – People will see you walk at your teacher's pace, walk on the right side of the hall, walk in a businesslike manner, and be in the right place at the right time. People will hear the sound of businesslike movement.
3. Softer chat is where it is at – People will hear a conversational/restricted volume and a conversational tone.
4. Respect us all (protect our site) – People will see us maintain our common ground and give others their space. People will hear courteous words, and harmful behavior will be reported.

LUNCH TIME GUIDELINES

So we may maintain a safe and relaxing lunch break, we ask you to follow these guidelines:

1. Please eat your lunch in the designated cafeteria area or obtain permission to eat elsewhere from an adult who is supervising you during your lunch break.
2. Take pride in yourself and your school by using good manners and cleaning up after you eat.
3. Lunchroom supervisors are there to assist you with any problems or questions. Always ask their permission before leaving the cafeteria.
4. When you are dismissed for lunch recess, please stay on the designated playground until you are dismissed to return to class by a supervisor.

MTMS ACTIVITY ELIGIBILITY/PERFORMANCE POLICY

A student's eligibility is determined by his/her performance (academic performance and behavior). At certain times during the school year, when time and funds allow, eligible students are rewarded with fun, engaging "Eligibility Activities" within the school day.

A student may be ineligible if he/she:

1. Has missing instruction time and/or missing or incomplete assignments. The administrator and teacher will use their discretion if the student needs to make up class time and/or redo or complete assignments.
 2. Has two (2) or more E's.
 3. Has received a write up at a level determined to be ineligible according to Discipline Referral(s).
- A. An ineligible student:
1. Is not allowed to participate in Eligibility Activities.
 2. Is not allowed to attend any middle school special events in which s/he is a participant outside normal school hours *during that week* (i.e. activity nights, special activities, assemblies, intramurals, ski bus).
- B. Ineligibility and attendance:
- It is expected that ineligible students will attend school when MTMS is hosting eligibility activities during regular school hours. A supervised work completion area will be available for ineligible students.

Teachers will:

1. Inform students of missing assignments.
2. Grade and return assignments in a timely manner.
3. Establish and inform students of due dates.

ACADEMIC PERFORMANCE/RETENTION

If there are any academic or grade-level concerns for the following school year, a parent meeting will be scheduled to discuss placement.

REPORT CARDS

There will be four (4) nine-week marking periods. Your report card will be distributed the week following each marking period.

HONOR ROLL

The honor roll is a list published after report cards are distributed. To be on the "All A" honor roll, a student must have all A's and A-'s on their report card. A combination of A' through B- will qualify you for the A/B honor roll. Students receiving a C, D or E/F will not qualify for the honor roll. The honor roll will be prepared each semester.

BREAKFAST/LUNCH

Please follow the food service links on cadillacschools.org for current menus and lunch prices. Breakfast is free for all students and is served from 7:00 –7:30 AM (times subject to change). Applications for free or reduced lunch may be obtained in the MTMS office. A Student ID Card Number must be used in order to participate in any food service program.

FIRE AND TORNADO & SAFETY DRILLS

We will have practice fire, tornado and safety drills throughout the school year. We appreciate your total cooperation during these drills. Safety Drills include “secure mode” where students are to remain in the classrooms and not moving around the building or grounds. After the drill, the vikingnet website calendar will be updated with the date and time it occurred.

EMERGENCY SCHOOL CLOSINGS

If the school should be closed because of weather or an emergency, local radio and TV stations will announce it as early in the morning as possible. Parents and their children should discuss where the student should go in case an emergency school closing occurs after students have already arrived at school.

MEDIA CENTER (Library)

The Information Center is where MTMS community members will access and use information. The Info Center will support the development of life-long reading habits. All Information Center procedures will support these goals. This area will be open in the morning at 7AM for students to complete work and stay open until 3:30PM for additional support in their studies.

MUSIC PARTICIPATION

Students who elect to participate in band, strings or choir are required to remain involved for the semester or longer. This commitment is necessary due to performances.

ATHLETICS

Mackinaw Trail Middle School follows the athletic code and policies adopted by the Cadillac Area Public Schools Board of Education. Copies of the athletic code and policies are available in the Office at MTMS and are handed out by coaches at the beginning of each new sport season.

