

**CARO HIGH SCHOOL  
STUDENT HANDBOOK  
2023-2024**



**Includes:**  
Student Handbook  
Student Code of Conduct  
Athletic Handbook  
Transportation Guidelines  
1:1 Device Policy Handbook

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Welcome to Caro High School!

Whether you are a freshman moving up from the middle school or a senior transferring into our district, we are happy that you chose to complete your education in Caro. We are proud of the educational and extracurricular opportunities that are available to you. The trimester schedule makes it possible for Caro High School students to take a variety of elective courses in numerous subject areas. Our partnership with the Tuscola Technology Center allows students to receive hands-on learning and skills that can transfer directly to careers. We also offer Advanced Placement and Dual Enrollment classes that propel students toward post-secondary schools, earning college credit while in high school.

This handbook is designed to share information about our building and the policies we employ to maintain our high standards. It is not intended to be all-encompassing and include every procedure that occurs during the school day. School officials may revise or implement new policies during the school year to improve the educational program and ensure student wellbeing. Administrators are responsible for interpreting the handbook and acting accordingly. If a situation arises that is not addressed by the handbook, the school will make decisions based upon staff discretion, board policies, and state and federal regulations. Please contact the high school office with any questions regarding the policies of this handbook.

We are proud of our faculty, staff, and the education that is provided at Caro High School. It is our hope that your time here is filled with learning, fun, and friendships.



Matt Branding  
Caro High School Principal

### **CARO HIGH SCHOOL VISION STATEMENT**

Cultivate Excellence

### **CARO HIGH SCHOOL MISSION STATEMENT**

We cultivate academic excellence in an environment that fosters physical, social, and emotional growth which empowers students to become responsible citizens in our community and in an ever-changing world.

## Class Times

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### Regular Day Schedule:

0 hour	7:00 - 8:15
1 <sup>st</sup> hour	8:20 - 9:33
2 <sup>nd</sup> hour	9:38 - 10:51
3 <sup>rd</sup> hour	10:56 - 12:39
Lunches	<b>10:51 - 11:21</b> <b>11:55 - 12:10 (PM Tech Center)</b> <b>12:09 - 12:39</b>
4 <sup>th</sup> hour	12:44 - 1:57
5 <sup>th</sup> hour	2:02 - 3:18

### Tech Center Times:

8:30-10:50 AM Tech Center (returns to 1<sup>st</sup> lunch/3<sup>rd</sup> hour)  
12:25-2:30 PM Tech Center (leaves 3<sup>rd</sup> hour early)

### 2 Hour Delay:

(AM Tech Center Canceled)

1 <sup>st</sup> hour	10:20 - 11:10
2 <sup>nd</sup> hour	11:15 - 12:35
Lunches	<b>11:10 - 11:40</b> <b>11:55- 12:10 (PM Tech Center)</b> <b>12:05 - 12:35</b>
3 <sup>rd</sup> hour	12:40 - 1:30
4 <sup>th</sup> hour	1:35 - 2:25
5 <sup>th</sup> hour	2:30 - 3:18

### AM ½ Day Schedule:

0 hour	7:00 - 8:15
1 <sup>st</sup> hour	8:20 - 8:57
2 <sup>nd</sup> hour	9:02 - 9:39
3 <sup>rd</sup> hour	9:44 - 10:21
4 <sup>th</sup> hour	10:26 - 11:03
5 <sup>th</sup> hour	11:08 - 11:45

\* Breakfast Service Available

**CARO HIGH SCHOOL**

301 N. Hooper Street  
Caro, MI 48723  
Phone: (989) 673-3165  
Fax: (989) 673-8707

Caro Community Schools District Web Page: [www.carok12.org](http://www.carok12.org)  
School Board Policy: [www.neola.com/caro-mi/](http://www.neola.com/caro-mi/)

**Superintendent:**

George Rierson (ext. 1002)

**Principal:**

Matt Branding (ext. 1100)

**Assistant Principal**

Lindsay Bitzer (ext. 1101)

**Athletic Director**

Josh Hess (ext. 1104)

**Guidance Counselor**

Lori Phillips (ext. 1113)

**Main Office Administrative Assistants**

Taylor Fox (ext. 1105)

Krystal Owen (ext. 1103)

**Guidance Office Administrative Assistant**

Cara Fisch (ext. 1113)

**Enrollment:** Approximately 440 students (Class “B”)

**Colors:** Purple, White, and Gold

**Mascot:** Tigers

**League:** Greater Thumb Conference (West Division)

**School Song:**

Caro High School, Caro High School

Do the best you can.

Ever ready, strong and steady

Loyal to the white and purple.

We are for you, always with you.

For you we will die.

Everybody stand and cheer

For Caro High. FIGHT!

## Academic Policies

### GRADUATION REQUIREMENTS

To graduate from Caro High School, a student must:

1. Be enrolled and have regular attendance in Caro High School for five (5) classes during grades 9-12. Exceptions must be approved by the building principal and/or Board of Education.
2. Earn a total of 28 credits to graduate. Students may earn up to three (3) credits from accepted outside sources.
3. Earn the required credits in the following areas:
  - Four (4) credits of English
  - One (1) credit of Speech or Debate
  - One-half (1/2) credit of Physical Education
  - One-half (1/2) credit of Health
  - Four (4) credits of Math which must include Algebra I, Geometry, Algebra II, and one additional math or math-related credit. Students must take a math or math-related course in their senior year. Math-related classes include: Advanced Chemistry, Accounting, Chemistry, and Physics if not counted as a science credit, and several Tuscola Technology Center classes.
  - Three (3) credits of Science which must include Biology, Chemistry or Physics, and one additional science credit
  - Three (3) credits of Social Studies to include: United States History, Government/Economics, and World History.
  - One (1) credit of Visual, Performing, or Applied Art
  - One-half (1/2) credit of computer education
  - Two (2) credits of a single Foreign Language (Choose from Spanish or German)
4. Take the required State assessment (Michigan Merit Exam or MI Access) as determined by Caro High School.  
Modifications to the above requirements may be made through a Personal Curriculum. This would only be allowed for upper-level classes. Contact the guidance counselor for additional information.

### TESTING/CAREER GUIDANCE

Grade 9: The PSAT9 test is offered by the College Board as a high school intake measure to aid in structuring high school planning and career exploration. A student's strengths and weaknesses can be identified early in his/her educational development through this test. This has also been added as a State-Wide Assessment given in the Spring to all 9<sup>th</sup> Graders.

Grade 10: The PSAT10 or PSAT/NMSQT test is offered by the College Board to each sophomore. It offers information about academic skills and development, as well as personal interests, plans, and needs. It gives the sophomores practice before taking the college placement SAT test which is taken in their junior year. This has also been added as a State-Wide Assessment given in the Spring to all 10<sup>th</sup> Graders.

Grade 11: There will be testing administered in the Spring for all juniors that is required by the State of Michigan. It consists of the SAT, WorkKeys, and Michigan content specific tests. Completion of all parts of the state testing is required for graduation.

Grade 11/12: ASVAB, the Armed Services Vocational Aptitude Battery, is a multi-aptitude test battery that is designed to measure a student's aptitudes. The ASVAB workbook, which includes the Self-Directed Search, is a self-administered interest inventory which offers excellent career guidance. This optional test is usually administered by military personnel during the junior year.

## **GRADING**

Students will be graded for each class taken. The following grading procedure will be used:

A	93% to 100%	C	73% to 76%
A-	90% to 92%	C-	70% to 72%
B+	87% to 89%	D+	67% to 69%
B	83% to 86%	D	63% to 66%
B-	80% to 82%	D-	60% to 62%
C+	77% to 79%	E	59% and below

## **WEIGHTED GRADES**

AP classes will be weighted on a 5.0 scale (i.e. an A is a 5.0 GPA and a B is a 4.0 gpa for the course).

## **TESTING OUT OF A CLASS**

In compliance with Public Act 335, Caro High School students can testing out of a class for credit. This program is available to all students with no fees or added charges. By law, Government and P.E. classes are not included. Special Education students must follow their I.E.P. process. A copy of the law is cited below: For a student to earn credit through the testing out procedure, the student must:

1. Complete steps 1 & 2 listed below within the timelines.
2. Earn 79% or better on the required work.

The student who successfully completes the above requirements will receive a grade of credit on their transcript. Testing out credit will not fulfill any of the required 28 credits for graduation from Caro High School. Testing-out credit will not count in the student's grade point average. A student may choose one class per trimester for the purpose of testing out for course credit.

- Step 1: Pick up, complete, and return the application within the first two weeks of March.
- Step 2: Meet with a Counselor to determine the testing-out requirements and timelines.

## **DUAL ENROLLMENT**

Through the Postsecondary Enrollment Options Act ([PA 160](#)) Caro High School will pay a portion of the tuition for eligible students to take dual enrollment, college classes. Eligibility criteria as well as enrollment and credit requirement information is available in the Guidance Office. Additional information [HERE](#).

## **ACADEMIC LETTER PROGRAM**

The academic letter is to be awarded to students based on their cumulative grade point average according to the criteria outlined below for each class. The sliding scale is designed to reward students who have high academic averages and also to provide an incentive for a student to work toward.

The student will be awarded a letter at the end of the fifth trimester if a GPA of 3.5 or higher has been achieved.

The student will be awarded a letter at the end of the eighth trimester if a GPA of 3.3 or higher has been achieved.

The student will be awarded a letter at the end of the eleventh trimester if a GPA of 3.2 or higher has been achieved.

A student will be awarded only one letter. Students who have received a letter at the end of their fifth trimester will receive a medal at the end of the eighth trimester, provided they still meet the standard for that step, and a plaque at the end of the eleventh trimester, provided they still meet the standard for that step. A student receiving a letter at the end of the eighth trimester will receive a medal at the end of the eighth trimester, provided they meet the standard for that step.

### **NATIONAL HONOR SOCIETY**

National Honor Society membership is awarded to eligible juniors and seniors. Candidates are required to maintain a 3.5 (B+) Grade Point Average and to write a 125-word typed paper to be considered for membership. Candidates who meet the grade point average requirements are evaluated by a faculty council. The student's character, leadership, and service activities are evaluated by the staff, coaches, and administrators. Induction into the National Honor Society is based on a combination of the student's grade point average and character evaluations. A minimum of twenty (20) hours of community service is required every six months. A six months' time period is defined as July-December and January-June.

### **VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian(s) and Salutatorian(s) will be determined using the formula  $((\text{GPA} \times 250) + (\text{SAT}/1.6))$ . The resulting score will be used to rank students in the Senior Class and the student with the top score (inclusive of ties) will be named Valedictorian. The student with the next highest score (inclusive of ties) will be named Salutatorian. The GPA used will be the student's overall weighted GPA following the completion of the 2nd Trimester of his/her Senior Year. The SAT score used will be the best score earned by the student (the final testing date considered will be the December test date). Students must also achieve High Honor (minimum 3.5 cumulative weighted GPA) status to be considered for this distinction.

### **SENIOR SCHOLARS**

Caro High School utilizes the formula  $((\text{GPA} \times 250) + (\text{SAT}/1.6))$  to recognize the highest academic achieving graduates with the distinction of Senior Scholar. All students who achieve a formula score of 1700 or greater will be recognized as a Senior Scholar. A score of 1699 or greater, but less than 1700 will not be rounded up. The GPA used will be the student's cumulative weighted GPA following the completion of the 2nd Trimester of his/her Senior Year. The SAT score used will be the best score earned by the student (the final testing date considered will be the December test date). Students must achieve High Honor status (minimum 3.5 cumulative weighted GPA) to be considered for the distinction of Senior Scholar.

For example, a student with a 3.85 GPA and a 1200 SAT score earns a formula score of 1712.5.  
 $((3.85 \times 250) + (1200 / 1.6)) = 1712.5$

For the Class of 2024, students that aspire to earn the Senior Scholar distinction but fall below the 1700 score threshold will be reimbursed for one additional SAT test. The final testing date considered will be the December test date.

### **HIGH HONOR AND HONOR CORDS**

To receive High Honor cords for graduation, students must earn a cumulative weighted GPA of 3.5 or higher. Students achieving above a 3.0 cumulative weighted GPA qualify for Honor status and will receive Honor cords for graduation. High Honor and Honor cords will be distributed at the Senior Honors Program. Graduating Seniors may also wear NTHS honor cords earned at the Tuscola Technical Center, if applicable. NO other cords may be worn without prior administrative approval

### **COMMENCEMENT**

In order for a student to be eligible to participate in all graduation ceremonies, the student must have met all graduation requirements prior to the day before graduation. In addition, all fees must be paid in the high school office. Caro Community Schools reserves the right to exclude a student from all graduation ceremonies for disciplinary reasons. Caps and gowns will not be distributed until all of the above conditions have been verified as met.



## **CARO RENAISSANCE CLUB**

The Caro Renaissance Club (or CRC) will reward students for their success with the “Three A’s” - Achievement, Attitude, and Attendance. Students should aspire to be members of the CRC and work to achieve and maintain their membership. The rewards of membership come in four different levels, based on student achievement. The criteria is based on the previous trimester and will be reviewed after each trimester. Membership is also flexible enough so that if a student makes a mistake during one trimester, they can recover and be part of the group again later that same year. Meeting these expectations will give students rewards for their hard work.

