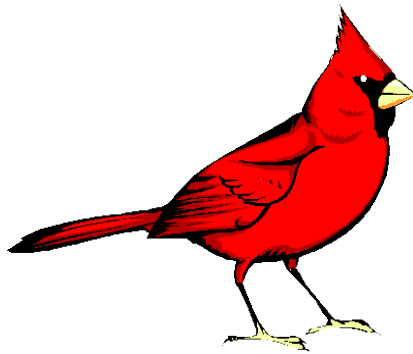


COACH HANDBOOK
ATHLETIC PROGRAM
2022-2023



MASON COUNTY EASTERN SCHOOLS
Custer, Michigan

**CONFIRMATION OF RECEIPT
OF
COACH HANDBOOK**

I have received the Mason County Eastern Coach Handbook for the 2022-2023 school year.

I understand that I am expected to follow all the rules and regulations set forth in this handbook and that failure to do so may result in disciplinary action as stated in the Mason County Eastern Schools' Board of Education policies.

DATE

EMPLOYEE SIGNATURE

***DISCLAIMER:**

The failure to sign and return this document will in no way negate the disciplinary action as stated in the Coach Handbook.

MASON COUNTY EASTERN

ATHLETICS

“SPORTSMANSHIP”

- 1. IF YOU HAVE GOOD SPORTSMANSHIP YOU'RE ALWAYS A WINNER.**
- 2. FANS ARE HERE TO CHEER, NOT TO CRITICIZE.**
- 3. FANS, COACHES, PLAYERS, AND OFFICIALS SHOULD HAVE FUN.**
- 4. AFTER THE GAME, APPLAUD THE TEAMS AND OFFICIALS TO SHOW YOUR APPRECIATION.**
- 5. BE RESPECTFUL OF ALL PROPERTY, HOME AND AWAY.**
- 6. RESPECT EVERYONE PARTICIPATING.**
- 7. YOU HAVE AN OPPONENT, NOT AN ENEMY.**
- 8. PLAY AS A TEAM, WIN AS A TEAM, AND LOSE AS A TEAM.**
- 9. ALTHOUGH YOU MIGHT NOT AGREE WITH A CALL, RESPECT IT.**
- 10. IF YOUR TEAM LOSES, WALK OFF THE FLOOR OR FIELD WITH RESPECT FOR YOURSELF, TEAM, AND SCHOOL.**

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SCHOOL MISSION STATEMENT

Mason County Eastern Schools believe that **all** students can learn. Students will reach their full potential in an environment of **Teamwork**, **Trust**, and **Pride**.

PHILOSOPHY

We at Mason County Eastern Schools believe that all children can learn. Children learn when provided with a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students. Our major goal is to prepare students to become responsible citizens and to take their places as viable members of the community. The educational environment and the teaching strategies are designed to meet the goals and objectives of a strong curriculum. We feel that education is a cooperative effort between community and school.

PROFESSIONALISM IN THE WORK PLACE

As an employee of Mason County Eastern Schools, it is the expectation that confidentiality and professionalism be practiced in all school-related matters.

The Family Educational Rights and Privacy Act (FERPA) clearly requires that educational issues involving a student and/or his/her family are guaranteed strict confidentiality. You are encouraged to work closely with your immediate supervisor in an effort to always remain in compliance with FERPA. Please refrain from discussions within the office, hallways and staff rooms that may be in violation of the act.

Professional issues, concerns, complaints, clarifications, etc. will occur regularly within our school setting. When this happens, please talk to your immediate supervisor for the information that you are seeking. Often, you will be involved in committee work that involves preliminary discussions. It is expected that these discussions remain within the confines of the committee. Inappropriate information leads to rumors that can disrupt the working environment. Incorrect information or rumors spread by school employees are considered as "truth" to people outside the school setting. Incorrect information passed on to our parents/guardians and community can harm the reputation of individual staff members or the district as a whole.

ATHLETIC PHILOSOPHY

Athletics are an integral part of our educational program, therefore, it should be understood that athletics exist to give each student the opportunity to develop to his or her fullest potential in an environment that strives for excellence. Like our classroom curriculum, the athletic curriculum is built on a foundation of strong fundamentals and team work, and is developmental in nature.

With this overriding philosophy, it is therefore appropriate that the head coach of each sport, under the direction of the athletic director, is responsible for the direction, the fundamentals, the type of play, team work, and the overseeing of his/her sport.

In the middle school grades, the fundamentals as identified by the head coach, will be taught. A winning and competitive team attitude will be encouraged. All eligible athletes will participate in all games.

In high school, teams will refine and improve the fundamentals of the game, as well as practice advanced skills of the game. Coaches of high school sports will use their best judgment in the allocation of playing time to the team members.

A. General Philosophy of Athletics

1. To allow Mason County Eastern students the opportunity to experience the benefits of interscholastic athletics.
2. Mason County Eastern programs will be conducted within the framework of rules, regulations, and good sportsmanship.
3. To encourage and expect Mason County Eastern athletes to conduct themselves in a manner complimentary to their school, family, and community in all aspects of interscholastic athletics.
4. Participation will be determined by skills, attendance at practice, effort, team work, and eligibility.
5. Install a team concept in all sports at all levels.