Additional policies pertaining to eligibility requirements for Mackinaw Trail Middle School student athletes are outlined within this Handbook.

CLUBS AND ACTIVITIES

Throughout the school year, MTMS will offer various clubs and activities. Information will be posted on our website and on morning announcements to keep students informed. New clubs are encouraged as long as the principal approves the club and it has an adult advisor.

GYM REGULATIONS

To encourage the development of the whole child, all students are required to take physical education unless excused by a physician. Students are encourage to bring gym shoes, and a change of clothes for gym. *Students should LOCK any valuables or money in their lockers prior to attending PE class.* The school cannot be responsible for the loss of valuables or money not locked in a locker for safekeeping.

FUNDRAISERS

MTMS students will be given the opportunity to participate in a limited number of fundraisers. Participation is on a voluntary basis.

LOST AND FOUND

Please label all personal property with your first and last name. This will help to identify lost articles. All articles found should be turned in to the Office. The office will make every effort to find your property. All unclaimed items will be displayed during Parent/Teacher/Student conferences so parents may look for lost items also. At times, throughout the year, unclaimed items will be donated to charity. We strongly discourage students bringing valuable objects to school unless it is necessary. All unclaimed lost and found items will be donated to a charity at the end of each month.

MEDICATION

For the safety and health of all MTMS community members, we ask that any medication you need to take at school be checked in with the Office personnel. It is the policy of the Cadillac Area Public Schools to require signed "Medication Permission Forms" for the dispensing of any and all medicines to the students. The parent requesting the dispensing of medicine to the student, with full instructions on how to administer it, must sign these forms.

RIGHT TO ACCESS / PRIVACY OF RECORDS

All parents and guardians of students under 18 years of age, and all students 18 years of age and over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to that student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearing on a challenge, shall be established by the Board of Education and be made available upon request.

No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parents or guardian of a student under 18. Except (1) the teachers and officials of this school district who have a legitimate educational interest in such information or unless (2) there has been a federal request for submission on student records in connection with a student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

TRANSPORTATION

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

TRANSPORTATION GUIDELINES AND PROCEDURES

We, the bus drivers, administrators and Board of Education of Cadillac Area Public Schools, want to provide as safe and pleasant an atmosphere on our busses as possible and to ensure that we are providing it, the following rules of behavior are to be observed by every bus rider:

RESPONSIBILITY OF STUDENTS (Transportation)

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

TRANSPORTATION CONSEQUENCES

1. The first violation of any of the above will be a verbal warning to the rider and a notation in the driver's logbook. **(Drivers are encouraged to contact parent at his/her first violation.)**
2. A second violation will result in the driver filling out the first misconduct report and the building administrator will contact the parent. The misconduct report is either sent home with the student or mailed to the parents.
3. A third violation will result in the driver filling out a second misconduct report and the building administrator will contact the parent. The student will not be allowed to ride the bus until parent, student, driver and administrator have met to develop an acceptable plan.
4. A fourth violation will result in the driver filling out a third misconduct report & the student's bus privileges will be suspended for a minimum of twenty (20) school days.
5. A fifth violation will result in the driver filling out a fourth misconduct form and the student's bus privileges will be suspended for the remainder of the school year or thirty (30) days, whichever is greater.