Membership levels, criteria, and benefits are as follows:

### **TIGER PURPLE**

Criteria- based on previous trimester

- 4.0 Cumulative GPA
- No discipline referrals
- No absences

Benefits

- Free t-shirt
- Celebration and Snack Days
- DoorDash Day once a month

PLUS

- Staff parking privilege
- Front of the lunch line status
- Unlimited hall pass privilege
- Free admission to school plays
- Discounted Homecoming and Coming Home dance tickets
- Off-campus Lunch on Fridays

### **TIGER GOLD**

Criteria- based on previous trimester

- Minimum trimester 3.5 GPA
- No discipline referrals
- No more than two undocumented absences in any class

Benefits

- Free t-shirt
- Celebration and Snack Days
- DoorDash Day once a month

PLUS

- Renaissance parking privilege
- Unlimited hall pass privilege
- Discounted admission to school plays
- Discounted Homecoming and Cominghome dance tickets

### **TIGER SILVER**

Criteria- based on previous trimester

- Minimum 2.0 trimester GPA
- No discipline referrals
- No more than six undocumented absences in any class

Benefits

- Free t-shirt
- Celebration and Snack Days
- DoorDash Day once a month

PLUS

- Renaissance parking privilege
- Hall Pass Replacement Card (1/trimester)

### **TIGER BRONZE**

Criteria- based on previous trimester

- GPA improves .500 from previous trimester
- No discipline referrals
- No more than six undocumented absences in any class

Benefits

- Free t-shirt
- Celebration and Snack Days
- DoorDash Day once a month

PLUS

- Renaissance parking privilege
- Hall Pass Replacement Card (1/trimester)

*Additional CRC benefits may be awarded by individual teachers.*

## **GENERAL SCHOOL POLICIES**

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### **VISITORS**

All visitors must report directly to the high school office and pick up a visitor's pass. Administration reserves the right to deny visitors entry to the building in the interest of student safety. Students may not have visitors during the school day without administrative approval.

### **ENROLLMENT IN SCHOOL**

In general, state law requires students to enroll in the school district in which their parent(s) or legal guardian(s) resides.

1. Unless enrolling under the district's open enrollment policy
2. Unless enrolling and paying tuition

New students under the age of eighteen (18) must be enrolled by their parent(s)/guardian(s). When enrolling, please provide the following (do not expect the previous district to provide these items):

1. Birth certificate;
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate);
3. Verification of up-to-date immunizations- If your child needs immunizations, Michigan state law requires them to be complete before the student can begin attending;
4. Proof of residency;
5. Social Security card;
6. Special education records you may have if your student has ever received services;
7. Identification of enrollee

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

### **WITHDRAWAL/TRANSFER.**

Students withdrawing and/or transferring from Caro High School must meet with either the building principal or counselor. Students will be withdrawn/transferred for the following reasons:

- 1.) Approval (from Principal and/or Counselor);
- 2.) Parent request
- 3.) Non-attendance: a student may be withdrawn after ten (10) consecutive school days absent;
- 4.) Another school sends a request/verifies enrollment

## **SKYWARD**

Caro Community Schools provides Skyward Access, a student information and web-based service, which allows parents and authorized family members/guardians to view “real time” attendance records, schedules, food service balances, grades, assignments, progress reports, and discipline issues.

With Skyward Family Access, Caro Community Schools gives the parent the power of information. This tool will help us involve parents in the educational process and will also eliminate surprises at parent/teacher conferences and report card time. When parents and teachers get together with up-to-date information, they can better plan for the student’s educational success.

In addition to Family Access, we have added a new module called Skylert that has improved communication with parents/guardians. This tool will notify you if your child has an unexcused absence, give messages such as school cancellations or emergencies, and food service balances if below \$5.00. You have the option to make choices through Skyward Family Access under the Skylert tab whether you would like to receive this information via phone, text message, email or all three.

## **MEDICINE AT SCHOOL**

Students, who must take medicine while at school, including over-the-counter medication, must have a doctor's authorization form on file in the office. All medicine must be stored in the high school office and taken in the office. Medication may not be sent to school in a student’s lunch box, pocket, or other means, except for emergency medications for allergies and/or reactions. Students, with asthma inhalers and epi-pens and with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer administered or at the end of a school year.

## **EXTRA-CURRICULAR ACTIVITIES**

Games, dances, concerts, etc. are an extension of the school program. Students that plan to bring a guest to a school dance must have an approved guest pass. The Caro High School Code of Conduct will be followed by all students and guests. Additionally:

1. All students/guests attending Prom are required to use the transportation provided by the school.
2. A student must attend all 5 class periods of the day of the activity in order to participate or attend.
3. Students serving a suspension may not attend extra-curricular activities.

## **AGE OF MAJORITY**

This is for students who are 18 years old or older who would like to be considered their own guardian. It is the students’ responsibility to report to the high school office and complete an "Age of Majority" form. The student must provide proof of age and have a parent signature. All high school policies and rules apply to all students including those considered to be at the age of majority. Students may write their own excuses and have school correspondence sent to them. It should be noted that this in no way diminishes their parents' right to information regarding their education unless the student can show proof they no longer reside with their parent(s) and can also show proof that they were not claimed as a dependent by IRS standards. Furthermore, it also does not change the students' responsibility to the school and its regulations. Students are not to sign out of the building without permission from an administrator and the closed campus policy still applies. The students’ cooperation in following these rules would verify the fact that they have attained the status of a mature young adult.

## **FOOD SERVICE**

Caro High School serves breakfast and lunch each day school is in session. Breakfast & Lunch are free to all students. Breakfast is served from 7:45AM - 8:15 AM. Lunch hours are assigned to students between 10:51 AM and 12:39 PM. Prices can be found at <https://www.carok12.org/student-parent-resources/food-services/> Education Benefit forms are available in the office and cafeteria and should be completed each school year.

## **DIRECTORY INFORMATION**

The school district is allowed by law to furnish "directory information" to alumni groups, proprietary and/or trade schools, the military services, and other groups. Directory information includes: name, address, telephone number; date and place of birth; participation in school activities; dates of school attendance; honors and awards; other information generally found in yearbooks. Legal guardians may request in writing to the High School Office each year that such information be withheld.

## **DRESS CODE/ APPEARANCE**

Dressing appropriately sets the tone for learning and eliminates distractions while preparing the student for future endeavors. Thus, students are expected to dress in a manner that is not disruptive to the educational process. Although personal expression is valued and student dress is a parental responsibility, school personnel will confer with students and parents, and/or take corrective measures as necessary in instances in which dress and grooming are dangerous to safety, detrimental to good health, or so disruptive as to interfere with the teaching and learning process. Final determination as to the appropriateness of dress will be made by administration as set forth in Board Policy 5511.

We expect:

1. All students to wear clothing that is appropriate for school.
2. Parents to see that students have acceptable grooming/hygiene and dress prior to their attending classes.
3. Backpacks, purses, and coats may be carried and/or worn to school, but are not to be carried or worn in class and should be stored in the student's locker.
4. All clothing should be neat and clean and should not include images of drugs, alcohol, tobacco, and weapons.
5. Hats, hoods, and other head coverings will be removed upon entering the building and kept off throughout the school day.

## **ATTENDANCE POLICY**

There is a direct correlation between academic achievement and regular, prompt attendance. A student's success in school and future career activities depends on positive attendance habits. Regular and consistent school attendance helps to develop responsibility and self-discipline; it also prepares students for the world of work. The attendance policy is in place to promote and encourage positive attendance habits for each student.

Students are expected to be in school and on time to class every day. Students should be fully aware that the interactions in the classroom constitute a valid and critical part of the coursework that cannot be duplicated. Students should be attentive and prepared with proper materials to be actively involved in the class.

***Michigan School Law: "Every parent, guardian or other person in this state, having control and charge of any child between the ages of 6 and 18 years, shall send such child, equipped with the proper textbooks necessary to pursue his school work, to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such child is enrolled." [MCL 340.1147]***

### **Attendance Procedures**

1. When a student is absent for any reason, the student's parent/guardian should contact the high school office within 24 hours of the absence. Contact can be made by phone/voice mail at 989-673-3165; email to kowen@carok12.org; or in writing. Absences that are not cleared with the main office by a parent will be considered unexcused.
2. Students may be excused for up to six days per trimester in accordance with Tuscola County Truancy Guidelines. School sponsored activities, court appearances, and physician verified absences are exempt from this 6-day maximum. 3. Absences beyond the six allowed days are considered over-the-limit.

If a student accrues 6 or more absences in a trimester, the following response may be implemented to encourage regular and positive attendance: administration intervention (phone calls, parent meetings, attendance contracts, etc.). If administration intervention is not effective in improving attendance, the school will seek assistance from the county's truancy officer which may result in an official truancy referral.

4. Students who are beyond the six excused absences or six tardies may lose school privileges until the end of the trimester. These privileges include, but are not limited to the following: extra-curricular clubs, school dances (including homecoming, cominghome, and prom), attendance at home sporting events, field trips, and parking on school grounds.

5. Students arriving after classes have begun must first register with the main office before going to class.

6. Once students have reported to school, they are expected to remain in school and attend classes all day. Students leaving before the end of the day can do so through a written request or a phone call from a parent prior to dismissal.

7. All students must sign-out in the main office when leaving for any reason. If the student returns to school, the student must sign-in in the main office to verify the time of his/her return.

8. It is the student's responsibility to monitor their attendance, obtain their make-up work from each teacher, and complete the assignments in an amount of days equal to that of the absence. Teachers may require students to make up work before or after school hours. In all cases, it is the responsibility of the student to make up the work they missed. Students who have excused, school related or pre-arranged absences will have a like number of days in which to complete the make-up work.

9. Students who have attained the age of 18 years will be expected to follow the same rules as all other Caro High School students. They will only be able to sign themselves out of school if they have an age of majority letter signed from their parents.

10. Students must be in school all day in order to participate in after-school activities unless prior administrative approval has been granted or if they have a medical, dental, or court required appointment. If students have an appointment for medical, dental, court, etc., they must provide a "return to school/work" form from the doctor (etc.) in order to participate in extracurricular activities that day. This form must include the time and date of the appointment.

11. Parents are encouraged to schedule vacations or trips during the scheduled school breaks. A student who wishes to take part in a planned vacation not during a school break will be excused if the request is made to the high school office at least three school days in advance of the scheduled vacation.

12. Student attendance is recognized as a part of the Caro Renaissance Club program. Please see page 9 for additional information.

#### **Attendance Appeal Procedure**

Any absence may be appealed in writing to the Caro High School administration within the last two weeks of the trimester. If a student has an extended period of absence due to medical issues, please contact the high school office.

#### **Definition of a Tardy**

Students should be in their classroom door before the bell starts to ring and if they are not, they will be deemed tardy. Habitual tardiness is considered when a student reaches 7 tardies total in one trimester. If a student accrues 7 or more tardies in a trimester, the following may be implemented: administration intervention (phone calls, parent meetings, attendance contracts, etc.). If administration intervention is not effective in improving attendance, the school will seek assistance from the county's truancy officer which may result in an official truancy referral after 10 or more tardies in one trimester. Parking privileges may also be suspended.

**Explanation of Absences**

**Excused Absence (E)** – Absences due to personal illness, health professional appointments, court appearances, funerals or religious obligations. Absences due to extenuating circumstances must have administrator approval. Documentation will be required for all of the above except illnesses less than 3 days. Even though the absence is excused, it will still count toward the six (6) absence maximum imposed by the State of Michigan.

**Unexcused Absence (A)** – Absences that are not excused through parent contact to the school.

**Tardy (T)** – A tardy becomes an absence five (5) minutes after the bell rings.

**Documentation (D)** – Students who miss school due to an appointment with a doctor, attendance at a funeral, or court proceedings can provide documentation explaining their absence. These types of absences do not count toward the six (6) absence maximum as long as official documentation is provided.

**School-Related Absence (S-SR)** – A student who misses school due to a field trip, college visit (documentation from college required), or other school-related activity, is responsible for all homework, tests, quizzes and other assignments. Students with school-related absences of one day are required to make arrangements with teachers before their school-related absences.

**Waiver (W)** – Students experiencing a long term illness can appeal for an attendance waiver. Documentation and a meeting with administration is necessary to receive an attendance waiver.

**Disciplinary Absence (I, O, and X)** – Students who are absent due to disciplinary actions (In-school or Out-of-school suspension) will be allowed to earn credit for missed work. All assignments are due and tests are to be taken the day the student returns to class unless previous arrangements have been made with teachers. If work is not turned in or arrangements have not been made, the student may receive a zero on all missed work.

**Principal Office (P)** – Students who are marked absent in class due to their time in the High School Office.

**Guidance Office (G)** – Students who are marked absent in class due to their time in the Guidance Office.

<b>Attendance Codes</b>	
E = Excused A = Unexcused T = Tardy	
<b>Additional Attendance Codes</b>	
D = Documentation S-SR = School-Related W = Waiver-Long Term Illness form I = In School Suspension O = Out of School Suspension	X = Expulsion P = Principal Office G = Guidance Office

## **AUTOMOBILE POLICY**

### **DRIVING TO SCHOOL IS A PRIVILEGE NOT A REQUIREMENT**

1. Obtain a car tag from the high school office. You must be at least a sophomore to drive; freshmen may not park in the school parking lots. The parking fee is \$5.00 per school year. Tags must be returned at the end of the school year; replacement fee is \$5.00 if your tag is not returned.
2. The car tag must be visible in your vehicle. It is assigned to you and may not be used by others.
3. A vehicle on school grounds is subject to all school policies. If a violation of school policy or civil law is suspected, the automobile is subject to inspection.
4. Once a student leaves his/her vehicle, it is not to be entered or moved until the end of the day without administrative permission. Other students may not be transported during the school day.
5. Careless, reckless or high speed driving on school grounds may result in the loss of driving privileges and may be reported to the local authorities.

## **CLOSED CAMPUS**

The Caro Community Schools have a closed campus. This means that students may not leave school grounds during the school day without permission from their parents and the high school administration. Students must receive a building pass and sign out in the office. Students must be excused by an administrator if driving.

We strongly encourage parents to help us in enforcing the closed campus policy. This policy enables the school to give some assurance to parents that their child is in school throughout the entire day. Parents are not to excuse their child from school for lunch as this often results in tardiness and the loss of instructional time. Students are not to leave school grounds in a vehicle during the school day without parent and administrative permission. Parents may pick up their child at school by signing the student out at the office.

Food deliveries (pizza, grubhub, etc.) are NOT permitted unless approved by administration for an earned Renaissance award on a specified date. Parents should encourage students to take advantage of the lunch provided in the school cafeteria or send a bag lunch from home in the morning. Unapproved deliveries will be rejected by the office. The school is not responsible for any resulting financial loss.

# **Student Code of Conduct**

Students and parents must realize that acceptable conduct comes from a positive concern for self and others. Every teacher has not only the right, but also the duty to insist on orderly behavior. However, each student also has the responsibility of self-discipline. The rules that follow are guidelines to help students understand the choices and consequences involved in their behavior.