B. Philosophy for the junior high athletic programs is one of development in the following areas.

1. Athletic skills.
2. Learning to practice and play with 100% effort and intensity.
3. Concept of team membership in place of individual interests.
4. Realizing that team membership means meeting eligibility requirements.
5. Learning to compete with others.
6. Realizing that team membership is a **privilege**.

C. Philosophy for the junior varsity athletic program is to prepare players for varsity level competition and involves the following areas.

1. Continued skill development.
2. Developing winning attitude.
3. Developing **teamwork** in place of personal interests.
4. Learning to understand and accept role on team.

D. Philosophy of varsity level teams in all sports is playing to potential in order to be as competitive as possible. Participation of all individuals is secondary to competing to win.

ATHLETIC CODE FOR ATHLETES

1. Know and adhere to the athletic code of the school.
2. Exceed all academic requirements and meets all attendance requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics.

3. Observe completely all policies regarding conduct, doing so as a duty to school, team and self.
4. Counsel with the athletic director over questions of eligibility.
5. Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials before, during and after contests.

Participation in extracurricular competitive interscholastic **athletics is a student's privilege, not a right**, that can be removed at any time for failure to meet the standards and requirements of particular teams, school or school districts, leagues or conferences, and regional, statewide or national organizations to which the student's school belongs.

RULES AND REGULATIONS FOR ATHLETES

The Mason County Eastern Board of Education, with the support from its administrative staff, recognizes that competing in athletics is not a right but a privilege and expects athletes to assume their responsibilities in adhering to established athletic regulations as approved by the Board. Students who are members of athletic teams representing Mason County Eastern Schools shall keep in mind that they are not only representing themselves but also the school, community, parents, and team and shall set an example for younger students in the school. Membership on an athletic team is an honor and a privilege and the athlete's conduct at all times, both on and off the field, shall exemplify standards that are above reproach.

The Board of Education reserves the right to change these policies, as needed, during the school year and shall notify athletes and parents/guardians of these changes.

The following is a list of requirements and rules governing persons participating in athletics.

1. To complete an athletic suspension, the athlete must attend all contests, practices, and team meetings as required by his/her coach.
2. Athletes must have passed four (4) subjects the previous semester.
3. A high school/middle school student athlete must be successfully passing all classes during the athletic season in order to be eligible to participate in competition. On Thursday of each week, teachers will report an athlete's current classroom grade to the principal. If the athlete is failing one or more classes, that athlete will be considered competitively ineligible for the following week beginning on the Monday of the next week and ending on Sunday. Once an athlete is ineligible, that athlete will remain ineligible until the next weekly report.

After three (3) consecutive weeks or four (4) weeks total of ineligibility for one (1) sport season, an athlete is no longer eligible for that sport season.

Any ineligible student athlete may not leave school early to travel to away competitions.

Study tables are available Tuesdays and Thursdays from 3:20-5:00 p.m. each week for additional help. Coaches, athletic director, and principal encourage all athletes who are ineligible or on a warning list to attend at least 30 minutes during the study tables to get additional help with their academics. If an athlete fails to attend the study tables, the principal will have the athlete sign a letter explaining the opportunity for additional help was available. This letter will be sent home to the athlete's parent(s)/guardian.

4. If an individual is competing in a MCE sport, the individual cannot compete in the same sport outside of school during that season. This is a MHSAA rule. See the athletic director for clarification.
5. Before athletes can practice or participate, they must pass a doctor's physical exam and have the form filed in the junior high/high school office.
6. The athlete must sign and have his/her parent/guardian sign a statement that they have read and agree to follow the approved rules and regulations for athletes. The signature form must be on file in the junior high/high school office before they can practice or participate.
7. Ineligible athletes have the same practice and game rules as active players (show time, sit on bench entire game, assist team in all aspects of the game, etc.).
8. Practice for sports that start before the school year or after school officially ends is mandatory, unless excused by the coach.

Vacations during the school year: Coaches may schedule four (4) mandatory practices during Christmas break and two (2) mandatory practices during spring break. Coaches shall take into consideration when family obligations conflict with mandatory practices and will not penalize or comment to the athlete.

9. Any game misconduct (identified by Officials, Coach, Athletic Director, or Administration) in any sport, along with any actions per athletic handbook or team rules, will result in the athlete being required to meet with the coach for minor infractions, i.e. technical. This will be enforced at the first practice after the infraction. Persistent misconduct or being removed from competition will result in meeting with the principal and/or athletic director and coach.
10. Any student athlete who is participating or planning to participate in a sport **shall not use or possess** alcoholic beverages, tobacco products, illicit drugs, steroids, illegal use/abuse of prescription drugs or over the counter drugs and products. Students are considered guilty, if either ticketed by law enforcement, observed by school personnel, or self-admittance. Parents/guardians or students are to immediately notify the Athletic Director and/or other school administrators when the student athlete is ticketed by law enforcement. Students who are found guilty of criminal offenses will also be subject to this policy.

a. **First Violation:**

Suspension of 25% from days of competition for which the athlete is otherwise eligible.

b. Second Violation:

Suspension of 100% from days of competition for which the athlete is otherwise eligible. The Student Assistance Program (SAP) may reduce the suspension by one-half, if the athlete complies with SAP rehabilitation recommendations.

c. Third Violation or More:

Third and subsequent violations will incur a penalty (suspension) of one (1) calendar year from date of violation.

d. Late Season Procedure:

If a suspension occurs late in the season and the number of days of competition remaining in the season is less than the number of days of competition required by the suspension, the suspension will extend into the athlete's next competitive season.

e. In Between Season Violation/Procedure:

If the suspension occurs between seasons, then it will be enforced in the next season of participation by the athlete in which he/she actually becomes and remains a member of the team for the complete season.

f. Reporting Violation Procedure:

The athletic director will attempt to notify parents by phone of the violation of the athletic code by and athlete and the penalty which will be imposed the same day the determination is made. The athletic director will notify the parent of an athlete, in writing, as soon as possible, after the penalty is determined of the nature of the violation and the penalty. Percentage of penalties will be rounded up to the next whole number.

g. Appeal Procedure:

Within three (3) business days following the day of which the athlete/parents were first informed of the penalty, the athlete/parent may appeal the decision in writing to the athletic director/principal stating why he/she objects to the determination made by the athletic director/principal.

If the athlete/parent, after appeal to the Athletic Council, is dissatisfied with the outcome, an appeal to the Board of Education, through the Superintendent of Schools, may be made in writing within five (5) business days. The Board of Education will hear the appeal as soon as practicable. The Board of Education will have the final disposition of the appeal.

While under appeal, an athlete who is ticketed by law enforcement, observed by school personnel, or found guilty of a criminal offense may not participate.

h. Athletic Council:

The Athletic Council will be composed of the superintendent, principal and/or athletic director and a minimum of 50% of head varsity coaches and one (1) student representative selected by the student council.

i. Rules:

All rules apply to the junior high and high school as two (2) different schools.

j. Voluntarily Seeks Assistance:

When an athlete with a drug and/or alcohol related problem voluntarily seeks assistance and the athlete attends and completes a treatment program, the athlete does not fall under the first offense category of the Mason County Eastern Athletic Program Handbook. The athlete will be considered to have voluntarily sought assistance, if there is no evidence that the athlete's actions were precipitated because he or she believed that he/she was about to be turned in for a policy violation. Should the athlete use or abuse alcohol or drugs after returning from a treatment program, the athlete shall be considered to have committed a second offense under the Mason County Eastern Athletic Program Handbook and treated accordingly.

11. Student athletes are not to be involved in any illegal or criminal behaviors. Involvement may be determined through accusation by law enforcement, observed by school board members, observed by school personnel, or by self admittance; each is sufficient pending legal judgment . A student athlete in violation is subject to athletic suspension in accordance with the athletic handbook.

***ATHLETES ARE ALWAYS UNDER THE STUDENT ATHLETIC CODE FROM THE BEGINNING TO END OF THEIR PARTICIPATION IN ATHLETICS, INCLUDING VACATION BREAKS, SUMMER RECESS, AND OFF SEASON TIME.**

12. Any athlete who wishes to be reinstated to a sport after a suspension must submit, to the athletic director, a written statement to this effect.
13. Athletes are to adhere to any additional specific rules set by the coach/administration for each sport (i.e., rules governing dress, grooming, transportation to and from games, etc.). The specific team rules will be approved by the athletic director and will be on file in his/her office.
14. All uniforms and equipment are the responsibility of the person to whom it is issued. All lost or ruined uniforms and equipment are to be paid for by the athlete.
15. If an athlete is suspended from school through the principal's office, he/she will not participate in a contest or practice during the time of suspension. This will apply from the time the suspension begins until the athlete is reinstated.
16. Courtesy and sportsmanship will be extended to all opponents, officials, and persons in authority at all times.
17. An athlete must be in school for the entire a.m. or p.m. session of the normal school day prior to competing in the next scheduled athletic event. This includes dual enrollment

classes, all Tech Prep classes, and any special programs students may be participating in during the school day. Only the principal's office can alter this, and it must be done prior to the athlete being absent.

18. An athlete shall treat his/her coach with respect.
19. The Board of Education reserves the right to change this policy, as needed, during the school year and shall notify athletes and parents/guardians of these changes.
20. For athletes not riding back to the school on the bus, a parent/guardian must make prior or personal contact with the coach, principal, or athletic director.
21. Before a team uniform is issued, an athlete must have turned in or paid for all uniforms from all previous sports.
22. Summer programs are **voluntary (not mandatory)** for athletes.

ATHLETIC CODE FOR COACHES

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, the following standards should be practiced.

1. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
2. Develop an up-to-date knowledge of the rules, team concept, strategies, precautions, and skills of the sport and communicate them to players and parents.
3. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to athletes' physical well-being.
8. Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
9. Teach players strict adherence to game rules and contest regulations.
10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
11. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
12. Present a clean and professional image in terms of personal appearance and provide a positive role model in terms of personal habits, language and conduct. Use of tobacco within sight of players and spectators and use of alcohol any time before a contest, on the day of the contest, is not acceptable.

PERFORMANCE RESPONSIBILITIES OF COACHES

1. To teach individual participants the skills necessary to participate in the sport involved and to build a sound team attitude in all participants.