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

BUS SAFETY RULES

1. Students are to stay off the roadway at all times while waiting for the bus.
2. There is to be no running, pushing, fighting, etc., at any bus stop or on the bus.
3. Students are to wait at the driver's designated safety spot until the bus has come to a complete stop and the door is opened. Students on the bus are to stay seated until it has come to a complete stop.
4. Students are to get on the bus in an orderly fashion, single file. After exiting, all students are to move immediately (whenever possible at least six (6) feet) away from the bus and the roadway.
5. Students are to look both ways and walk, not run, when crossing the road/street in front of the bus.
6. Students are allowed to leave the bus only with the driver's consent. No high school or middle school students are allowed off the bus at elementary schools except to change buses.
7. Students are to enter and exit the bus only by the front door, including field trips/athletic or band trips, except in emergencies. The emergency door is to be used for emergencies only, except as directed by the driver.
8. The emergency door area is to be kept clear at all times.
9. Students are to stay in their seats at all times. Passengers are not permitted to walk in the aisle or be in the driver's area while the bus is in motion.
10. Students are to be quiet at all railroad crossings.
11. No skateboards, ski boards, skis, water guns, water balloons, glass containers; no radios other than pocket size with headphones; & no animals are allowed on regular bus routes.
12. Students are not to throw anything on the bus.
13. Students are to keep the bus clean, sanitary & orderly.
14. Students are to inform the driver of any damage to the bus.
15. Students are to keep their hands, arms and heads inside the bus at all times.
16. Students are not to eat or drink while riding the bus (unless permission is granted for specific occasions).
17. Students will not use profane language, racial slurs or language that has sexual meaning.
18. Students are to have written permission from their parents if they will be transported on another bus or will be getting off at another stop. The student should take the permission note to the office for approval and the student will receive a bus pass. The bus pass is then given to the bus driver.

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

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

ACCEPTABLE USE POLICY FOR COMPUTER, NETWORK AND INTERNET USAGE

The Cadillac Area Public Schools provides computers and access to information via the internet and other resources for users to conduct research and communicate with others for approved educational reasons. All users of computers and the network are expected to access these resources in a responsible manner, consistent with the educational and information purposes for which they are provided. Independent access to network services is provided to users who agree to act in a responsible manner. Minors must have the permission of their parents. Access to the network is a privilege, not a right.

Following is a list of responsibilities that govern the usage of computers and the network. Every situation cannot be covered in this list, but the principles of usage expressed in this statement of responsibilities should guide the user in making the proper decisions. Improper use of the computers and access to information resources will result in the suspension or revocation of computer and network privileges and/or disciplinary action, which may include but is not limited to restitution for harm caused to the school district or the network.

1. Users may not introduce copies of software into the network without direct staff permission.
2. Users may not copy software that is restricted through patent, copyright or licensing.
3. Users must not damage or attempt to damage the computer or related hardware, computer systems or computer networks.
4. Users must not attempt to change or damage software or utilize it other than the way it was intended.
5. The following uses of school-provided internet access are not permitted:
 - a. The accessing, uploading, downloading or transmitting of pornographic, obscene or sexually explicit material;
 - b. transmitting of threatening language;
 - c. violating any local, state or federal statute;
 - d. vandalizing, damaging or disabling the property of another individual or organization;
 - e. accessing another individual's materials, information or files without permission;
 - f. violating the copyright or otherwise using the intellectual property of another individual or organization without permission;
 - g. creating "chain mail" or other "broadcast" messages;
 - h. transmitting commercial or for-profit messages or political lobbying.
6. When using the network, students must:
 - a. Use proper user names, passwords and log-on procedures;
 - b. change their passwords frequently;
 - c. never share passwords with other users or reveal personal information such as the posting of a full name, address or phone number.
7. Users may not set up or use an email address or a web page without written permission of a designated faculty member or administrator.
8. The downloading or maintenance of files that disrupt the system will not be allowed. Limits will be placed on connection time to prevent disruption of the system and all email files should be regularly cleaned up.
9. Deliberate attempts to introduce a virus into the system or the spreading of a virus through unauthorized software will result in severe penalties to the offender.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

The Cadillac Area Public Schools does not warrant that the functions of its network or internet resources will meet any requirements the user may have or that it will be error free or uninterrupted. The school district will not be liable for any direct or indirect, incidental or consequential damages (including lost data, information or time) sustained or incurred in connection with the use of the school district's network or internet resources. Students' use of any information obtained from the school district's network or internet resources is at their own risk.

Some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make internet access available to further educational goals and objectives, other materials might be accessed as well. We believe that the benefits to users from access to the internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Cadillac Area Public Schools support and respect each family's right to decide whether or not a minor should apply for access.

ELIGIBILITY

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

For a student to be eligible to compete in the extra-curricular program for a full term, s/he shall not have failed or lost credit in more than one (1) half-credit class the previous term and must be enrolled in the equivalent of five classes each term. The only one-half credit courses that are acceptable are those taken in the regular day school program. Correspondence courses and adult night school courses will not be counted. Failed courses may be made up in an administratively approved summer school program for reinstatement of extra-curricular eligibility.