## **STUDENT MISCONDUCT**

1. Any activity that interferes with the normal, orderly progress of the educational process
2. Any activity that interferes with the right of the teacher to teach, or the right of students to learn
3. Any actions that may endanger, threaten, coerce, or intimidate
4. Any conduct that initiates, promotes, or carries out physical assault
5. Any activity that involves the damaging or theft of either public or personal property
6. Any behavior that can be interpreted as defiant or disobedient to regularly constituted authority
7. Any behavior considered distasteful and offensive in the school environment.

## **CONSEQUENCES FOR ACTIONS**

Appropriate discipline will vary due to the severity and impact of the particular act on the school community. Violations are grouped into four different levels based on the degree of severity. Level One represents the least severe infractions; Level Four represents the most severe.

## **CONSIDERATION OF INDIVIDUAL FACTORS- MICHIGAN LAW**

(1) Before suspending or expelling a pupil under section 1310, 1311(1), 1311(2), or 1311a, the board of a school district or intermediate school district or board of directors of a public school academy, or a superintendent, school principal, or other designee under section 1311(1), shall consider each of the following factors:

- (a) The pupil's age.
- (b) The pupil's disciplinary history.
- (c) Whether the pupil is a student with a disability.
- (d) The seriousness of the violation or behavior committed by the pupil.
- (e) Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.
- (f) Whether restorative practices will be used to address the violation or behavior committed by the pupil.
- (g) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

(2) Except as provided in subsection (3), this section applies to give the board of a school district or intermediate school district or board of directors of a public school academy, or its designee, discretion over whether or not to suspend or expel a pupil under section 1310, 1311(1), 1311(2), or 1311a. In exercising this discretion with regard to a suspension of more than 10 days or an expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the board or board of directors, or its designee, can demonstrate that it considered each of the factors listed under subsection (1). For a suspension of 10 or fewer days, there is no rebuttable presumption, but the board or board of directors, or its designee, shall consider each of the factors listed under subsection (1).

(3) This section does not apply to a pupil being expelled under section 1311(2) for possessing a firearm in a weapon free school zone.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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



### **ELASTIC CLAUSE**

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may arise and require actions that are not covered in this handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students, and staff.

### **DISCIPLINARY ACTION DEFINITIONS**

**Detention** – A period of time in addition to a student's regular schedule when the student is detained by a teacher or principal. Failure to report will result in the student receiving the initial detention plus an additional consequence.

**In-School Suspension/Responsibility Room** - Separation from regular classes and other activities of the building for a full day. Students are considered present at school and will be responsible for assignments. Students may not participate in sports or other extra-curricular activities the day they are assigned to the In-School Suspension/Responsibility Room. Student misconduct during this time will result in an Out-of-School Suspension.

**Restorative Practice** – An alternative form of discipline allowing the student to remain in school. Examples include removing and cleaning graffiti, paying for damages, etc. and are at the sole discretion of the administration.

**Loss of Privileges** - Students are given numerous privileges and extra-curricular opportunities. Poor decisions that lead to unacceptable behavior can result in the loss of these privileges including, but not limited to participation in school groups and clubs, class representation, and attendance at dances (including homecoming, coming home, and prom) and sports events.

**Out-of-School Suspension** – A student serves day(s) of suspension at home. The student is expected to complete and hand in all assignments the day they return to school. The student may not participate in, or attend, any sport or school-related activity, or be on school property at any time unless authorized by the administration. The student can ask for homework to be picked up after 24 hours' notice. No additional requests for homework will be honored until previously requested assignments have been turned in. In the event that the school day is canceled, the suspension is extended 1 day.

**Expulsion** - Short term (longer than 10 days) or permanent removal of the student from the building and campus on the basis of student violation by action of the Board of Education. The principal and assistant principal are delegated authority by the Board of Education to initiate the separation procedure for student misconduct and/or violation of the district's policies and regulations.

## **SEARCHES OF STUDENTS' AND PROPERTY**

The school administration has the right to search a student's person and property (lockers, purses, cars, etc.) if there is reasonable suspicion. The school recognizes that students have the right of privacy of person as well as the freedom from unreasonable search and seizure, but recognizes that this right is balanced by the school's responsibility to protect the health, safety, and welfare of all its students, buildings, equipment, and grounds. The school will make every effort to respect the rights and personal property of students. A student's failure to permit search and seizure as provided in this policy will be considered grounds for disciplinary action and possible law enforcement involvement.

### **Lockers**

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school principal or designee shall have custody of all combinations to all lockers and locks.

Pupils are prohibited from placing locks on any locker without the prior approval of the administration. The Board of Education authorizes the administration to search lockers and locker contents at any time, without notice, and without consent. The administration may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the administrator shall supervise the search.

### **Motorized Vehicles**

Student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by students are subject to search by the administration without notice or consent if the administration reasonably suspects that the contents of the motorized vehicle may present a threat or potential threat to the health, safety, or welfare of other students, staff, or to the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

Any illegal or unauthorized items found during a locker or vehicle search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

- Firearms
- Explosives
- Dangerous weapons
- Flammable material
- Illegal controlled substances or controlled substances analogues or other intoxicants
- Contraband
- Poisons
- Stolen property

## **PERSONAL COMMUNICATION DEVICES**

Students will receive an assigned chromebook at the beginning of the school year. They will be expected to follow all school and classroom rules for appropriate time/place of use. Students may use personal communication devices (PCDs) - i.e. cell phones - before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited. PCD use is prohibited by law in bathrooms and locker rooms. Students have sole responsibility for the safety and security of their device(s). The school will not be liable for any lost or damaged devices.

To aid students in avoiding PCD-related discipline, each classroom will have a dedicated "parking lot" (wall-hanging, numbered slots for storage) for student PCDs. Students are expected to place their PCD in their

assigned slot as they enter the room, retrieving it only after the end-of-class bell. The PCD will not be accessible by students during the class period without prior teacher approval. Since use of a PCD in the bathroom is illegal, students will NOT be allowed to remove their PCD from the “parking lot” when given a restroom pass. Failure to use the “parking lot” will result in disciplinary action, including confiscation of the PCD.

The school provides wireless internet free of charge to the students. By connecting to and using this wireless access, users agree to abide by the district Computer Usage Agreement (see pages 43-45).

## **PROHIBITED ACTS**

### **Level 1 Infractions**

**Dress Code** – see page 12.

**Cheating/Plagiarism** - The act of misrepresenting another’s work as one’s own by plagiarizing, copying or collaborating when the assignment/paper/test/quiz/project is presented for a grade. Cheating also includes the unauthorized distribution by a student of a teacher’s or student’s materials, such as tests/assignments, to other students or the use of such materials by other students. Additional academic consequences in the classroom will follow (such as a zero) on the assignment. See page 46.

**Defacing Property/Graffiti** - The act of destroying another person’s property and/or school property using writing, other forms of graffiti, or one’s hands.

**Disobedience/Minor Insubordination** - Not obeying a reasonable request of a staff member or not obeying school rules. Any disobedience or disrespectful behavior or behavior that disrupts the educational process in a classroom.

**Harassment** - see page 23.

**Inappropriate Display of Affection** - Behavior that is inappropriate in the school setting or which shows lack of modesty or tact. Examples: Kissing or embracing that is not appropriate for a school setting.

**Inappropriate Language/Drawing** - The use of inappropriate language and/or images including obscenities and name calling.

**Littering** - Failure to place trash in appropriate containers.

**Lying** - Lying to any school staff.

**Parking/Driving Violation** – see page 15.

**Presence in Unauthorized Area**- Being present someplace other than where authorized to be or refusing to leave when ordered to do so.

**Rough Housing** - Excessive roughness that could result in personal injury. Students must keep hands to self.

**Throwing Objects** - The tossing or throwing of any object in the classroom, hallway, cafeteria, and/or on school property that is capable of causing harm. The throwing of food will not be tolerated.

**Unapproved Sales** - Students are not allowed to sell any item on school grounds without administrative approval. This includes any fundraiser/sales for individual gain as well as other extracurricular organizations outside of school-sponsored activities.

**Use of Nuisance Items-** Some items and activities are prohibited for reasons of good order. Confiscation of these items is necessary because they are disruptive or unsafe in nature. Examples: Writing and/or passing notes; items that can be sprayed, sprinkled, or poured; items which emit a distracting or offensive odor (squirt guns, squirt bottles, aerosol cans); radios, headphones; remote control devices or any other electronic devices; items regarded as toys. Toys are not allowed on school grounds. Examples: hacky sacks, footballs, basketballs, skateboards, or any play cars or trucks, etc.

### **Level 2 Infractions**

*\*These infractions may be reported to the local law enforcement depending on severity*

**Bullying** - see page 23.

**Cheating/Plagiarism** - The act of misrepresenting another's work as one's own by plagiarizing, copying or collaborating when the assignment/paper/test/quiz/project is presented for a grade. Cheating also includes the unauthorized distribution by a student of a teacher's or student's materials, such as tests/assignments, to other students or the use of such materials by other students. Additional academic consequences in the classroom will follow (such as a zero) on the assignment. See page 46.

**Closed Campus Violation-** see page 15.

**Extreme Rough Housing** - Hitting, kicking, or pushing to the extent that a person could be hurt or is hurt.

**\*Fraud or Forgery** - The act of fraudulently using in writing or otherwise, the name of another person, including impersonation, or falsifying times, dates, grades, addresses, or other data on school forms.

**Gambling** - The act of betting, wagering, or playing games of chance for money.

**Indecency** - The act of offending against commonly recognized standards of propriety or good taste, including the use of vulgar language. This can be in the form of a gesture (nonverbal), written, verbal, displaying or sharing pictures/photos, or racial slurs.

**Insubordination** - The failure to respond or carry out a reasonable request by a staff member.

**Misuse of Technology** - The use of any electronic devices (phones, tablets, chromebooks etc.) in unauthorized zones, or for purposes that are not educational.

#### **\*Provoking, Promoting or Obstructing a Fight**

**Provoking** - Verbal participation short of physical action or physical action including teasing, intimidation, harassment.

**Promoting** - Promoting a fight or confrontation. The carrying of information or making arrangements that results in hostility between other individuals.

**Obstruction** - Spectator interference with staff efforts to control or end a fight, students not directly involved in a fight but laughing at or encouraging from the sidelines, or running to the scene of a fight that interferes with staff efforts to control the situation.

**Skiping** - The act of unauthorized absence from school (classroom, lunchroom etc.) for any period of time. Tardiness shall be considered under truancy. Repeated truant behavior will be turned over to the Tuscola County Truancy Officer.

**Transporting other Students-** Students may not transport other students during the school day.

### **Level 3 Infractions**

*\*These infractions may be reported to the local law enforcement depending on severity*

**\*Disorderly Conduct** - Adverse actions or reactions, demanding immediate attention. Behavior which disrupts the normal function of the classroom or school, which could result in harm to others. This behavior would require immediate removal from the area.

**\*Fighting** - Fighting is defined as mutual participation and equal and opposing force involving intentional violent bodily contact on school property, or during transportation to or from school, including any activity under school sponsorship.

**Gross Insubordination** - extreme defiance and belligerence to a staff member, which goes beyond mere refusal to carry out a request.

**\*Gross Misbehavior** - The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, or the act of threats to other pupils.

**Group Initiations/Hazing** - Abusive and/or humiliating tricks as a form of initiations into fraternities, sororities, secret societies, or gangs.

**Possession of a Lighter/Smoking Paraphernalia** - Possession of a lighter/matches or other smoking paraphernalia (pipes, papers, etc.) on campus including in lockers or vehicles parked on school grounds.

**Releasing or Use of a Dangerous Substance** – The distribution or use of any product that causes harm or may be harmful to others or cause gross distractions in the classroom. This includes, but is not limited to, aerosol products, chemicals, etc. Applies to overuse of perfumes/deodorants.

**Theft** – The act or an instance of taking property that belongs to another student, the school, or a district employee without their permission. Low-level theft (less than \$20) will result in a 1 day suspension. Theft of high-value items (\$20 or more) will result in lengthier suspensions.

**\*Use/Possession of Tobacco Products** – Having tobacco in the hand, mouth or both (lighted or unlighted), or other evidence of smoking, inhaling or exhaling smoke from a tobacco product or similar substance, and/or chewing or excreting tobacco products. This also applies to e-cigarettes and paraphernalia or any other look-alike product.

**\*Vandalism** - The act of willful destruction of property belonging to another or others (requires reimbursement, repair or replacement). Includes Graffiti.

### **Level 4 Infractions**

*\*These infractions may be reported to the local law enforcement depending on severity*

**\*Alcoholic Beverages** - The possession, use or distribution of alcoholic beverages in or on school property or during any activity under school sponsorship.

**\*Ammo/Hunting Paraphernalia** – Ammunition and/or other hunting paraphernalia (bows/arrows, etc.) not otherwise defined in another category.

**\*Arson** - The willful and malicious burning of, or attempt to burn, any building or part of any building, structure, or property of the Caro Community School District.

**\*Assault & Battery** - Intentionally causing or attempting to cause physical harm to another through force or violence.

**\*Breaking and Entering** - Accessing another's personal area or school property illegally.

**\*Criminal Sexual Conduct** - Sexual conduct or sexual contact, as defined in Michigan Law (MCLA 750-520A (k)), in buildings or property owned or maintained by the school is prohibited. Participation in any such conduct will necessitate long-term suspension and/or expulsion depending on the severity of the circumstance.

**\*Extortion** - The act of borrowing money under threat, or borrowing or attempting to borrow money or things of value from another student by using threats. Unless both parties enter into an agreement freely and without the presence of an implied or expressed threat, borrowing money or other things of value is forbidden

**\*Explosives** (including firecrackers and fireworks) - The possession of any explosive device is strictly prohibited.

**\*False Alarms** - The issuing, by word or act, of a false or misleading report of a fire or a bomb threat. This also includes the setting off of the school's fire alarm system or dialing 911 from any phone.

**\*Illegal Drugs and Narcotics** - The possession, use, distribution or the aiding in distribution of any illegal drug, narcotic, or prescription drug in or on school property or at any activity under school sponsorship. This includes look-alike drugs and look-alike drug paraphernalia.