2. To plan and schedule a regular program of practice, in season, within the limits set by the athletic director.
3. To recommend, to the athletic director, the purchase of equipment, supplies, and uniforms.
4. To be responsible for all equipment and supplies and to see that these items are returned to the proper place daily. Coaches will receive compensation (pay) when **all** equipment and supplies are returned to the athletic director. An inventory list must accompany all equipment (including uniforms) and supplies.
5. The athletic director will assigned keys to each coach. These keys are to be kept and used **ONLY** by the coach to whom the keys were assigned. The assigned keys will be returned to the athletic director at the completion of each season. Any deviance from this procedure must be authorized by the middle school/high school principal and the athletic director.
6. To keep accurate records of equipment and issuance of uniforms, and to see that these items are returned and properly stored within two (2) weeks after the season has ended.
7. To assist the athletic director in maintaining records, physical cards, eligibility lists, etc.
8. To oversee the safety conditions of the facility or area in which the assigned sport is conducted at all times that athletes are present and to maintain adequate supervision during practice and contests.
9. To be responsible for securing the facilities after practice.
10. To be responsible for the condition of the facility and locker room.
11. To enforce discipline and sportsman-like behavior at all times, and establish and oversee penalties for breach of such standards by individual athletes.
12. To be responsible for the conduct of athletes at all times at both home and away contests, and, if an athlete represents the school in an unsportsman-like or derogatory manner, to bring it to the attention of the athletic director immediately, who, in turn, will deem whether it is a team problem or a school problem.
13. If there is a team manager(s), the coach will be completely responsible for the manager(s) and the explanation of the team manager's duties to the manager(s).
14. To verify with the athletic director, before issuing uniforms to student athletes, that all team members have turned in or paid for uniforms from all previous sports.
15. To make sure all athletes, parents/guardians, and the bus driver have been notified, prior to the athletic contest, of the intention to stop for food after an away game and of the approximate time of arrival at the school parking lot.
16. To make sure all team members ride back to the school, on the bus, unless prior contact has been made with the coach or principal by the parent/guardian.
17. School personnel observing athletic violations are to report the incident immediately to the Athletic Director or other school administrators.
18. All coaches are strongly encouraged to participate in the Michigan High School Athletic Association CAP program, Levels 1-6.
19. Coaches or school employees who witness a student violating Mason County Eastern Schools' Athletic Handbook or substance abuse policy shall report the incident immediately to the Mason County Eastern administration.
20. Summer athletic programs are **voluntary** for student athletes.
21. Coaches will provide direct supervision, at all times, with their athletes when attending tournaments which require overnight accommodation. Coaches are required to be alcohol and drug free during this time frame.
22. Coaches and assistant coaches will be present at all athletic banquets and/or award presentations. Coaches will also be responsible to be in attendance at league meetings, banquets, and all league balloting sessions, as outlined by the athletic director.

23. Develop a positive and communicative relationship with all his/her sub-varsity coaches on all aspects of the game.
24. The following contact procedure will be used to bring up a sub-varsity player to the varsity level.
 - Head Coach
 - Sub-Varsity Coach
 - Athletic Director
 - Player
 - Parents

COACHES

The Mason County Eastern Board of Education supports the concept that, just as there is a code of conduct for athletes, there should also be a code of conduct for coaches and that their ability as coaches should be measured not only by games won and lost but their effect upon the development of the character of the athlete and his/her attitude toward the school, the team, and teammates.

The following is a sequence of steps which should be followed by students and parents/ guardians when they are in need of clarification or have a concern about athletics, as well as complaints about a coach.

- Coach
 - Head Coach
 - Athletic Director
 - Principal
 - Superintendent
 - Athletic Council
 - Board of Education
1. Coaches will display good sportsmanship at all athletic contests and teach and demand good sportsmanship of their athletes.
 2. Coaches will strive to develop a team concept among athletes in practice, locker room, team trips, contests, etc.
 3. Coaches will establish rules and training procedures for their sport, as approved by the athletic director and administration, and be firm, fair, and consistent in enforcing them (i.e., rules governing dress, grooming, transportation to and from games, etc.).
 4. Coaches will expect their athletes to attend practices and contests unless excused by the coach prior to the contest or practice. Athletes participating in two (2) sports, in one (1) season, will arrange their practice schedules with the coaches.

Athletes are expected to practice for both sports on the day when both teams are practicing unless prior arrangement has been made with the coach. Competition takes precedence over practice on conflicting days.

5. Coaches may not penalize or comment on the participation of athletes who choose to participate in two sports, in one season.
6. Coaches must work cooperatively with each other when dealing with athletes participating in two sports, in one season.
7. Any summer program will be on a voluntary basis, but, after official practice begins, athletes are expected to attend practices unless excused by the coach.
8. Coaches will have organized and efficient practices and maintain adequate supervision during practice and contests.
9. Coaches will encourage their athletes to perform to the best of their ability at all times.
10. Coaches will establish and encourage a dress code as approved by the athletic director and will encourage a dress code with acceptable grooming (i.e. facial hair and length, neat, presentable).
11. Coaches will treat athletes with respect and will expect respect from their athletes.
12. All junior varsity and middle school and coaches will adhere to the directions of varsity coach and athletic director.
13. All coaches will adhere to the philosophy of Mason County Eastern athletics and the directions of the athletic director.
14. Head coaches will:
 - a. have a meeting with parents/guardians and athletes prior to the season to explain the Mason County Eastern Athletic Program Handbook, team rules, and other important information.
 - b. establish and develop for their sport the entire concept to be used throughout the program, and coaches who work in the program will adhere to this program.
 - c. select their team from the entire high school. With a few exceptions, no juniors will be on a junior varsity team unless the head coach, athletic director, and administration feel a junior may develop with experience and perform on the varsity level the following year.
 - d. Team rosters will be determined by the coach.
15. Varsity Coaches have the right to cut the number of athletes on their teams, with the approval of the athletic director and administration, to maintain a workable number of players on a team and for the total benefit of the team.
16. Head coaches will be responsible for supervision of all volunteer coaches in his/her particular sport.