Eligibility will also be monitored on a weekly basis during the term. If a student is failing or has lost credit in more than one class, the student will not be able to participate in extra-curricular activities. No student can receive a failure in a class and be placed on the eligibility list without first receiving a warning on the eligibility list in that class. If a student has not received a warning or failure the previous four weeks for eligibility purposes, the student must receive a warning before a failure can be given again. If a student seeks academic help that results in a loss of practice time, s/he will not be penalized for doing so. Ineligible students shall not be allowed to be released for the day or early from school to travel with the team or organization.

In no instance will Cadillac Area Public Schools, by enforcing weekly eligibility rules, be in violation of Michigan High School Athletic Association rules. If there is a conflict, MHSAA rules shall prevail. However, the more stringent of the penalties shall also apply. A student who is serving an out-of-school suspension shall not participate in any extra-curricular activities (practices, competitions, meetings, etc.) on the day(s) of the suspension and also on any non-school days until the suspension has been completed. A student who is absent in the immediate one-half (1/2) day preceding participation in extra-curricular activities may not participate in that program's games, practices, performances, or competitions. One-half (1/2) day shall be defined as that student's last two scheduled classes on the day of the activity. In case of an oversight, a penalty will be imposed, i.e. missed practice for a practice-game for a game. Exceptions will be made for death in family, college visitation, etc. Exceptions will not be made for illness, skips, shopping, or any absence without advance notification. (This list is not all-inclusive.) Students participating in athletics must be physically fit, have a parent signed

approval slip, and have passed a medical doctor's physical exam. The physical must be given after April of the previous school year to be valid for the current school year.

CO-CURRICULAR ACTIVITIES

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

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

Vocal, instrumental music and all other co-curricular activities will not have academic eligibility by the term (trimester) but will be held accountable to weekly academic eligibility. Students will have to be eligible to participate in all performances, competitions and activities except for MSVMA and MSBOA districts, states and solos & ensembles.

Occasionally, conflicts exist between co-curricular activities. The student has the responsibility to immediately notify both advisors about the conflict. The following will also apply:

1. If there is a practice vs. practice conflict, then the staff persons involved will confer and make a decision. The student will be informed of the decision. No penalty shall be assessed against the student.
2. If there is a performance or game vs. practice conflict, the student will participate in the performance or game. No penalty shall be assessed against the student.
3. If there is a performance vs. game conflict, the student will decide in which activity to participate. It is recommended that the student notify both advisors of his/her decision at least five (5) school days before the date of conflict.

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

VIOLATIONS

Students representing Cadillac Area Public Schools must abide by rules governing their conduct. The extra-curricular code is in effect at all times in the calendar year. Violations are considered serious acts. A student will be disciplined if he/she violates the extra-curricular code at school or school events, away from school, during the off-season or vacation periods, or any time during the calendar year.

Violations include, but are not limited to the following:

1. Use, possession, concealment, distribution, sale or being under the influence of:
 - a. Tobacco or tobacco products
 - b. Alcohol, alcoholic beverages, or "non-alcoholic" malt or similar adult beverages.
 - c. Illegal drugs, narcotics, or controlled substances including look-alike drugs, unless prescribed by a licensed medical practitioner.
 - d. Non-prescribed steroids, non-prescribed human growth hormones, use of any drug, medication or food supplement in a manner not prescribed by the manufacturer or solely for performance-enhancing purposes.
 - e. Illegal inhalants
2. Use possession, concealment, distribution, sale or transfer of weapons
3. *Theft
4. Arson
5. *Vandalism

6. Conviction by a court of law, resulting in a penalty imposed by the court, including the youthful offender status.
7. Physical sexual misconduct or persistent verbal sexual harassment.
8. Striking or threatening school personnel.
9. Gross misbehavior
10. **Cheating

VIOLATION REPORTING AND HEARING

Student, coaches, and parents are advised that the following procedures are to be followed in the notification and enforcement of the code:

1. Violations of the code must be turned in to the athletic director or principal by an employee of the Cadillac Area Public Schools, regardless of when the violation occurred. The administration may consider other forms of competent and credible evidence in determining violations of the Extracurricular Code.
2. A preliminary determination shall be made between the reporting person and/or agency and the athletic director/administrator as to whether or not a violation of the code has occurred.
3. Parents of the violator must be notified within a reasonable period of time. This notification must occur prior to the penalty going into effect.
4. The athletic director/administrator must verbally inform the student of any action taken or anticipated.
5. If a student or his/her parent does not agree with the decision of the athletic director/administrator of the penalties to be imposed, he/she may appeal any disciplinary decision that has not already been subject to an appeal. Notice of appeal must be received in writing by the athletic director/administrator within two (2) days of notification of the penalties to be imposed. A student or his/her parent must follow the steps outlined in Cadillac Area Public Schools' Appeal Procedure for Disciplinary Decision of School Personnel.

PENALTIES

First Offense – After confirmation of the violation, the student shall lose the privilege of participation for 25% of the regular season's scheduled events in his/her current activity (or next activity of participation if the student is not in an activity when the violation occurred).

In addition, the student will be required to perform fifteen (15) hours of community service in CAPS approved programs. At least five (5) hours of the community service must be completed before the season's last event, or a date approved by the appropriate school administrator. Otherwise, the student will not be allowed to participate in any scheduled extra curricular activities until the community service has been completed. NOTE: All community service must be performed outside of the regular school day. If the student is not in an activity when the violation occurred, all 15 hours of community service must be completed before the student may participate in any extracurricular activity.

Second Offense – If a second violation occurs within one (1) calendar year of the first violation, the student shall lose the privilege of participation for one (1) calendar year from the date of the second violation. If the student is not in an activity when the violation occurred, all 15 hours of community service must be completed before the student may participate in any extracurricular activity.

***THEFT AND VANDALISM UNDER \$25.00**

First Offense- will be 0% to 25% of the regular season's schedule events (or next activity of participation if the student is not in an activity when the violation occurred), as determined by the Athletic Director. If the student is not in an activity when the violation occurred, any community service given must be completed before the student may participate in any extracurricular activity.

Second Offense – will be 25% of the regular season’s scheduled events in his/her current activity (or next activity of participation if the student is not in an activity when the violation occurred.). In addition, the student will be required to perform fifteen (15) hours of community service in CAPS approved programs. At least five (5) hours of the community service must be completed before the season’s last event or a date approved by the appropriate school administrator. Otherwise, the student will not be allowed to participate in any scheduled extracurricular activities until the community service has been completed. If the student is not in an activity when the violation occurred, all 15 hours of community service must be completed before the student may participate in any extracurricular activity.

Third Offense –if a third or subsequent violation occurs within one (1) calendar year of the first violation, the student shall lose the privilege of participation for one (1) calendar year from the date of the third or subsequent violation. NOTE: All community service must be performed outside of the regular school day.

Students who violate the code are expected to remain members of their team or activity. They shall stay involved in all aspects of the activity except for the scheduled events in which they have lost the privilege to participate. If a student (1) quits the team or activity before the entire penalty can be assessed, or (2) the number of events left on the activity’s schedule is not sufficient to assess the full penalty, then the remaining portion of the penalty shall be administered in the next activity in which the student chooses to participate.

Any student who is involved in more than one activity at the time of the violation shall have the penalty applied to all activities.

In addition, students and their parents/guardians are encouraged to consider counseling which is available through the Student Assistance Program. Any school counselor will be able to explain the program and set up the initial screening.

****CHEATING**

First Offense – after confirmation of the violation, no extra-curricular penalty will be administered.

Second Offense – if a first and second violation occurs in grade 7-8 or a first and second violation occurs in grades 9-12, the student shall lose the privilege of participation for 25% of the regular season’s scheduled events in his/her current activity (or next activity of participation if student is not in an activity when the violation occurred. In addition, the student will be required to perform fifteen (15) hours of community service at one or more CAPS approved programs. At least five (5) hours of community service must be completed before the student may return to competition. The other ten (10) hours must be completed before the season’s last event or a date approved by the appropriate school administration. Otherwise, the student will not be allowed to participate in any scheduled extra-curricular activities until the community service has been completed.