**\*Indecent Exposure** - The exposure of body parts considered inappropriate for any school function.

**\*Passing or Distributing Medication** - Giving any over-the-counter or prescription medication to another person.

**Persistent Disobedience** - The recurring insubordination in complying with reasonable requests from school personnel.

**\*Possessing or Using Weapons** - The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury, other than a firearm.

**\*Possessing or Using Firearms** - The act of possessing, using, or threatening to use any firearm as defined by 18USC §921(3)

**Severe Gross Misbehavior** - The act of deliberate or willful conduct that is harmful or threatening to students or staff members. This includes but is not limited to tampering, assisting in the tampering, or knowledge of tampering with staff personal items or theft of staff items.

**\*Threats to Staff Members and Other Students (Verbal Assault)** - Any willful verbal threat (direct or indirect), nonverbal, written or otherwise, that is intended to place another in fear of immediate physical contact, which will be painful and injurious to them or their property, coupled with the apparent ability to execute the act.

**\*Violation of Law** - The violation of any law not already listed in this discipline policy.

## **BULLYING, CYBERBULLYING, AND HARASSMENT**

The Board of Education has adopted a policy on bullying, cyberbullying, and harassment, Policies 5517, 5517.01, 5517.02. These Policies are intended to protect students from bullying, including cyberbullying, and harassment regardless of the subject matter or motivation for the behavior.

This policy does not prohibit a reasoned and civil exchange of opinions or debate that is protected by state or federal law. But a repeated pattern of baiting, belittling, name calling or ostracizing of others on the basis of a difference of opinion may become bullying.

Students who engage in any act of bullying while at school, at any school function, or in connection with any District-sponsored activity/event, while en route to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon the school environment, are subject to disciplinary action, up to and including suspension or expulsion.

The School District's complaint procedure regarding harassment can be found under Board Policies 5517, 5517.01, and 5517.02.

## **DUE PROCESS (Board Policy 5611)**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

### Short Term Suspension from School (10 days or fewer):

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the superintendent whose decision will be final.

### Long Term Suspension or Expulsion (greater than 10 days):

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

# Caro Community Schools Athletic Handbook

## Introduction

Caro Community School's athletic program is an extension of its educational program and adheres to the philosophy and objectives prescribed by the Caro Board of Education. This handbook attempts to define the responsibilities of anyone who participates in all levels of sports that are a part of Caro Community Schools.

## Forward

The purpose of this athletic handbook is to explain the philosophies, objectives, regulations, and procedures of the Caro Community School athletic program. In establishing these guidelines, the following factors are considered:

1. Safeguarding the health of participants in the athletic program.
2. Providing opportunities for student participation.
3. Establishing standards that cultivate healthy interpersonal relationships among participants.
4. Maintain the highest quality of student activity.
5. Promoting a healthy school/community relationship.
6. Promoting congenial relationships with other schools.

## Philosophy

Interscholastic sports at Caro Community School are an integral part of the extra-curricular activities program. They offer young people a wide variety of opportunities to participate, and must fulfill their proper role in the total educational program.

Athletics should provide a foundation that will help develop the character traits that promote a successful life after high school including: emotional control, cooperation, honesty, and dependability. We hope the information provided within this handbook makes both your child's and your experience with the Caro Community Schools Athletic program more enjoyable.

All students who are interested and eligible should have an equal opportunity to compete for positions on athletic teams, and it is the aim of the school to encourage all students to try out for interscholastic sports.

In order for the athletic program to be successful, it must have the support of the community, parents, and students. To merit this support, the athlete should foster respect by being a good citizen in both the school and the community.

Philosophy of participation will vary at the different grade levels. However, in accordance with board policy 2431 to create a more manageable team size and create a better experience for all individuals, cutting may take place. Team selection will be based primarily upon a student athletes abilities.

The primary function of athletic programs at the middle school level is to provide instruction in fundamental movement skills and basic sports drills. The primary function of athletic programs for the JV and freshman levels will be competitive in nature with an emphasis on player development. Varsity level is to be competitive and victorious.



## **Athletic Goals and Objectives**

Our main goal is to develop student athletes into more effective citizens in a democratic society.

1. Learn **TEAMWORK**. We must all work together in a democratic society and to do this, we must develop self-discipline, respect for authority and the spirit of hard work and sacrifice. Just as in a family or occupation, we must learn to place the team and its objectives higher than personal desires.
2. Learn to be **SUCCESSFUL**. We live in a very competitive society. We do not always win, but when we continually strive to do so, we will be successful. We can learn to accept defeat only by striving to win through dedication and by developing a desire to excel and overcome defeats.
3. Learn **SPORTSMANSHIP**. When we do our best and can honestly tell ourselves so, success and defeat can be accepted like a true sports person. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
4. Learn to **IMPROVE**. The desire to improve is essential to good citizenship. As athletes, we must establish goals and must constantly try to reach these goals, trying to better ourselves in the skills involved and in those characteristics set forth as being desirable.
5. Learn to **ENJOY**. To be successful, we must learn to enjoy what we are doing. Achieving goal and contributing will cause enjoyment through participation.
6. Learn to **DEVELOP DESIRABLE PERSONAL HABITS**. To be an alert and active contributing citizen, it is important to be physically fit and mentally alert. Physical fitness, exercise, and good health habits will develop this alertness.

## **Governing Bodies**

The athletic program at Caro Community School follows the rules, regulations, and policies as set forth by the following governing bodies:

Caro Board of Education  
Michigan High School Athletic Association  
Greater Thumb Conference  
Caro High School Athletic Council  
Caro High School Athletic Appeals Committee

The Athletic Council shall serve as an advisory council to the Athletic Director. Members of the Athletic Council shall consist of the following:

1. Athletic Director (non-voting member)
2. Building Principal or his/her designee (non-voting member)
3. Three members of the Varsity Coaching Staff. Varsity Head Coaches will be required to participate on a rotating basis.
4. A Community Member - to be determined by the Athletic Director and Building Principal.

The Athletic Appeals Committee will consider all athletic discipline appeals. Meetings will be called by the Athletic Director whenever a student appeals an athletic disciplinary action. Members of the Athletic Appeal Committee will consist of the following:

1. Two members of the Varsity Coaching Staff, who are not actively coaching the athlete during the appeal process.
2. Principal or designee.

## Parent/Coach Communication

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the Coach of your child's program.

### Communication you should expect from your child's Coach:

1. **Team Rules:** Parents appreciate knowing not only the philosophy of the Coach, but also team policies, including consequences that the coach established to supplement the code of conduct, rules, and regulations.
2. **Team Itinerary:** Locations and times of all practices and contests.
3. **Team Expectations:** What the Coach expects for your child and other players on the squad (fees, special equipment, off-season conditioning, etc...)
4. **Injury:** Procedure should your child be injured during participation.
5. **Discipline:** The Coach will inform parents within 24 hours of all discipline that results in the loss of contest participation or removal from the team.

### Communication Coaches expect from parents:

1. Concerns, expressed directly to the Coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns regarding a Coach's philosophy and/or expectations.

As your children become involved in the Caro Athletic Program, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you or your child wishes. At these times, discussion with the Coach is encouraged.

### Appropriate concerns to discuss with Coaches:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

### Issues not appropriate to discuss with Coaches:

Coaches are professionals that make judgment decisions based on what they believe to be best for all students involved. While there are certain things that can and should be discussed with your child's Coach, there are other things which must be left to the discretion of the Coach.

1. Playing time
2. Strategy
3. Play calling
4. Other student-athletes

## **Conflict Resolution Process**

All complaints **MUST** be heard at the lowest possible level **BEFORE** intervention by a higher authority can occur. A 24 hour “cooling off” period must be granted before any complaints are initiated. Complaints must be made within 10 days of the incident. For the sake of all parties, the entire process must be concluded within 30 day of the incident.

**This system works very well and we are committed to abide by it.**

**Step 1: Start with the source** - The player will speak directly to the coach. A cooling off period will be granted for all parties before the resolution is sought. This meeting should be done in private, away from practice sites and game arenas, and should be conducted face to face. Students who do not feel comfortable speaking solely to the coach may request a parent to be present, however, the meeting should be conducted by the athlete.

**Step 2: Move to the Program Head** - This step is necessary only if the issue is in regards to a subordinate or assistant or JV coach, etc... If going to the source does not resolve the problem, then the head of the program should be notified and they should attempt to facilitate a solution. If the “source” is the head of the program, move to step three.

**Step 3: Contact the Athletic Director** - If an agreeable solution is not reached then the Athletic Director will conduct a meeting between the parties in an attempt to find resolution.

**Step 4: Contact the Principal** - If an agreeable is still not reached, then the principal will conduct a meeting between the parties in an attempt to find resolution.

**Step 5: Notify the Superintendent** - At this point in the process, individuals who still believe their disputes have not been resolved adequately can submit a written narrative of their complaint to the Superintendent. A copy of this will be given to all concerned parties, who will be afforded the option of a written rebuttal. After the Superintendent has reviewed the documents a meeting can be conducted in a final attempt to resolve the dispute.

**Step 6: Request non-partisan School Board mediation** - This final step is appropriate only in extreme circumstances and shall follow the same process laid down for the Superintendent.

## **Michigan High School Athletic Association Eligibility Rules for Senior High Students**

The Michigan High School Athletic Association sets standards to be eligible to participate in interscholastic athletics.

**Age** - Students must be under 19 years old to play school sports except that if students turn 19 on or after Sept. 1 of the current school year, they can finish that school year. 6th graders must be under 13 years of age; 7th-graders must be under 14 years of age, and 8th-graders must be under 15 years old. Those who turn this age on or after Sept. 1 can finish that year.

**Physical Examination** -Prior to participation in a tryout or practice every student must submit a physical form to be kept on file in the Athletic office. Only the most current MHSAA form will be considered valid. The earliest date that a physical can be dated for use in the coming school year is the previous April 15.

**Maximum Enrollment and Maximum Competition** – Once a student begins the 9th grade, they are allowed eight semesters, or 12 trimesters of enrollment. In addition they are allowed four first semesters and four second semesters, or in trimester schools, four first, four second and four third trimesters. The 7th and 8th semesters or the 10th, 11th and 12th trimesters must be consecutive – no breaks in enrollment. For the purposes of this rule, an academic term “counts” if the student participated in a game or scrimmage or if the student continued to be enrolled after a “4th Friday.” The rule does not apply to 7th and 8th-graders.

**Enrollment** - Students must be enrolled in school by the 4th Friday after Labor Day and the 4th Friday of February.

**Transfers** - Beginning Aug. 1, 2019, a new Sport Specific Transfer Rule is in effect. ANY sport a student played in 2018-19 determines eligibility in 2019-20 should the student transfer and not meet one of the stated Exceptions set by MHSAA. All rules and standards set by MHSAA will be followed. **All transfers must contact the Athletic Director immediately for a ruling.**

**Amateur Status and Awards** – Participation in school sports is limited to students who are amateurs – to those who have not received money or valuable consideration for involvement with one of the sports that the MHSAA sponsors a tournament in. Amateurs can't sign a pro hockey contract and then play high school baseball. Amateurs can't receive cash, gift certificates, scholarships to camp, or discounts (including those from sporting goods companies). Amateurs can't receive uniforms or equipment for participation in high school sports, nor keep school issued items (they can purchase at season's end for fair/current market value). The amateur's family can't accept these prohibited items in their place. Amateurs can't pose in school uniform to endorse a commercial product. The rule allows for meals, travel, and lodging to be accepted if in kind, not cash to buy food, but the actual meal is OK. The awards provision has a \$25 cap for symbolic awards not including engraving which is often confused with a cash limit of \$25. Never can a student-athlete receive cash, merchandise or gift certificates for participation in an MHSAA sponsored sport. Anything done for an athlete that is not done in the same fashion for non-athletes in the school is likely a violation of amateur status. Championship rings, special discounts for equipment, prizes for selling the most items in a fund raiser are all things that must be open to all students not just athletes so as to comply with the Amateur Status and Awards regulations.

**Limited Team Membership** – There are three parts to this rule. Part A, also known as the Loyalty Rule, states that in MHSAA sports, a student can only compete for the school team once the season starts. So in team sports, once practice (including tryouts) begins, a student can only play for the school team in that sport until the season ends. All JH/MS sports except football, ice hockey, and individual sports don't activate the rule until participation by the student in the first contest. In individual sports and all JH/MS sports except football, students are allowed two non-school events after this during the season. An event held on not more than three consecutive calendar days is considered one event under this rule (i.e. a three day non-school tournament). In skiing the rule is activated once the team participates in a scrimmage or meet. In tennis, the rule activates on the first day of allowed competition regardless of when the team begins practice or a player joins the team. Once discovered a student is ineligible for, at minimum, the next 3 dates of high school competition, 2 dates for junior high/middle school to a maximum of the entire season. An individual may not knowingly violate the regulations. To be in the MHSAA tournament in ski, hockey or soccer a student must have been a participating team member in that sport in at least four contests with his/her school team against an MHSAA school. Part B indicates that students would be ineligible for one school year if after participating in an MHSAA sport they compete in any event which is or purports to be a National High School Championships or All Star Event. A 12th-grade student may participate (with some limitation) in one all-star event after his or her season and not lose eligibility in upcoming sports. Part C involves participation in U.S. Olympic Development Programs and National Governing Body teams which both involve special advance allowances that involve school administration.

**Previous Trimester Record** - A student must have successfully completed 4 of 5 high school classes or 5 of 6 middle school classes in the previous trimester to be eligible for the next trimester.

## **Academic & Citizenship Eligibility Rules for High School Athletes**

The following rules have been established for athletes participating in the Caro Community Schools athletic program:

### **Enrollment**

Student Athletes must be enrolled as full-time students of Caro Community Schools.