NOTE: Volunteer coaches are expected to follow all expectations outlined in the Coach Handbook and enforce all expectations in the Athletic Program Handbook.

A new volunteer coach must fill out a Mason County Eastern School District employment application and complete all criminal check requirements at the district administration office. A volunteer coach must have prior approval of the athletic director and middle school/high school principal. A volunteer coach and non-faculty coaches must be

registered with the MHSAA as non-faculty coaches before he/she can begin contact with student athletes. All non-faculty coaches are encouraged to attend and complete MHSAA's CAP programs.

ATHLETIC PROGRAMS

A. Middle School Program

1. Reinforcement of basic fundamentals taught in the elementary program.
2. Make it a fun learning experience for all participants, but develop a winning atmosphere.
3. Not necessarily everyone playing an equal amount of time, but everyone playing a fair amount of time.
4. Athletes are required to attend all practices and games unless excused by the coach prior to the game or a practice.
5. There will be a limit of five (5) days of games and practices per week, with the recommendation of no more than four (4) school nights per week.

B. Junior Varsity Program

1. Reinforcement of basic fundamentals with emphasis on individual skills.
2. Everyone having an opportunity to play, but not necessarily an equal amount of time
3. Stressing team concept.
4. Athletes are required to attend all practices and games unless excused by the coach prior to a game or a practice.

C. Varsity Program

1. Play to win.
2. Not everyone necessarily playing.
3. Athletes are required to attend all practices and games unless excused by the coach prior to a game or a practice.
4. There will be no required Sunday practices except prior to district boys and girls basketball tournaments, as approved by the athletic director.

Individual coaches, along with the athletic director, will establish rules and regulations for their individual sports. These rules and regulations must be approved by the administration.

ATHLETIC PARTICIPATION ON SNOW DAYS

On days that school is canceled because of unsafe travel conditions, the athletic director or the superintendent's designee will determine whether interscholastic athletics are to take place by checking with each of the following:

1. County Road Commission and/or State Police and Sheriff Department
2. Middle School/High School Principal
3. Superintendent

If all three agree travel to the contest is safe, then the athletic director may keep the scheduled game.

On days that school is canceled because of unsafe travel conditions, all middle school practices and games will be canceled. High School practices may be held after 12:00 p.m., if, in the opinion of the coach and athletic director, travel conditions have improved to allow athletes to practice. All practices in this instance are entirely voluntary on the part of the athletes and coaches. Non-participation will not affect an athlete's eligibility to play at the next event.

On days that school is canceled during the school day and students are dismissed early, due to inclement weather, all afternoon practices and night activities will be cancelled. In specific situations, the superintendent may waive this at his/her discretion.

TRANSPORTATION TO ATHLETIC ACTIVITIES

If weather conditions deteriorate in route to an athletic activity, the bus driver and coach will consult as to whether to continue or not. **THE FINAL DECISION RESTS WITH THE BUS DRIVER.** If the decision is made to return to MCE, one of the following should be contacted, by phone, as soon as possible.

1. MCE Schools – (231) 757-3733
2. Steve Ward, Athletic Director – (231) 425-6342
3. Paul Shoup, Superintendent – (231) 757-3103 (home)/(231) 233-3720 (cell)
4. Connie Robinson, Curriculum Director – (231) 845-6906 (home)/(231) 690-3165 (cell)

SIGNS OF AN ASTHMA EMERGENCY

The following "Asthma Emergency Signs" represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

- Child's wheezing or coughing does not improve after taking medicine (15-20 minutes for most asthma medications)
- Child's chest or neck is pulling in while struggling to breathe
- Child has trouble walking or talking
- Child stops playing and can not start again
- Child's fingernails and/or lips turn blue or gray
- Skin between child's ribs sucks in when breathing

If you are at all uncertain of what to do in case of a breathing emergency, **call 911 and the child's parent/guardian.**

HEAT STRESS AND ATHLETIC PARTICIPATION

Early fall athletic practices are conducted in very hot and humid weather in many parts of the United States. During hot weather conditions, the athlete is subject to the following.

- HEAT CRAMPS – Painful Cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.
- HEAT SYNCOPE – Weakness fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.
- HEAT EXHAUSTION (WATER DEPLETION) – Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.
- HEAT EXHAUSTION (SALT DEPLETION) – Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.
- HEAT STROKE – An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care of Young Athletes, American Academy of Pediatrics, July 2000). The following practices and precautions are recommended.

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State high school associations recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the PHYSICAL CONDITION of their athletes and set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for GRADUAL ACCLIMATIZATION TO HOT WEATHER. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts has NO SCIENTIFIC FOUNDATION. The most important safeguard, to the health of the athlete, is the replacement of water. Water must be on the field and readily available to the athletes

at all times. It is recommended that a minimum 10-minute water break be scheduled for every 20 minutes of heavy exercise in the heat. Athletes should rest in a shaded area during the break. WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES.