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

Third Offense or Subsequent Offense – if a first, second, and third violation or any additional violation occurs in grades 7-8, or a first, second and third violation or any additional violation occurs in grades 9-12, the student shall lose the privilege of participation for one (1) calendar year from the date of the third or subsequent violation.

SELF-DISCLOSURE

A participant in extra-curricular activities, who by him/herself or together with his/her parent, legal guardian or activity leader, voluntarily discloses his/her infraction of violations 1-7 in the code prior to any reports, charges, or complaints shall have the penalty reduced by 50% for that violation provided the following conditions are met:

1. Self-disclosure whether by the student alone, or together with a parent, legal guardian or activity leader must be made to the athletic director, assistant principal, or principal of the school which the athlete or participant regularly attends. Any intervening independent report, charge or complaint with regards to the particular incident prior to formal

notification to the athletic director, assistant principal or principal will cause the disclosure to be deemed not-voluntary, and the athlete or participant in such instance shall not be afforded the benefits of self-disclosure.

2. The provisions for self-disclosure contained in this section shall apply only once to any extra-curricular participant during his/her years in grades 7-8 and once in grades 9-12.
3. Self-disclosure shall affect only the appropriate penalty for the violation and shall not affect the status of the violation itself. (A student with no prior violation history who self-discloses an initial violation of this code would have his/her next violation treated as a second violation and subsequent violations treated accordingly.)
4. Self-disclosure, which meets the requirements of this section, shall apply only to an extra-curricular participant's first offense. Self-disclosure shall not modify the penalties for second or subsequent violations.
5. The student will be required to perform 7.5 hours of community service in CAPS approved programs. At least three (3) hours of community service must be completed before the student may return to competition. The other 4.5 hours must be completed before the season's last event or a date approved by the appropriate school administrator. Otherwise, the student will not be allowed to participate in any scheduled extra-curricular activities until the community service has been completed.

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

GENERAL CLAUSES

The extra-curricular code attempts to cover any situation that might occur in the operation of the Cadillac Area Public Schools extra-curricular program. However, all involved parties must realize that this document cannot completely encompass every possible circumstance. Cadillac Area Public Schools reserves the right to make decisions necessary and proper in any area of the extra-curricular program that is not specifically stated in the code. Rules for each team/activity are to be given to the student in written form by his/her coach or advisor along with the penalties for violations.

ATHLETIC INJURIES

Extra-curricular activities can be hazardous. Taking part in these activities may result in severe injury, including permanent paralysis or death and is a calculated risk recognized by the student and the parent/guardians. Cadillac Area Public Schools and its employees will not assume any liability for injuries sustained by the student when he/she is participating in the school's extra-curricular program. The parents/guardians of the student will accept complete responsibility for payment of medical expenses incurred in the diagnosis and treatment of the student. Cadillac Area Public Schools will make a limited accident benefit program available for the parent and student to purchase. It is the responsibility for the student and/or the student's parents to inform the coach or advisor of any injury received by the student. When an injury or sickness occurs, which in the judgment of the coach, advisor, or a school official requires the student to seek medical assistance, the student must submit to the coach or advisor a written statement signed by a physician (M.D./D.O.) indicating that the student is physically able to resume participation before being allowed to do so.

ADDITIONAL POLICIES

1. No team may start practicing before the first date allowed by the MHSAA.
 - a. If a student has quit or is cut from a squad because of lack of ability or reason unrelated to disciplinary or attitude problems, he/she may try-out for another sport program.
 - b. If an athlete leaves the sport because of a disciplinary or an attitude problem, he/she may enter another sport when he/she has written release from the athletic director.

2. Athletic equipment purchased by the Athletic Department of Cadillac Area Public Schools is not to be worn except during games and/or practice. Any exception to this procedure must be cleared in advance with the athletic director.
3. Each student is responsible for the care and maintenance of all equipment issued to him/her. The student will return all equipment issued to him/her at the completion of the season. The student will reimburse the school district for all equipment issued that is not returned. In addition, the student will not be issued any further equipment until previously issued equipment is returned or paid for.
4. All students are expected to ride the team/activity bus to and from all school sponsored activities. An administrator must approve exceptions to this rule.
5. Athletes are not allowed to dress for practice prior to the end of the day.

GUIDELINES FOR ATTIRE

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