### **Academic Checks**

1. Each student must be passing/meeting IEP requirements in all classes he/she is enrolled in to be eligible for participation.
2. Grade checks will be conducted each week and will start following the second week of the trimester. Grades will be reviewed on Mondays. Students will be given a four offense policy for athletics. (See below). A student will receive an offense for each class they have in which their grade is below a 60%. Students must also have completed all assignments according to the pacing guide in all virtual classes. Students are encouraged to be on-pace or ahead of the virtual course's pacing guide, but will be considered on-pace if they are within one week of the pacing guide for eligibility purposes. Failure to be on-pace, in addition to the grade threshold, will result in an offense. A student can receive no more than 2 offences in a week. Once a student has received 2 offences in a week, they will not be issued more than one offence per week during the same trimester. Students will be given a letter of standing each week for any offence they receive. The letter of standing will need to be signed by a parent/guardian before they are allowed to return to participation in athletics.
  - Offense 1: Warning
  - Offense 2: Miss one contest
  - Offense 3: Miss one week of competition
  - Offense 4: Removal from athletic team
3. If an athlete fails a class the previous trimester, he/she will be deemed ineligible for the first week of contests in the following trimester. No probation will be granted to the athlete for a previous trimester failing grade. If an athlete fails more than one class, he/she will be ineligible for participation the following trimester per MHSAA rules. An ineligible athlete is required to attend all practices unless attending after-school study table. He/she will not be allowed to dress for contests. Scrimmages do not constitute contests.

### **Player Responsibility**

Student athletes should understand that the athletic program is an important part of their overall education. Athletics offer many opportunities for the total development of each individual and all students have the opportunity to be part of the total athletic program. Once students decide to participate, they must understand they are accepting the privileges and benefits of participation and must meet certain specific obligations and responsibilities. They have committed themselves to the total athletic program. Student athletes should also plan their activity time so that they can give sufficient time to their studies and their sport to ensure acceptable performance in both areas.

Equally important to the development of skills needed to compete in an individual sport is the development of positive social attitudes and interpersonal relations. Students who serve on interscholastic athletic teams represent themselves, their families, their team, their school, and their community. Since the community as a whole provides the support necessary to operate the athletic program, student athletes should conduct themselves in a manner consistent with the requirements of this handbook and which reflects their status as representatives of the school district.

During competition, student athletes should exhibit control of all aspects of their behavior while serving as a representative of their high school or middle school athletic team.

In addition to the above, athletes will be responsible for the following specific obligations:

1. Athletes will be responsible for all equipment issued to them.
2. Athletes must maintain their equipment in a reasonable and clean condition. The coach will be responsible for establishing a procedure to be followed for the cleaning of uniforms.
3. All equipment must be returned to the coach at the end of a sports season. Athletes are required to pay for all lost equipment (fair market value), and will be restricted from participating in any other sports-related activity or practice session until their obligation has been cleared by the coach or Athletic Director.
4. Athletes are financially responsible for all school equipment issued to them. Awards will not be given for a sport until all obligations have been taken care of.
5. Athletes are required to return signed statements from themselves and their parent/guardian indicating that they have received, read, and agree to abide by the school's athletic policy including the coaches' specific team rules.
6. Out of Town Travel- Players are required to travel to and from all out-of-town events as a team when school transportation is offered. Exceptions must be requested by the parents directly to the Coach/Athletic Director and the parents must provide the coach with a signed statement. Under no circumstances will a player be transported to or from an athletic contest in a vehicle driven by himself/herself or another high school student when school transportation is offered. Overnight trips must be approved by the superintendent and teams may be limited to one way transportation. Transportation is not provided to individuals. Therefore, if an individual earns the right to compete at the state level, we would not provide transportation, but if a team was going we would.
7. Team buses will depart from and return to the high school for each event.
8. An athlete who has been cut from one team may go out for another team prior to the start of contests. After the start of contests, Athletic Director approval is needed.
9. An athlete that does not attend the try-out period cannot be added to any team after the initial cuts have been made. Any exceptions to the must have prior approval from the Athletic Director or Principal.
10. An athlete who has made the cut on one team may not quit and go out for another team in the same season.
11. An athlete may move from one non-cutting sport to another with the consent of both coaches and prior to the start of contests. After the start of contests, Athletic approval is needed.

### **Injury Policy/Concussion**

#### **Return to Participation Following Illness or Injury**

Athletes who are out of school for three (3) or more days because of injury may not attend practice session or participate in competition without written permission from a physician. A student must have a doctor's permission to return to practice or competition if he/she has sustained any injury which requires a visit to a physician.

**Injury Reporting** - Students absent from a practice due to extended illness or any athlete who sustains an injury while participating for Caro Community School or on his/her own time needs to report the injury to their coach and the head trainer.

**Release to practice/compete following an injury** - Any athlete who has sustained an injury must be released to return to competition or practice by the head trainer and/or a M.D. or D.O., Physician's Assistant or Nurse Practitioner. Release by the medical professional must be delivered in writing to the athletic office. If the head trainer feels the athlete may be at risk of further injury, return to play may be withheld pending consultation of physician.

**Concussions** - Any Athlete suspected of having a concussion is required to complete a MHSAA Post-Concussion Consent Form before returning to practice/events. The clearance from the doctor must be unconditional.

It is important to recognize that blows to the head can cause a variety of injuries other than concussions (e.g., neck injuries, more serious brain injuries). Please be sure to see your doctor as soon as possible for any other medical concerns. *Please be advised that your son/daughter will not be allowed to return to play until he/she has no symptoms and have been cleared in writing using a Return to Activity and Post-Concussion consent form from the MHSAA (you may pick a form up in the Caro High School Office) by an authorized health care provider (M.D. or D.O. or PA or Nurse Practitioner) for this type of injury.*

**Communicable Diseases** - Any Athlete with a suspected communicable disease (example- skin lesions, head lice, pinkeye, etc...) is required to obtain a release from an authorized health care provider before returning to practice/events.

**Athletic Trainer's Role** - The head trainer is responsible for injury prevention, care, treatment, and rehabilitation.

**Athlete's Responsibility** - It is the responsibility of the athlete to follow the instructions of his/her physician, as well as the head trainer's recommendations and directions with regard to injury. It is his/her own responsibility to follow up with the treatment as directed by the team trainer.

### **Parent Responsibility - Parental Standards & Expectations**

When the coaching staff, athletes, and parents are working together for the good of the team, a season is successful. Please help us provide the best possible environment for our athletes to have a quality experience. Everyone must play their role. The coaches need to coach, the players need to work hard and sacrifice for the good of the team, and parents need to support their children with attendance and encouragement. As models to our student athletes, the following behaviors should be practiced by parents:

#### **Good Sportsmanship**

- Remember the game is for the students and not for adults. They are here because they want to play and enjoy the experience.
- Abusive language is prohibited. Keep all comments from the stands positive. As a fan, you represent the school as much as the athletes. Refrain from comments and actions that are intended to intimidate, bait, anger, or embarrass others or distract any players during play. Maintain a position as a spectator and refrain from "coaching from the stands".
- Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will.
- Your view of the game could be quite different from that of the officials. Treat the officials with respect before, during, and after the contest. We cannot play a game without officials and they should be considered impartial arbitrators.

- Place the emotional and physical well-being of the participants ahead of any personal desire to win. Support coaches and officials working with the participants to provide a positive, enjoyable experience for all.
- Display good conduct. Even though you paid for your admittance, the management has the authority to remove any spectator who does not conduct themselves respectfully
- Noise makers are prohibited.
- Promote tobacco, alcohol, drug, and violence free sports environment for the participants and agree to assist by refraining from their use at all events.
- Expect that you and your child treat other players, coaches, fans and officials with respect regardless of race, sex, creed, or ability.

### **Team Parent**

It is always recommended that each team have a parent liaison between the head coach of each team and the parents. This team parent would help coordinate for tickets, concessions, food for games, and any other parent communication the coach feels that all parents need to know.

### **Volunteering**

At Caro Community School we offer as many interscholastic opportunities as possible. Providing the proper equipment, coaches, officials, and transportation requires proper funding. We are asking that each athlete's parent/guardian to volunteer their time in the concession stand, ticket booth, or help with other game operations. In return for volunteering your time, we hope to keep "Pay to Play" out of the school district. In addition, we will provide you with a punch card good for 10 punches. To receive the punch card, you will need to volunteer for 3 events during the sport season you child participates in athletics.

### **Adult Fan Behavior Guidelines**

If a fan is acting in an unsportsmanlike manner, they will be approached and be advised of the inappropriate behavior by a staff member or the game management, with a follow up letter sent by the Athletic Director.

A second offense will result in a suspension of two home contests and any other athletic events during the suspension time period. A third offense will result in a suspension from all athletic contests for the remainder of the school year. This process may be accelerated if the administration deems it necessary.

### **Student Athlete Code of Conduct and Consequences**

Participation in athletics is a privilege; therefore, athletes will be subject to some rules and regulations which may not apply to the general student. Athletes are subject to discipline under the athletic code as well as under the student code of conduct. These rules apply to all students involved in athletics, whether in or out of season and including the summer months.

### **Athlete Expectations**

1. Athletes are expected to attend all practices and scheduled competitive events. Enforcement will be in accordance with the team requirements set forth by the coach for that sport.
2. Athletes must attend all scheduled classes on contest AND practice days (unless leaving early with a team) in order to participate in that day's competition or practice. Exceptions including Doctor appointments, court appearances, etc... must be cleared prior to the competition/practice through the Principal or Athletic Director. Illness or "tiredness" are not acceptable exceptions under the intent of this provision. **A student that has violated this rule will be suspended from the next competition date.** Please refer to the High School Student Handbook for the detailed school attendance policy.



3. The team bus will not stop for food if the location of the contest 90 minutes or less from Caro. Coaches must gain permission from the Athletic Director to alter this on special occasions.
4. Student-Athletes are not permitted to order any team apparel for their team. The head coach or team parent should be in charge of placing these orders. Any orders billed to the school will need to have Athletic Director or Principal signature. Designs for use on apparel should be approved by the Athletic Director prior to placing the order.
5. Any athlete causing reckless or deliberate destruction of school property (home or away) will be immediately suspended from athletics and reported to the school and/ or law enforcement for further discipline or legal action.
6. An athlete who is suspended from school for any reason will not be allowed to participate with the team or participate in any athletic contests during the suspension period as defined by the administrator having jurisdiction in the case.
7. Any and all violations resulting in removal from the team will be reported to the Principal through the Athletic Director within twenty-four (24) hours.

### **Prohibited Behaviors and Consequences**

All offenses are cumulative throughout a Student's Middle School or High School career. Students accusing other specific student athletes of violating the following rules shall submit the accusation to the Athletic Director in writing within ten (10) school days of the alleged violation. Such reports shall refer to the specific portion of the rules alleged to have been violated. The violation will be investigated by the Athletic Director. If, after the investigation, the athlete has violated the standards specified, actions will be taken by the Athletic Director.

#### **Level 1 Prohibited Behaviors**

**Suspension:** Principal or Assistant Principal assigned in-school or out-of-school suspensions.

**Misconduct:** Student Athletes will abstain from any conduct that shall bring discredit to the athlete, team, or school (excessive display of temper, loss of self-control, use of profanity, unsportsmanlike conduct, disrupting a public event, etc...)

#### **Level 1 Consequences**

**1st Offense** - One-Game Suspension

**2nd Offense** - Two-Game Suspension

**3rd Offense** - Suspension for 35% of the season

Further offenses result in suspension up to Permanent Suspension from Caro Athletic programs.

#### **Level 2 Prohibited Behaviors**

**Association with Alcohol** - A Student Athlete shall not remain in a place where they know or can be reasonable presumed to know that alcoholic beverages are being served to or consumed by persons under the legal age.

**Association with Controlled Substances** - A Student Athlete shall not remain in a place where they know or can be reasonably presumed to know that any provision of the Michigan Controlled Substances Law is being violated.

#### **Level 2 Consequences**

**1st Offense** - One-Game Suspension and possible loss of representative status, as determined by the Athletic Director/Administration

**2nd Offense** - 35% Season Suspension and possible loss of representative status, as determined by the Athletic Director/Administration

**3rd Offense** - 70% Season Suspension and loss of representative status

**4th Offense** - Indefinite Suspension from Athletics at Caro Community Schools (see indefinite suspension (see indefinite suspension below) and loss of representative status

### **Level 3 Prohibited Behaviors**

**Tobacco Possession:** Student Athletes will abstain from the use or possession of Tobacco Products, “Vaping” Products, or Alternative Nicotine Products in any form.

**Alcohol Possession** - Student Athletes will abstain from the use or possession of alcoholic beverages or alcohol-related paraphernalia

**Controlled Substance Possession** - Student Athletes will abstain from the use or possession of controlled substances or look-alike paraphernalia

**Criminal Behavior** - Student Athletes will abstain from complicity in any form of criminal activity

### **Level 3 Consequences**

**1st Offense** - 35% Season Suspension and possible loss of representative status

**Alternate Consequence** - If a Student Athlete self-reports the violation to the Athletic Director or Principal in accordance with the self-reporting guidelines (listed below), and the Student Athlete completes a certified substance abuse treatment/educational program, the Student Athlete will serve a 20% season suspension.

**2nd offense** - 70% Season Suspension and loss of representative status

**3rd Offense** - Indefinite Suspension from Athletics at Caro Community Schools (see indefinite suspension (see indefinite suspension below) and loss of representative status

**4th Offense** - Permanent Suspension from Athletics at Caro Community Schools and loss of representative status

Suspensions lasting more than one game refer to proportions of the season, listed as a percentage. These percentages will be figured based on the total number or contest dates from that sport’s regular season. (ex: Football has 9 regular season contest dates, so 35% of the season = 3 contest dates.) All fractions of contest dates will be rounded up at .5 or higher. (ex: 3.5 contest dates = 4 contest dates 3.4 contest dates = 3 contest dates)

If a violation occurs prior to the end of the season, the suspension will commence in the current season, including postseason contests, and continue into the next season. The remaining proportion of the suspension will be computed based on the next sport’s regular season.

The minimum suspension length is one game, regardless of the proportion of the season represented.

Students Athletes who have more than one Level 2 or Level 3 violation cannot receive a suspension that is shorter than a previously served suspension (ex: A student has a Level 3 violation and serves the 20% 1st Offense Alternate Consequence of 20% season suspension. Later, that student has a Level 2 violation and would receive a 35% season suspension.