5. Check and be sure athletes are drinking the water. Replacement by thirst alone is inadequate. Test the air prior to practice or game by using a wet bulb, globe, temperature index (WBGT Index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT Index (ACSM's Guidelines for the Team Physician, 1991).

Below 65 – Unlimited activity
 65-73 – Moderate risk
 73-82 – High risk
 82 plus – Very high risk

6. An alternative method for assessing heat and humidity is the weather guide or heat index. Refer to the Sports Medicine Handbook section on heat related illnesses published by the NFHS. Figure 1 is an example of a heat-humidity index table that defines low, moderate, high and extreme risk zones.
7. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather, reduce the amount of clothing covering the body as much as possible. NEVER USE RUBBERIZED CLOTHING.
8. Athletes should weigh each day before and after practice and WEIGHT CHARTS CHECKED. Generally a 3% weight loss through sweating is safe and over a 3% weight loss is in the danger zone. Over a 3% weight loss, the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.
9. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
10. Teams that encounter hot weather during the season through travel or following an unseasonably cool period, should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
11. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.
12. Warn your athletes about the use of any products that contain ephedra. Ephedra has been associated with two heat stroke deaths in athletes. Ephedra speeds metabolism and increases body heat, constricts the blood vessels in the skin preventing the body from cooling itself, and by making the user feel more energetic. It keeps him/her exercising longer when he/she should stop. Do not use ephedra or ephedra products.

13. HEAT STROKE – THIS IS A MEDICAL EMERGENCY – DELAY COULD BE FATAL.

Immediately cool body while waiting for transfer to a hospital. Remove clothing and immerse torso in ice/cold water. Immersion therapy has the best cooling rates. A plastic baby pool can be available at all practices and games and can always be ready for immersion procedures. If not available, apply ice packs in armpits, groin and neck areas. Continue cooling efforts until EMS arrives.

14. HEAT EXHAUSTION - OBTAIN MEDICAL CARE AT ONCE. Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

SUMMARY: The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times every hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting foods at meals. Talk to your medical personnel concerning emergency treatment plans.

GENDER AND ETHNICITY – POSITION STATEMENT

The MHSAA believes that gender and ethnicity equity is more than being in compliance with the law. It is a spirit. It is a personal ethic. It is a commitment to do what is right and fair for all athletes, officials, coaches and athletic administrators. It means creating an atmosphere and an environment where opportunities and resources are distributed fairly to all - an atmosphere where no person experiences discrimination on the basis of gender or ethnicity.

It is the position of the MHSAA that its member schools monitor their athletic programs to ensure that athletic offerings are equitable and meet the interests and abilities of student athletes.

While the MHSAA does not have the authority to promote specific interpretations or to rule on compliance issues regarding federal and state laws, it does believe that all concerned should take steps to promote the spirit and intent of gender and ethnicity equity.

PUBLIC ACTS 111 AND 112 PROHIBIT AND PENALIZE HAZING

In 2004, the Michigan Legislature enacted legislation that prohibits hazing activities at educational institutions and provides penalties.

Hazing is defined in the law as an intentional, knowing or reckless act by a person who acted alone, or with others, that was directed against an individual and that person knew, or should have known, would endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in, or maintaining membership in any

organization. The law does not apply to an activity that was normal and customary in an athletic program sanctioned by the educational institution.

If the violation resulted in physical injury, the person would be guilty of a misdemeanor punishable by imprisonment for not more than 93 days, a fine of not more than \$1,000, or both. A violation resulting in impairment of a body function would be a felony resulting in imprisonment of up to five (5) years and a fine up to \$2,500, or both. A violation resulting in death of the person hazed would be punishable by up to 15 years imprisonment and a maximum fine of \$10,000, or both.

PUBLIC ACT 31 REQUIRES NOTICE THAT POSSESSION/USE OF STEROIDS IS A CRIME

In 1990, the Michigan Legislature enacted Public Law 31, which requires athletic service providers – including both educational and recreational athletic facilities – to post notice that warns that any person who uses or knowingly possesses an androgenic anabolic steroid violates Michigan law and is punishable by imprisonment and fine.

PUBLIC ACT 187 PROHIBITS PROMOTION/DISTRIBUTION OF PERFORMANCE ENHANCING SUPPLEMENTS

Michigan public school employees and volunteers are prohibited, by Public Law, 187 from promoting or supplying dietary supplements that carry claims of enhanced athletic performance. The law covers adrostenedione, creatine and any compound labeled as performance enhancing.

CORPORAL PUNISHMENT

Section 1. Section 1312 of Act No 451 of the Public Acts of 1976, as amended by Act No 521 of the public acts of 1988, being section 380.1312 of the Michigan Compiled Laws, is amended to read as follows:

Sec. 1312.

- (1) As use in this section, “corporal punishment” means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.
- (2) Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.
- (3) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not inflict or cause to be inflicted corporal punishment upon any pupil under any circumstances.
- (4) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an

environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:

- (a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
 - (b) For self-defense or the defense of another.
 - (c) To prevent a pupil from inflicting harm on himself or herself.
 - (d) To quell a disturbance that threatens physical injury to any person.
 - (e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
 - (f) To protect property.
- (5) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board who exercises necessary reasonable physical force upon a pupil, or upon another person of school age in a school-related setting, as described in subsection (4) is not liable in a civil action for damages arising from the use of that physical force as provided in Act No 170 of the Public Acts of 1964, being Sections 691.1401 to 691.1415 of the Michigan Compiled Laws.
- (6) A person who violates subsection (3) or (4) may be appropriately disciplined by his or her school board.
- (7) In determining whether an employee, volunteer, or contractor has acted in accordance with subsection (4), deference shall be given to reasonable good-faith judgments made by that person.