### **Self Reporting Guidelines**

- The Student Athlete involved must report their violation of the athletic handbook to the Athletic Director or building Principal by 9:00 am on the first day of school following the incident.
- For incidents occurring outside of the school year (summer), the student has one (1) day to report the incident to the Athletic Director or building Principal from the start of their first practice.
- A student may only use self-reporting to reduce a Level 3 consequence one time during their high school career.

### **Indefinite Suspension**

A Student Athlete who has received an indefinite suspension must be suspended no fewer than 365 days from the date of suspension. At that time, a student may apply for reinstatement to the athletic program. The student must submit their request for reinstatement in writing, citing the various steps the student has taken to alter their behavior and regain the trust of the school. Upon receipt of this written request, the Athletic Director and building Principal will form a committee, which should include at minimum themselves, the coach of the team the student would like to be reinstated, and a teacher from the building in which the student is enrolled. This committee will hold a hearing at which the student may present evidence showing their readiness to return to the athletic program. The student may have additional representation at this hearing, including parents and/or legal representation.

### **Administrative Discretion**

The normal penalties are listed above. However, the Athletic Director, Principal, and Assistant Principal reserve the right and discretion to deviate from the normal step process depending upon the nature and severity of the violation.

### **Elastic Clause**

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may arise and require actions that are not covered in this handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as limitation to the scope of the school's responsibility and, therefore, authority in dealing with any type of infraction may not be in the best interest of the safety and welfare of the students or the athletic department.

## **Appeals Procedure**

Each Student Athlete is expected to live within the rules and regulations spelled out in this handbook and those provided to students and their families by coaches of individual sports. Likewise, it is expected that all Student Athletes will be treated in an equal and just manner. Any student who believes they are the subject of harassment, discrimination, unwarranted treatment, unfair suspension, or unjustified dismissal can file an appeal. The appeal must be submitted in writing to the Athletic Director. This should include the student's account of the incident and their rationale for appealing the discipline. The Student Athlete has a maximum of five (5) school days to appeal any decision made by the Athletic Director. At that time:

- The Athletic Director will call a meeting of the Athletic Appeals Committee within five (5) school days from receipt of the written appeal.
- The Athletic Director will submit a written report, summarizing the incident, their evidence, and the rationale for the assigned discipline.
- The Athletic Appeals Committee will meet and review the submitted material. The committee shall render a written decision and copies shall be sent to the Athletic Director, the coach, and the student. The decision of the Athletic Appeals Committee is final.

## **Same Season/Dual Sport Policy**

There exist circumstances in which it may be in the best interest of both a particular team and an individual athlete to allow participation on more than one athletic team during a particular season. This would allow individual athletes an opportunity to excel in athletics that will help both them and others grow and develop physically, socially, and emotionally while, at the same time, helping the overall growth, development and success of the entire team. Athletes at Caro Community School are allowed to participate in more than one sport during a particular season, If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision, rather the coaches involved

should work together to make this situation as smooth as possible. This policy may not work for all sports, however, this will be the guideline for the sports it does work in. Realizing that there is potential for conflicts arising when an athlete is participation in two sports at the same time, the following guidelines will be adhered to:

- The athlete will declare a **primary sport** and a **secondary sport**.
- If contests are scheduled on the same day, the athlete will participate in their primary sport. Exception: if the secondary sport is a league contest and the primary sport is a non-league contest, that athlete will participate in the secondary sport.
- On days that an athlete is not in competition, they should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
- In the event that it would be possible for an athlete to participate in both sports on the same day, they will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
- Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in their other sports as agreed upon by the coaches, unless a new game plan is installed.
- All eligibility rules will remain the same.
- An athlete must begin practicing in each of the two sports at the beginning of each sport's season. After the start of the season, Athletic Director approval is needed.
- Before being allowed to participate in two sports during the same season, the athlete, parents/guardians, Athletic Director, and the two coaches involved must meet and sign an agreement.

### **Athletic Awards**

As head coaches and sports regulations change, the letter requirements that follow may change. The changes will be outlined in each coach's written sports guidelines and reviewed by the Athletic Director. Caro Community School will provide one (1) varsity letter for the first sport that the Student Athlete qualifies in. Any additional letters for each additional sport will be available for purchase from the school at cost. Each additional year of service on any varsity team will earn that student a pin.

**Cheerleading** - A varsity award will be issued to any person who satisfies the following requirements:

1. Member of the varsity squad for one (1) season
2. Regular attendance at practice and contests.

**Basketball** - (boys & girls) - A varsity award will be issued upon completion of either of the following requirements:

1. Played in at least twenty (20) quarters during the regular season.
2. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Baseball/Softball** - A varsity award will be issued upon completion of one of the following requirements:

1. Nine (9) times at bat in a season.
2. Twenty (20) innings in the field in one season.
3. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Bowling** - (boys & girls) - A varsity award will be issued upon the completion of either of the following requirements.

1. Played in at least one half (1/2) of all varsity bowling matches, not including scrimmages.
2. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Cross Country** - (boys & girls) - A varsity award will be issued upon completion of either of the following requirements:

1. An athlete must finish better than the opposition's 5th runner in 1/3 of all dual and invitational meets in which he/she participates.
2. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Football** - A varsity award will be issued upon completion of either of the following requirements:

1. Played in a minimum of four (4) quarters of competition.
2. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Golf** - (boys & girls) - A varsity award will be issued upon completion of either of the following requirements:

1. Participation in Varsity Jamboree/Match
2. A senior athlete who has been a member of the varsity team for a minimum of three (3) seasons.

**Tennis** - (boys & girls) - A varsity award will be issued upon the completion of either of the following requirements:

1. Played in at least one half (1/2) of all varsity tennis matches, not including scrimmages.
2. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Track** - (boys & girls) - A varsity award will be issued upon the completion of either of the following requirements:

1. Earns a minimum of ten (10) points during the season in dual meet competition.
2. Earns points in a major meet (conference, regional, invitational, etc.)
3. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Volleyball** - A varsity award will be issued upon completion of either of the following requirements:

1. Played in at least twenty (20) games.
2. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Wrestling** - A varsity award will be issued upon completion of one of the following requirements:

1. Wrestles in at least eleven (11) varsity matches.
2. Wins a minimum of six (6) varsity matches.
3. Wins a medal in an individual major tournament.
4. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Swimming** - (boys & girls) - A varsity award will be issued upon the completion of one of the following requirements:

1. Score a minimum of ten (10) points during dual meet competition.
2. Earns points in a major meet or invitational.
3. Senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

**Soccer** - (boys & girls) - A varsity award will be issued upon completion of either of the following requirements.

1. An athlete who has played in a minimum of six (6) games.
2. A senior athlete who has been a member of the varsity team for a minimum of two (2) seasons.

A varsity letter may not be awarded to any athlete who has not been a member of a team for at least 50% of the season.

The above letter requirements have been established with some degree of flexibility in order that the coach may award a letter to any player who he/she feels has earned his/her varsity award (who has worked and been faithful in attendance at practice and games but has fallen short of the established time

or goal.) Athletes are expected to complete each season, and may forfeit earning his/her Varsity letter if he/she does not do so.

### **Medical Policy and Insurance Program**

The Board of Education does not assume responsibility relative to medical expenses. Athletics are voluntary. **The student and his/her parents participate with the knowledge that athletic training and competition involves the possibility of injury.**

**The school's insurance policy does not pay for medical bills for athletic injuries.** All injuries must be reported immediately by the athlete to the coach and subsequently to the Athletic Director.

#### **Physicals**

Athletes must have passed a satisfactory physical examination for the current school year, given on or after April 15 of the previous school year, and have it on file in the Athletic Office. Only the most current physical form from MHSAA will be valid.

In keeping with the school district's consideration of safety, health, and welfare of its athletes, any athlete who is aware of any physical condition which would impair the athlete's ability to participate or compete in practices or contests, must immediately advise the coach of such physical condition.

#### **Medical Consent Forms**

A medical consent form must be filled out and signed or waived by the parent or guardian and on file in the Athletic Office. This form is a portion of the MHSAA physical. A copy of the completed medical consent forms must be placed in the medical kit of each individual sport.

### **Caro Athletic Boosters**

The purpose of this association shall be:

- A. To provide financial assistance for the operation of the athletic programs at Caro Community Schools.
- B. To provide volunteer support for the promotion of a well-rounded athletic program.
- C. To encourage community support of activities designed to promote school athletics.
- D. To encourage cooperation and communication between this association, the administration and the athletic director.

If you are interested in joining this group of outstanding athletic supporters please contact the athletic office.

### **SNOW DAY PROCEDURES**

All practices on snow days will be non-mandatory

- A. If school is called off after the school day has been started.
  1. No team shall practice during that school day.
  2. If a varsity team contest is scheduled for the next day, varsity teams only may practice after safety has been considered.
- B. If school is called off before the school day starts.
  1. No Middle School practices.
  2. High School teams may only practice if given administrative approval.



Caro Community Schools  
 Transportation Department  
 989.673.7718  
[www.carok12.org](http://www.carok12.org)



## TRANSPORTATION BOARD POLICY

### School Bus Routing – Policy 4310

The primary purpose of the transportation system is to transport students to and from school. Accordingly, for student safety, only one pick-up location and only one drop off location shall be on record. Changes of the record may be made using a Transportation Request Form. Phone Requests will not be permitted. Changes shall be in effect for a minimum of three weeks. Parents may not request more than four changes per year. Short term changes for bus riders will only be due to emergencies and unforeseen urgent situations as determined by the building administrator/designee.

#### Transportation Request Form Procedures:

- A) Limitations** - Each student may have on record; **only one** morning bus stop, **only one** afternoon bus stop (may be different than the morning stop), and **only one** emergency alternate bus stop. This applies even if the bus stop requests are all on the same bus route. Transportation Request forms will remain in effect from one school year to the next, unless changed.

#### Transportation Request Forms / Bus stop record changes;

- **Must be signed. In writing. Phone request changes will not be permitted**
- **Changes shall be for a minimum of three weeks**
- **Request for changes may not exceed four per year.**

**Transportation will be denied to addresses not on file. Parents in split custody situations need to designate the one morning and one afternoon bus stop together; we are not able to accommodate bus stops for each parent. Students may only ride the bus they are assigned to.**

- B) Bus Passes** will be used in **emergency/urgent** situations for the alternate address listed on file, or students shuttling from one school to another. A pass will allow them to ride a bus they are not assigned to. Students are not allowed to ride home with friends for birthday parties, sleepovers, study groups, scouting, etc. Bus Passes will be issued by the building office where your student attends.

## TRANSPORTATION ELIGIBILITY

Caro Community Schools will provide bus transportation to and from school for students in grades K-12 who reside within district boundaries as noted. Transportation is a privilege, which can be revoked. Due to several factors, bus stops will be consolidated where feasible. We are **not** able to provide direct door to door service for many students, who must then meet at bus stops. It is the **Parent's Responsibility** to safeguard their child going to and from, and while waiting at the bus stops.

For residents living in the City of Caro within the area bordered by: Hooper St, to Gilford Rd., to Ellington Street, to Frank Street to Columbia Street, to Green Street, to Park drive, and out to M-81, we provide

limited shuttle locations to assist students. Other options besides these shuttles would be, parent transport, Thumbbody Express, or walking.

Students remain eligible to ride the bus when they adhere to appropriate behavior. If a student violates the Caro Community Schools Code of Conduct, the Transportation Supervisor may collaborate with the building principal to reach resolution. Discipline administered may include loss of bus-riding privileges in addition to any school consequences. When students ride a bus for extracurricular activities, the student Code of Conduct remains in effect. The school bus is an extension of the classroom.

School of Choice Students have the option of meeting a Caro Bus along its designated route. Contact the Transportation Department for route details and times. School of Choice students must be met by an adult at the bus stop.

## **TRANSPORTATION ROUTING**

Bus routes are planned to achieve safety of students and responsible economy of operation. To maximize route efficiency, students are assigned three to a seat up to the rated capacity of the scheduled vehicle. Many school bus riders will find it necessary to walk some distance to their designated bus stop. It is the responsibility of the parent/guardian to ensure the student safety while going to and from, and while waiting at the bus stop.

The school bus at the stop location should be clearly visible for at least four hundred (400) feet from any direction. Typically buses will not go into mobile home/trailer parks, cul-de-sacs, non-through streets, or private property. Stops are designed to avoid the use of turn-arounds and avoid backing.

### **Bus Route Schedules / Timing of Bus Stops**

Student Pick Up – Students should be at the bus stop at least five (5) minutes before the bus is scheduled to arrive. The responsibility of the parent and the student is to ensure the student is at the bus stop and ready for pick-up in the mornings. Bus stops are, within ten (10) feet of the curb/roadway where the student boards the bus, and not at the doorway to the residences.

Students running late to their bus stop experience a greater risk of using poor judgement to reach the bus before it leaves. Dangers include, but not limited to, crossing the street behind the bus, entering the Danger Zone (see Danger Zone of this handbook) around a school bus, or chasing a bus thinking the driver can stop a second time (which they cannot) before leaving the area. Please reinforce with your child the need to be at the bus stop before the bus arrives.

If the student does not ride on a daily/regular basis the bus will no longer stop. The parent/guardian would need to call the Transportation Department on the sporadic days the student needs a morning pick-up.

Late Buses – The transportation Department cannot guarantee that students will be picked up or dropped off every day at the same time as we are impacted by road constructions, traffic conditions, weather, and other outside influences we cannot control. Your patience is appreciated.

Please understand the best way for our buses to be on time, is for you to be on time. We are able to control the departure time of the bus from the school, a large part of the remaining timing rests with students and parents. We ask that you keep in mind the following. Any additional time spent at bus stops will add time to stops further down the route. For example, even as little as an extra 30 seconds



per stop adds six-minutes to the route time, twelve stops down. Many parents are not aware of how a few seconds can impact the rest of the route.

School Start Up - During the first couple weeks of the school year, buses may run slightly later on both the morning and afternoon bus routes until everyone, students, parents, daycares, and school staff have the ability to get their timing down.

Due to a frequently changing kindergarten class list, up to and including mid/late August, estimated pick-up and drop-off times will not be available until around the start of school. Any change in the class list, the adding or deleting of students, affects the timing of the bus routes.

## **RESPONSIBILITIES**

### **Parent Responsibility**

1. Provide for your students' safety to, from, and while at the bus stop.
2. Ensure your student is at the bus stop at least five (5) minutes ahead of the scheduled stop time.
3. Visit/Review the bus stop with your child and determine the safest route to take to the stop, where to wait (approximately 10 feet from the roadway), and to be aware of unsafe situations.
4. Review all bus safety rules with your child, encourage proper conduct.
5. Have your student dress for times of inclement weather.
6. Backpacks are helpful for keeping all school supplies intact and freeing hands for holding handrails when entering or exiting the bus. Teach your children to secure loose drawstrings, long backpack straps, and other objects that may get caught in the handrail or door of the bus as they are exiting. All items brought on to the bus must be under the students' control (on their lap) at all times.
7. Have a plan with your child if the bus is missed.
8. Have a plan in case of early dismissal.
9. For students under first grade: parents/caregivers are required to be present when the bus arrives. Ensure that you make yourself known to the driver.
10. Provide the necessary transportation if your student is suspended from riding the bus.

### **Student Responsibility**

Riding the school bus is a privilege and all rules shall be followed by students. Your bus driver has the responsibility for your safety and the safety of all students assigned to the bus. The driver can only perform this responsibility with your cooperation and assistance in the following ways:

1. Be at the bus stop five (5) minutes before the scheduled pick up time. In order to be consistent and stay on schedule, busses will not wait at bus stops.
2. At the bus stop, wait in a safe location and distance from the street.
3. If you must cross the street to board or depart your bus, cross only in front of your bus—never behind it. Students shall cross only after they have been directed to do so by the bus driver with the crossing signal (Described Later)
4. Stay in view of your driver at all times.
5. Walk-never run to, or from, the bus.
6. All carry-on items must be in your lap.
7. Remain seated until the bus comes to a full stop.
8. When boarding or leaving the bus, do so in an orderly manner.
9. Follow the bus rules and driver's instructions.

## **Bus Rules for Students**

Safety for all students is our priority when transporting students. The following rules, although not all inclusive, have been established to maintain order, safety, and well-being for all.

Follow all bus driver's directions

1. Listen to and follow all instructions of the bus driver.
2. Sit facing the front
3. Classroom behavior is expected
4. Talk quietly; be respectful of others
5. Beverages, food, candy, and chewing gum are not allowed on the bus
6. Do not throw items on or out of the bus. Nothing goes out the bus windows.
7. Aisles must be clear at all times
8. All items must be in backpack/bag, and be held on our lap, including band instruments.
9. Large or fragile items are not appropriate for bus transportation
10. Athletic and playground balls need to be in a bag or container
11. No animals or glass containers
12. Do not write on or damage seats
13. Any behavior that distracts the driver will be cause for discipline
14. Caro Community School's policy for tobacco, alcohol, weapons, illegal substance/materials is enforceable on the school busses
15. Electronic devices are a privilege-not a right. Inappropriate use may result in loss of that privilege:
  - Telephone calls shall not be allowed after boarding the bus
  - No video recording, sound recording, or picture taking will be allowed
  - Sounds must be muted, ear buds used, or turned off
  - Drivers shall remove a device that is not being used appropriately
16. Leave the bus only with the consent of the driver, out the front door (except in an emergency) after the bus has come to a complete stop.

## **Student Consequences**

If student behavior is inappropriate, bus referral/conduct forms will be issued by the bus driver or other staff. Administration (Transportation Director/ Students' Principal) will review the incident and assign consequences. The assigned consequence will include review of the school conduct code where the student attends, for possible consequences as well. Typically actions and consequences are progressive in nature, however mitigating or aggravating circumstances allow for Administration the flexibility to apply consequences.

1. First Written Form: Student/Administrator conference and warning.
2. Second Written Form: Student/Administrator conference and warning, and/or Thinking Room/ Responsibility Room/ Detention.

Third Written Form: Student/Administrator conference and warning, and/or Thinking Room/ Responsibility Room/ Detention, and/or Suspension from Bus and/or suspension from school.

**Caro Community Schools**  
**POLICY STATEMENTS REGARDING**  
**ACCEPTABLE USE OF COMPUTER AND ON-LINE SERVICES**

**Preamble**

The District provides access to technology resources including access to the Internet. These resources allow interaction internally within the district and externally to systems located all over the world. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance student, staff, and board member learning consistent with district educational goals and objectives. This acceptable use policy ensures that use of the network by students, staff, and board members is done in an appropriate manner. Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical, and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action, and/or legal action.

**District Resources**

Educational technology resources consist of any two-way interactive communication devices and voice/ video, data, such as, but not limited to, telephones, computer hardware, computer software, communication lines and devices, graphing calculators, terminals, printers, CD-ROM devices, scanners, digital cameras, LCD projectors, and any other technology devices.

**Internet Safety Measures**

The Superintendent shall be responsible for directing appropriate District technology staff, or technology consultant staff, to bring all computers used by children and adults into full compliance with all federal requirements regarding Internet filtering software to assure that District discounts for Internet access and internal connections under the federal E-rate program are not jeopardized. Student Internet activities will be monitored by the District as much as possible to ensure that students are not accessing inappropriate sites. Each District computer with Internet access shall have a filtering device or software that is designed to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors.

**Acceptable Uses/Net Etiquette** (This list is not intended to be all-inclusive):

Classroom activities as assigned and sanctioned by the school/teacher.

Research activities for classroom assignments.

Peer review of assigned work.

The exchange of school project-related ideas, opinions, and questions via e-mail, message boards, and other means.

1. Accessing information via the Internet for limited educational purposes such as: local, state, national and worldwide information and news; correspondence with scientists and scholars; collaboration with peers on projects and problem-solving strategies.
2. Accessing, via the Internet, the Science Learning Network (SLN), Library of Congress, Educational Resource and Information Center (ERIC), Smithsonian Museums, university library catalogues, and other like sources in the pursuit of legitimate curricular goals.
3. Proper e-mail and Internet etiquette is acceptable and expected, and should include:
  - \*Being polite and courteous in all communications and language.
  - \*Assisting others in the use of the system, and helping others who are looking for ideas or information.
  - \*Posting and sharing information that is interesting and helpful to other users.
  - \*Always using the network as a resource to further one's own education and that of others.
  - \*Being mindful of network security, and immediately reporting any bugs, errors, or security problems to the system administrator.

**Unacceptable Uses** (*This list is not intended to be all-inclusive*):

1. Transmitting or downloading any material in violation of any U.S. or state regulations. This includes, but is not limited to, material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene, or protected by trade secrets or representing the work of others as your own.
2. Accessing non-educational multi-user (chat rooms) talk sessions or a “recreational” game.
3. Engaging in any unauthorized commercial activity, product advertisement, or political lobbying.
4. Use of the school’s equipment by for-profit business or non-school sponsored community activities is generally not acceptable. Applications for such use should be submitted by request and shall be reviewed on a case-by-case basis by the system administrators or advisory committee.
5. Use of technology to distort the truth, to lie, or to misrepresent someone else.
6. Use of any technology intentionally to harm or harass anyone.
7. Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses.

**Waiver of Warranty/Disclaimer**

The school district makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen network problems or a user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

**Safety Warning**

**Staff:** As a school, we want to celebrate our students and their work. Therefore, there is a possibility that you may want to publish a student’s picture on an individual classroom or sports-related website. The names of students may appear in articles on said websites; however, **DO NOT** use names in captions of pictures.

**Parents:** If you would prefer that your child(s) name **and** picture **ARE NOT** used on an individual classroom or sports-related website, please contact your child’s Principal’s Office **in writing** with your request.

**Students & Staff:** As a school district participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, e-mail, and two-way communications, the following guidelines should be strictly adhered to:

- Never give your login id and password to anyone for any reason.
- Never leave a computer that you have been using unattended without logging off.
- Never use, or accept, abusive language, threats, or harassment.
- Never get involved with discussions on violence, hate issues, race, or ethnic issues.
- Never violate ethical issues.
- Never send or receive copyrighted software or software that you have not created.

**Students:**

- Never ask for or give information about (you, friends, teachers, locations).
- Students shall not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.
- Students shall not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers) in any way.
- Tell your parents, teacher, or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening, or uncomfortable.
- Never agree to get together or meet with anyone you meet online without permission of an adult.
- Never send photographs or anything else without permission of an adult.

### **Consequences for Violation of Policy/Rules**

Any user violating or demonstrating the intent to violate any of the guidelines set forth in the acceptable use policy may face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, the district may take one or more of the following disciplinary actions (Possible Consequences may be, but are not limited to, the following):

1. Restitution
  - \*Replacement cost
  - \*Reimbursement of cost for repair
  - \*Reimbursement of technician time
2. Restriction or loss of use of technology resources
  - \*If technology is an essential component of education or job function it should be revoked only as a final option.
3. Legal action
4. Law enforcement notification
  - \*Responsibility for unauthorized charges, expenses, and fees
  - \*Mandatory training / in-service before further use is allowed

### **POLICY IIBG: POLICY STATEMENTS REGARDING ACCEPTABLE USE OF COMPUTER AND ON-LINE SERVICES**

Students have read or had read to them and hereby agree to comply with the Caro Community School's Acceptable Use Policy.

They further understand that any violation of the policy is unethical and may constitute a criminal offense. Should they commit any violation of the policy, their access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

As parent/legal guardian, I have read and agree to the conditions set forth in the Caro Community School's Technology Use Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for the Caro Community Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I understand I am responsible for supervision of my child to access school technology resources and certify that the information contained on this form is correct.

### **WEB PAGE/PHOTO USAGE PERMISSION**

As a school, we want to celebrate your child and his/her work. Therefore, there is a possibility that your child(s) picture may be published on an individual classroom or sports-related website. Their name may appear in articles on said websites; however, names will not be used in captions of pictures.

If you would prefer that your child(s) name and picture are not used on an individual classroom or sports related website, please contact your child's Principal's Office in writing with your request.

## Caro High School Academic Integrity Agreement

Caro High School has high expectations for students and hopes that students have equally high expectations for themselves and their classmates. Students are reminded that all of their work should reflect their own efforts and ideas. Work from other sources must be credited accurately. *Unless directed by the teacher*, students must assume all assignments are to be done individually. Remember – your honor and character are more valuable to you than any grade.

### **The following are examples of, but not limited to, academic dishonesty:**

- Copying a classmate's homework or class work for any subject or class.
- Allowing a classmate to copy work from any subject or class.
- Disclosing test or quiz questions or answers to classmates.
- Looking at a classmate's paper or discussing/sharing answers during *independent* work time, quizzes, tests, labs, or lab reports.
- Looking at/taking answer keys from a teacher without permission.
- Turning in /taking credit for an assignment you did not do yourself, one with excessive revision by a tutor or parent or that has been submitted and graded in a previous class.
- Using electronic devices (including cameras, flash drives, cellular phones or other communication/data devices) to gain answers or knowledge of assessments in advance, either for personal use or distribution.
- Copying, paraphrasing or cutting and pasting without properly giving a source credit. This is regarded as plagiarism. See your teacher for details for citing and crediting sources at each grade level.
- Taking credit for someone else's *ideas* (passing off the work of others from print resources or Internet as your own) without properly listing the source. This includes text, audio, video, artwork, and images and is considered the intellectual property of the original author.
- Using resources that are not permitted by the teacher. Examples may include Sparknotes®, Cliffsnotes®, calculator memory, on-line translators, formulas, Wikipedia®, etc.
- Forging signatures on grade reports or contracts.
- Sharing digital files with another student or using a digital file created by someone else and submitting it as your own work.
- Having another person write an assignment or research paper for you or accessing one from an online source already completed.

### **Consequences for academic dishonesty may include, but are not limited to, one or more of the following:**

- A zero (0) on the task assignment (such as test, quiz, projects, etc.) regardless of point value.
- Parent contact and/or conference.
- Referral to administration

# Caro High School 1:1 Device Policy Handbook

## Receiving Your Device:

Devices will be distributed each fall. ***Parents & Students must sign and return the 1:1 Device Student/Parent Agreement Checklist, and Acceptable Use Policy before a device can be issued to their child.***

## Care of Property

Students will need to follow the district's Acceptable Use Policy and 1:1 Device Policy Handbook. These devices will allow us to personalize your education and help you continue your learning outside the school walls. It is important that you take good care of your device as you will have the same one throughout your school career and you need to keep it in good working order. We trust you will treat this device with respect.

## Using Your Device:

### At School:

Students at Caro Community Schools are expected to be respectful, responsible, and ready to learn. Consequently, students must bring materials and supplies to school and their classrooms on a daily basis. This device, like textbooks, is intended for use at school each and every day. In order to meet learning expectations and access information and materials, students **must be responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.** Repeated failure to be ready for class could result in student discipline.

### At Home:

All students are required to take their device home each night throughout the school year for charging. ***Devices must be brought to school each day in a fully charged condition.*** Students need to charge their devices each evening. If students leave their device or other school materials at home, the teacher will attempt to provide a replacement or assign consequences as appropriate. Failure to be "ready to learn" on a repeated basis will result in referral to administration and possible disciplinary action. Students will be discouraged from calling home to ask a parent/guardian to bring in a forgotten device. If fully charged at home, the battery will last throughout the day.

## Printing:

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework. One of the advantages of having a device is the ability to share documents thereby reducing costs associated with printing. *At Home:* The device will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>. An alternate way of printing at home is to use a home computer to log into your Google account and print as necessary.

## **Search and Inspection of device:**

Board Policy allows for the search and seizure of district owned materials, which will include their 1:1 Device. For a complete copy of this policy, please review the parent student handbook or visit Neola policies located on the District webpage. Searches 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 safety of others or as otherwise permitted by law. 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.

## **Internet Use & Filtering of Your device:**

A Wi-Fi Internet connection will be required for the majority of device use; however, some applications can be used while not connected to the Internet. While in district devices will use the School's Wi-Fi to access the internet which is filtered and following the CIPA rules. Off campus filtering will be performed by GoGuardian Admin. Students are bound by the Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their device.