ALTERNATIVES TO CORPORAL PUNISHMENT

Mason County Eastern Schools attempt to make use of alternatives to corporal punishment including:

1. Denying participation in special school activities.
2. Assigning before and after school detention.
3. Establishing communications with parents/guardians about disruptive behavior.
4. Assigning out of school detention and in school detention.
5. Establishing behavioral contractual agreements.
6. Referring students with repeated problems to a counselor, social worker and/or psychologist and coordinating the services with other units of state government.
7. Evaluating and arranging for proper placement of students.
8. Suspending both long and short term from school.
9. Expelling from school.

DRUG FREE WORKPLACE

The use, distribution, dispensation and/or manufacturing of tobacco, alcohol, and controlled substances, as defined by state and federal law, by district employees on district grounds, in district buildings and/or in connection with any district activity, is prohibited.

Any district employee who violates the above policy may be subject to disciplinary action, up to and including termination of employment. In addition, the employee may be required to satisfactorily participate in a drug assistance or rehabilitation program approved by the Board of Education.

Any district employee who has been found guilty of violating a criminal drug statute in the workplace shall notify the superintendent within five (5) days after a conviction relating to the drug offense.

The superintendent shall notify the appropriate federal agency within ten (10) days after receiving notice of a workplace related drug conviction on the part of the employee.

The superintendent shall develop a drug-free awareness program for district employees. District employees who request assistance for drug counseling and/or rehabilitation shall direct their request to the superintendent. Annually, the Board of Education shall allocate funds to support the drug-free awareness program.

The superintendent shall include in the district's employee inservice program a drug-free awareness program which shall include the following information.

1. The dangers of drug abuse in the workplace.
2. The employer's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation and employee assistance programs.
4. The penalties the Board of Education may impose upon employees for drug abuse violations.

In developing the inservice program, the superintendent may utilize the services and assistance of the district's insurance carrier, local or county health departments, local or regional medical health center or other substance abuse agencies in the immediate area.

TOBACCO USE POLICY

Effective September 1, 1993, legislation amended the public health code to prohibit tobacco use on school property and in school buildings on all regular scheduled school days until 6:00 p.m.

Exceptions are outside of buildings, after 6:00 p.m., and on Saturdays, Sundays, and days for which there are no regular scheduled school hours.

Please note that the use of tobacco will not be permitted after 6:00 p.m. while performing your duties as school personnel (i.e. class advisors, coaches, bus drivers, etc.).

**ROUTINE PROCEDURES FOR SANITATION AND HYGIENE
WHEN HANDLING BODY FLUIDS**

PURPOSE:

To insure that body fluids involving, blood, vomitus, urine, feces, semen, saliva and nasal discharges are handled properly.

THOSE AFFECTED:

All school staff should be alerted to dangers of infections from body fluids. All school employees should be particularly alert to the proper techniques in handling and disposal of materials.

EQUIPMENT NEEDED:

Soap	Paper Towels	Disposal Bags	Buckets
Water	Disposable Gloves	Plastic Dust Pans	Mops

Disinfectants:

1. Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol*).
2. Sodium hypochlorite solution (household bleach), 1 part bleach to 10 parts water. (Example 1-1/2 cups bleach to one (1) gallon water. Needs to be prepared for each time used.)
3. Quaternary ammonium germicidal detergent in 2% aqueous solution (e.g., Tri-quat*, Maytar* or Sage*).
4. Iodophor germicidal detergent with 500 ppm available iodine (e.g. Wescodyne*).
5. Sanitary absorbing agent (Chlora Sorb*, X-O Oder Away*).

*Brand names are used as examples and are NOT endorsement of products.

PROCEDURES:

1. Wear disposable gloves before making contact with body fluids during care, treatment and all cleaning procedures.
2. Discard gloves after each use.
3. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
4. Discard disposable items including tampons, used bandages and dressings in plastic-lined trash container with lid. Close bags and discard daily.
5. Do not reuse plastic bags.
6. Use disposable items to handle body fluids whenever possible.
7. Plastic dust pans are recommended to pick up and discard any solid waste materials such as vomitus or feces.

DRUG FREE SCHOOLS & STUDENT SERVICES POLICY

The district seeks to provide all students with an education needed to participate as responsible citizens in an ever-changing world. The district is committed to providing a tobacco, alcohol and other drug-free environment for students and staff. The possession/use of alcohol,

controlled substances, mind/mood altering substances, drug paraphernalia, and/or other illicit drugs is prohibited in any attendance center, on school district grounds, or at any school sponsored activity (this list is not all inclusive). Those in violation will be subject to disciplinary procedures. Tobacco use by all students is prohibited at all times and by staff members during regular working hours. The safe environment will help students accomplish the educational outcomes of the district.

The district acknowledges that some students and staff have academic, physical, emotional, social, alcohol or other drug problems that interfere with learning. Prevention programs and student services are designed to help students and staff learn skills to live productive lives, avoid mind/mood altering substance use problems, and deal with issues that might deter their academic, personal, and professional success.