## **Caro Community Schools**

### **G-Suite for Education Procedures**

Under FERPA and corresponding Michigan law, a student's education records are protected from disclosure to third parties. With regards to COPPA, student educational records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information stored in our Skyward Student Information system.

Student use of Google Apps for Education is governed by the Caro Community Schools Student Acceptable Use of Technology Policy and 1:1 Device Handbook.

Students will have access (projects, documents, files, username and password) to G-Suite for Education and email.

Student email accounts may be used to sign up for online sites under the instruction of a teacher, to access additional classroom documents, discussions, content, etc.



# Caro High School

## Student Technology Device 1:1 Program

### Terms and Use Conditions

#### Introduction

The District has embarked on a 1:1 Digital Program that provides students Grades 9-12 with District owned technology devices for use at school and at home. Students should bring their devices with them every day charged and ready to go. Students should be treating these devices with the utmost respect and care. Parents should be ensuring proper use and treatment while at home.

#### General Terms & Conditions

District guidelines are provided here so that students and parents are aware of the responsibilities they accept when they use District owned computer devices, digital systems, and technology resources. In addition to following these guidelines, students are required to follow the Technology Acceptable Use Procedures (AUP) and all applicable District rules. Each student in the 1:1 program must have a signed Acceptable Use Policy and 1:1 Handbook signature page before any devices can be assigned.

Students are also expected to use common sense and good judgment to protect their technology device both on and off campus. Failure to follow these terms and conditions may result in disciplinary action, loss of technology device privileges, and/or financial responsibility for loss or damage.

**It is strongly recommended that parents/guardians purchase District provided insurance to reduce financial liability in the event of loss or damage to the device.**

#### Termination of Agreement and Return of Device:

Your right to use and possess the device terminates on the last day of the school year, unless terminated earlier by the principal, District, or upon student withdrawal from school. You are required to return the device to the school upon termination of this agreement. Failure to return the device could result in police/legal action.

# 1:1 Technology Student Expectations

## As a learner, I will...

1. Look after my device very carefully all of the time.
  - a. Devices will never be left unattended
  - b. Devices must be situated securely on the working surface
  - c. Make sure the device is not subject to careless or malicious damage (i.e. as a result of horseplay)
  - d. Take care when the device is transported that it is as secure as possible. Device **MUST** be carried with two hands when possible when transporting. The device should remain in the provided protective case at all times.
  - e. Carry my device in the closed position with two hands in the classroom.
  - f. Carry my device home in my device case in my backpack/book bag.
2. Ensure that my device is charged every evening and ready for use the next day (i.e. plugging it in at home or making sure it is plugged into the charging cart in my homeroom).
3. **LOCK** my device in my locker (on the top shelf) when not in use (i.e. lunch, phys ed, etc.).
4. Print only after teacher gives permission or on my own if granted previous permission.
5. Not decorate the device or carrying case and not allow it to be subject to graffiti.
6. Not install or download additional software without the permission of the IT department or teacher.
7. Be on the task assigned by my teacher at all times. Device will **ONLY** be used for educational purposes as directed by Caro Community Schools staff members.
8. Only use web tools such as blogs, wikis, podcasts, social-bookmarking, multi-user role-playing environments, video games, and social networking authorized by my teacher.
9. Agree that all written and posted material is appropriate and non-defamatory.
10. Follow the school's Acceptable Use Policy for technology.
11. Never have food or drink by a device.
12. Not use the computer to bring harm to anyone else.
13. Not type profanity or otherwise offensive language.
14. Report to my teacher, school counselor, or administrator if I ever feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally view any offensive or pornographic content or being asked to meet someone I have met online without parental approval. I understand that my teacher is willing to help me and will not punish me as long as the rules are followed.
15. Use the Internet to search only areas appropriate to the school curriculum.
16. Only save material in my personal folders or to my device appropriate for educational use.
17. Not plagiarize from the internet.
18. Not share my passwords (my school network account, my email account, etc.) with anyone else except my parents, teachers, school counselors, or administrators.
19. Not use a proxy or otherwise attempt to access Web sites or other forms of Internet content and communications technology that have been blocked from my school network.
20. Be prepared to be held accountable for my actions and for the loss of computer and/or device privileges if these expectations are violated.

# Terms and Conditions

1. The technology device is property of the District. The District may recall the device, or place additional restrictions on the use or possession of the device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any District teacher or administrator, the student or the student's parent/guardian will immediately surrender the device.
2. Under no circumstances will the student use the technology device, or permit the technology device to be used, to access any networks, websites, or online resources that have not been approved by the District.
3. Under no circumstances will the technology device be used for instant messaging ("IM") or visiting chat rooms or non-school social networking websites such as Facebook, Twitter, or Myspace unless access has been specifically approved by the District.
4. The student and the student's parent/guardian acknowledge that they are responsible for ensuring that the student's use of the technology device to access the Internet meets the following requirements:
  - a. The District cannot guarantee the security of the asset when it is not on the District network. Use of the device to access other networks (home network, public Wi-Fi, etc.) may result in unwanted exposure to material that is not appropriate for students. Students should be supervised by a parent or guardian when using the system outside of the District network.
  - b. The student and student's parent/guardian will hold the District and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus activities or use of this device.
  - c. The District employs Internet filtering and other forms of device management to minimize each student's exposure to inappropriate content or applications as covered by the Child Internet Protection Act (CIPA). It is the student's and parent's responsibility to comply with the AUP regarding Internet use.
5. Should the student inadvertently gain access through the technology device to any confidential information about other students or District staff members, including but not limited to course work or grade information, the student will immediately report the incident to the school administrator or the District IT department.
6. Students may seek assistance from their parents/guardians, siblings, and friends in the use of the technology device. Otherwise, the student will not share the device with any other person including family and friends unless expressly authorized to do so by a District teacher or administrator. The student will not loan the technology device to any other person, including another District student.

# Technology Device Care and Maintenance

## General Care:

1. Do not attempt to modify or repair your technology device, its operating system or installed software in any way.
2. Do not “decorate” or write on your device in any way (e.g. stickers, markers, or paint).
3. Do not peel or remove the ID labels on the device or charger.
4. Do not open the device housing, as doing so may void the warranty.

## Carrying the Device:

1. Always close the lid before moving your technology device.
2. Closing the lid sends the technology device into standby.
3. For prolonged periods of inactivity, you may want to shut down completely before closing the lid. This will help to conserve battery life.
4. Cases for the device (When provided.) should not be removed. You must use it for transporting the technology device. Do not overfill your bag or put items in it that may scratch or otherwise damage the technology device.
5. Always place your technology device gently on surfaces (table, floor, ground, etc.).
6. Protective cases must remain in place at all times (for transport or normal use).
7. Do not place ANYTHING between the lid and the screen before closing the device/case. Doing so will result in one or multiple parts of the device being damaged.

## Taking Care of the Screen:

1. Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular avoid grasping the technology device by the screen with any force especially the top of the screen.
2. You may clean the screen as you would a camera lens or a good pair of glasses. In particular, you may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.
3. Do not use glass cleaners, sprays, soaps, or anything else to clean your screen. Proper cleaning of the screen is just warm water on a lint-free (scratch-free) cloth. Moisten cloth, wipe down screen, then dry screen with a lint-free (scratch-free) cloth.
4. Never sit on your technology device. Technology device screens are easy to break and do not bend.
5. For non-touch screen devices, do not touch the screen with your fingers or hard objects.

## Maintaining your Battery:

1. For students authorized to take home a District 1:1 computer device, you are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your technology device. Plug it in for a full charge at night. Keep in mind that there are limited numbers of charging ports available at school and it is your responsibility to arrive each day with a fully charged battery.
2. To conserve battery life and protect hardware, technology devices should not be used for non-academic reasons.
3. If you must plug your technology device in at school, be mindful not to cause a tripping hazard.

4. **Do not connect other electronic devices such as cell phones to the USB ports of your device to charge them. It is not designed for that purpose and you may inadvertently upload personal photos or data.**

### **Daily Logistics:**

1. Make sure your device is charged and ready to go every day (your charger should stay at home).
2. At school, the technology device should be in your immediate vicinity, locked securely in your locker, or securely locked in a classroom or other secure location with a teacher's or administrator's expressed permission.
3. You remain responsible for the security of your technology device during after-school activities. Keep it with you or safely locked up.
4. Avoid using your technology device in areas which may lead to damage or theft.
5. Never leave your technology device in a public space.
6. Do not leave your technology device in an unlocked and unoccupied vehicle.
7. Do not leave your technology device in a vehicle overnight.
8. Do not leave your technology device in direct sun or in temperatures of 90 degrees Fahrenheit or above.
9. Do not place your technology device on the floor or in sitting areas such as couches or chairs.
10. Do not leave your technology device near any water source, such as a sink, bathtub, or pool.
11. Do not use the technology device while at potential hazardous locations including the cafeteria, gym, or sports field.
12. Do not leave your Chromebook ANYWHERE where it can be stepped on. IE: In front of your locker, under a table at lunch, on the floor of the classroom/hallway where other students walk.

*For the technology device 1:1 program to be a success, we all need to be aware of our surroundings. If you see an "unattended" technology device, be a good citizen and take it to main office or nearby classroom. Avoid rough-housing as this may lead to someone's technology device being damaged.*

### **General Technology Rules & Guidelines:**

1. Your G-Suite data is stored in the cloud and backed up automatically while connected to the Internet. If necessary, you may back-up your data to a USB drive. Data may be saved to the device when off-line and then "synced" when back online.
2. You may receive email updates applicable to all technology device users. These are important. Read them and follow up on them.
3. Do not share passwords or attempt to discover others' passwords.
4. Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs installed on the device by Caro Community Schools.
5. Do not tamper with computer hardware or software, attempt to override or bypass Internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any networks, computers, files, or programs.
6. Do not use your technology device for any illegal purpose or in violation of the District AUP.

## **Expectations:**

1. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
2. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
3. Systems provided for student use are provided as-is. The District cannot be held responsible for lost productivity or data loss that may occur if the system is improperly used or if the software or hardware malfunctions.

## **Technology device Repairs/Troubleshooting:**

The district has a system in place to handle repairs of the student technology devices. In grades 9-12, the student should take their device to the Media Center in their building and the Media Center personnel will perform basic troubleshooting to attempt to repair the device and return it to the student at that time. If they are unsuccessful, they will log a ticket for the device and the IT Department will pick it up and perform the repair. When the repair is completed, the device will be returned to the Media Center and Media Center personnel will return it to the student. In grades K-8, the student should report a device issue that needs repair to his/her teacher who will in turn submit a web ticket and the IT Department will pick it up, perform the repair and then return it. **(Students and parents/guardians are not authorized to repair or reconfigure the technology device.)**

## **Turn-In Policy:**

Students will be required to turn in their assigned technology devices no later than the last day of school. The Principal will establish the student device turn-in date each year. Technology devices may be re-imaged during the summer. Students should be aware any data on the device will be removed and cannot be recovered. Any data a student wishes to save must be saved to their G-Suite for Education account. All District technology items provided to students, including but not limited to the technology device (typically a device computer or touch screen tablet), carrying cases, carrying straps, power cords, etc. will be required to be returned in the same condition as it was when received. **Exceptions to this may include a pandemic or other unforeseen disruptions to the scheduled school year or other situations deemed necessary or beneficial to student learning.**

## **Lost, Stolen or Damaged Devices:**

Students should report immediately to their school teacher or administrator when their assigned technology device becomes damaged, lost or stolen. The student's parent or guardian will be responsible to refund the District the net value of the device or the cost of the repair of the device (as applicable). Schools will be responsible to recoup payment for lost, stolen or damaged technology devices that are provided to students assigned to their school. Failure of payment for a device or accessory may result in loss of activities in the district. If a student is assigned to multiple schools, the primary school of instruction will be responsible to recoup any or all technology device payment (if applicable).

**Student Device Insurance Terms and Conditions:**

The School District will offer Parents/Guardians an affordable insurance option for student device damage expenses. This self-insured model places the financial burden on the District to replace devices and to repair damaged devices (when practical). The Student Device Insurance premium will cover one school year, is non-refundable and will not be prorated.

**The Student Device Insurance terms and conditions are listed below:**

\$20.00 annually per Chromebook for insurance.

Students with insurance who experience damage to their mobile device will be charged the applicable deductible as opposed to the full repair or replacement costs listed below.

<p><b>Annual Cost:</b></p> <p style="padding-left: 40px;">\$20/year per student.</p> <p><b>Protection Deductibles:</b></p> <p>1st Claim: \$10</p> <p>2nd Claim: \$20</p> <p style="padding-left: 40px;">3rd Claim: \$40</p> <p style="padding-left: 40px;">4th Claim: Full cost of repair</p>	<p><b>Estimated repair costs are as follows:</b></p> <p>Full Replacement: \$250.00</p> <p>Screen: \$120.00</p> <p>Keyboard \$40.00</p> <p>Charger \$35.00</p> <p style="padding-left: 40px;">Carrying case \$25.00</p> <p><i>Other costs: To be determined through appropriate assessment up to the full coverage of the student device.</i></p>
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Parents/Guardians will pay the full amount if any malicious damage occurs to the device, or to replace a lost device or accessory.

The insurance coverage is for accidental damage such as drops, falls, liquid spills, and also theft. All theft claims must be accompanied by a police report, and are limited to 1 claim.

In the event of any claim, the student must report the incident to the school within 3 school days. The student must also provide a detailed description of the events including how, where, and when the damage occurred.

In the event of theft, a copy of the police report is required. The report must include the make, model and serial number of the stolen computer. You must also inform the school immediately as the device may be tracked and disabled.

All replacement accessories must be purchased through the school to ensure quality.

**PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK, ATHLETIC HANDBOOK, TRANSPORTATION DEPARTMENT REGULATIONS, TECHNOLOGY ACCEPTABLE USE POLICY, AND 1:1 CHROMEBOOK POLICY.**

**(THIS PAGE MUST BE RETURNED TO THE SCHOOL BY SEPTEMBER OF THE CURRENT SCHOOL YEAR.)**

We have received and read the Caro High School Student Handbooks and all related policies contained within. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date