The district accepts the concept that chemical dependency and other related problems are treatable. The prevention programs and student services provide appropriate options for prevention education, assessment, intervention, and referral. Any employee who has been convicted of violating a criminal drug statute based on conduct occurring in the workplace must notify the superintendent within five (5) days after the conviction.

For further information, please contact the Superintendent of Schools about details on prevention education, student services or student assistance program, co-curricular or extra curricular activities, parent and community involvement.

SEXUAL AND OTHER FORMS OF UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY

- A. This district supports and maintains a learning and working environment that is free from unlawful harassment and discrimination, including sexual harassment. The district's policy is to provide an environment free from acts of harassment and discrimination based on a person's gender, race, color, national origin, age, marital status, religion, disability, height, weight, veteran status, or any other protected characteristic. This policy applies to all board members, employees, students, and any other individual on school premises or at school events related to board members, employees, or students.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual and other unlawful harassment within his/her building or office.

B. Definition:

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made a term or condition of a person's employment or of a student's participation in school programs or activities; or
2. submission to or rejection of such conduct is used as the basis for decisions affecting the employee or student; or

3. such conduct creates an intimidating, hostile, or offensive work environment so that it unreasonably interferes with an individual's performance.

Sexual harassment may include, but is not limited to, the following:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;
5. sexual jokes, posters, cartoons, etc.;
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

C. Reporting Procedure:

If you believe you are a victim of harassment or discrimination, you should report it immediately. Board members and district employees should report such conduct to the superintendent or grievance officer. Students should report such conduct to the building principal or guidance counselor.

D. Investigation and Discipline:

The district will conduct a prompt and thorough investigation of all reports of unlawful harassment or discrimination. Information will be kept as confidential as possible and will be disclosed only to persons with a need for the information. Any student found to have committed harassment or discrimination will be disciplined, up to and including suspension or expulsion. Any district employee found to have committed harassment or discrimination will be disciplined, up to and including discharge. Any board member found to have committed harassment or discrimination will be subject to legal and disciplinary action consistent with current law.

E. Further Information:

Please contact your building principal or superintendent for further information on the district's policy on sexual and other forms of unlawful discrimination and harassment.

WEAPON FREE SCHOOL ZONE POLICY

A. Expulsion:

The board of Education ("Board") of Mason County Eastern School District ("District"), as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board (or the superintendent, a principal, or other District official as may be designated by the Board) shall permanently expel a student from attending school in the District, if the student possesses a dangerous weapon, commits arson, or commits criminal sexual conduct in a weapon free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the student;
3. The Student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or
4. That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

B. Recordation and Referral:

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. The District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student's parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency.

The District shall, within three days of expulsion, refer the expelled student to the appropriate county department of social services or county community mental health agency. The District shall also notify the student's parent/legal guardian or (if the student is at least eighteen (18) years old or otherwise legally emancipated) notify the expelled student of the referral. The District shall also refer, for prosecution, conduct by a student which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

C. Petitions for Reinstatement:

Students expelled pursuant to this policy (or their parent/legal guardian if the student is unemancipated) may petition the Board for reinstatement to school. A student in sixth grade or above at the time of expulsion may apply for reinstatement after a 150 school day expulsion period and may be reinstated 180 school days from the date of the expulsion. A student in fifth grade or below who is found to have possessed a firearm or threatened another with a dangerous weapon must wait 60 school days to apply for reinstatement and 90 school days to be reinstated. A student in fifth grade or below who is expelled for any other reason under the law (other than possession of a firearm or threatening another person with a dangerous weapon) may apply for reinstatement at any time and may be reinstated within ten (10) school days from the expulsion date. While the District must supply the reinstatement petition if requested, it need not provide any assistance with the petition's preparation. The petitioner shall provide an authorization and release for the Board and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession of the District, the parent/legal guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than ten (10) school days after receiving a petition for reinstatement, the Board shall appoint a committee to review the petition and any supporting information submitted by the parent/legal guardian (if the expelled student is unemancipated) or from the expelled student;
2. The committee shall consist of two (2) Board members, one (1) school administrator, one (1) teacher, and one (1) parent/guardian of a student attending the District;
3. Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the District, and shall submit a recommendation to the Board on the issue of reinstatement;
4. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.

D. Criteria for Reinstatement:

The designated committee and the Board shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other students or school personnel;
2. Whether reinstatement would create a risk of liability for the District or Board or District personnel;
3. The age and maturity of the expelled student;
4. The expelled student's prior school record;
5. The expelled student's attitude concerning the incident;
6. The expelled student's behavior since expulsion and the prospects for remediation;
7. The degree of cooperation and support from the expelled student's parent/legal guardian (if the petition was filed by a parent/legal guardian), including receptiveness toward reinstatement.

Petitions for reinstatement from students expelled by another District shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board of Education. The District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board of Education.

E. Conditions of Reinstatement:

The Board may require an expelled student (and if the petition was filed by a parent/legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to, the following:

1. Signing a behavior contract;
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress reviews; and
4. Specified immediate consequences for failure to abide by any conditions of reinstatement.

F. **Application to Handicapped Pupils:**

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

G. **Definitions:**

"Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm".

"Weapon Free School Zone" means school property and/or vehicle used by the school to transport student to or from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the school.

