
CLARENCEVILLE HIGH SCHOOL



Student / Parent Handbook

2014-2015

IMPORTANT TELEPHONE NUMBERS

Clarenceville High School Office	248-919-0408
Clarenceville High School Fax Number	248-919-0438
Attendance Reporting	248-919-0208
Counseling Office	248-919-0202
Athletic Director	248-919-0217
Oakland Schools Technical Center (OSTC)	248-960-5400
Food Service	248-919-0219

**DAILY SCHEDULE
2014-2015**

1st Hour	7:30 – 8:39
2nd Hour	8:43 – 9:52
LEAD	9:56 – 10:26
“A” LUNCH	10:26 – 10:56
3rd Hour	10:56 – 12:05
4th Hour	12:09 – 1:18
5th Hour	1:22 – 2:31

1st Hour	7:30 – 8:39
2nd Hour	8:43 – 9:52
LEAD	9:56 – 10:26
3rd Hour	10:30 – 11:39
“B” LUNCH	11:39 – 12:09
4th Hour	12:07 – 1:18
5th Hour	1:22 – 2:31

CHS Trojan Fight Song

(Proper conduct is to stand while singing your school song.)



Fight on to victory and
We will fight for our name
We are the Trojans
And we're out to win this game!!
Rah! Rah! Rah!

Keep up that spirit
And we'll fight with all our might
Show them our colors
And we'll fight, fight, fight, fight!



Clarenceville High School

2014-2015 School Year



August 28	Staff Professional Development
August 29-Sept 1	Labor Day Weekend
September 2	Staff Professional Development
September 3	First Day of School for Students – 1 st Trimester Begins
September 4	CHS Open House – 7:00 p.m.
September 5	Picture Day
September 23	Academic Letter – 7:00 p.m.
October 10	Homecoming Game – 7:00 p.m./Parade TBA
October 11	Homecoming Dance
October 14	High School Variety Show – 7:00 p.m.
October 15	Parent/Teacher Conferences 5:00 – 8:15 p.m.
October 20	National Honor Society Induction – 7:00 p.m.
November 4	No School for Students/Staff Professional Development Day
November 15	ABC Fall Craft Show – 10:00 a.m. – 4:00 p.m.
November 21 - 22	Fall Play
November 18	Fall Sports Banquet – 6:00 p.m.
November 19	CHS Exams – Full Day of School
November 20	CHS Exams – Half Day of School
November 21	CHS Exams – Half Day of School – 1 st Trimester Ends
November 24	2 nd Trimester Begins
November 26	Early Dismissal – Half-day of School
November 27 – Dec 1 (incl)	Thanksgiving Recess – No School
December 15	HS/MS Choral Concert – 7:00 p.m.
December 18	CHS Band Concert
Dec 22 – Jan 2 (incl)	Winter Break – No School
January 5	Classes Resume
January 9	BPA Regionals
January 15	CHS Parent/Teacher Conferences - 6:00 – 8:15 p.m.
January 19	No School for Students/Staff Professional Development Day
Feb 16 – 20 (incl)	Mid Winter Break – No School
February 24	Incoming Freshman Orientation
March 4	CHS Exams – Full Day of School
March 5	CHS Exams – Half Day of School
March 6	CHS Exams – Half Day of School – 2 nd Trimester Ends
March 9	3 rd Trimester Begins
March 10 -12	MME Testing
March 14	ABC Spring Craft Show – 10:00 a.m. – 4:00 p.m.
March 18	Winter Sports Banquet-6:00 p.m.
March 19 -22	BPA State Competition
April 3 – 10 (incl)	Spring Break – No School
April 13	Classes Resume
April 20	Senior Parent Meeting
April 24 - 25	District Musical
April 22	Senior Parent Orientation – 7:00 p.m.
April 29	CHS Conferences 6:00 – 8:15 p.m.
May 1	Prom
May 8	BPA National Competition
May 14	CHS Band Concert – 7:00 p.m.
May 19	High School/Middle School Choral Concert – 7:00 p.m.
May 25	Memorial Day – No School
May 27	Honors Convocation
May 28	Last Day for Seniors
June 3	Spring Sports Banquet
June 5	Class of 2015 Graduation Ceremony – 7:00 p.m.
June 9	CHS Exams – Full Day of School
June 10	CHS Exams – Half Day of School
June 11	Last Day of School - Exams – Half Day of School
June 12	Staff Records Day

CLARENCEVILLE HIGH SCHOOL FACULTY

Troy A. Nelson, Principal
Alan D. Kantor, Assistant Principal
Kevin B. Murphy, Athletic Director
Joelle Troszak, Counselor
Jennifer Weston, Counselor

Sue Mahoney, Administrative Assistant

Gail Bierschbach, Secretary, Attendance/Athletics

Art Department

John Watson

Career and Technical Department

Judy Bargerstock
Jennifer Wandzel

English Department

Michael Korczyk – Department Head
Megan Kutz
Lucinda Marinelli
Trystyn McCarthy
Stephanie Nichols

ESL

Susan Bertoni
Karen Morrison

World Language Department

Margaret McNair
Roxi Stanek

Tech/Vocational Department

Dean Bergeron

Mathematics Department

Brady Gustafson – - Department Head
Cassandra Gustafson
Michael Laschober
Julia Morley

Music Department

Jason Debandt
Joseph Waeschle

Physical Education Department

Ryan Irish

Science Department

Melanie Kapolka
David Lurie
Mark Queentry
Patricia Waeschle – Department Head

Social Studies Department

Josh Green – Department Head
Vincent Marsico
Cindy Raby
Anthony Salciccioli

Special Education Dept.

Denise Bear
Kenneth Fry
Trevor Johnson
Cathy Lowery
Dennis McCotter

Career Center

Harriet Cohen-Finn

Food Service

Amber Moran

Media Center

Terry Wahrman

Paraprofessionals

Maryann Bame
Sue Gunn
Susan LeVasseur
Kim McHugh
Denise O'Rourke
Rachel Orchard
Sheryl Rachoza
Colleen Syverson

Cafeteria

Laura Cude
Joann Harper
Sharon Jaskolski
Ruth Smith

Television/Video

Heidi Horvath

CLARENCEVILLE HIGH SCHOOL – STUDENT HANDBOOK

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CLARENCEVILLE SCHOOL DISTRICT VISION STATEMENT

The vision of Clarenceville School District is that all students be empowered to face the challenges of the 21st century. We provide our students with an academic foundation designed to promote the skills necessary to be successful in an ever changing and global society: problem solving, effective communication, technical skills, critical and creative thought, an understanding and appreciation of diverse cultures and physical, social, and emotional wellness.

Supported by an enthusiastic faculty, dedicated staff, committed families, and a proud community, we create a safe and caring environment that fosters deep and enduring personal relationships. Within this supportive atmosphere, our students explore their talents and interests, set individual and group goals, and pursue courageous endeavors in all areas of their lives. Cooperative relationships among families, businesses, organizations, community members, and the school provide strong ties which enhance learning beyond the walls of the school.

We value a culture of civility where all stakeholders are treated with fairness, are celebrated for their successes, and are respected for their contributions.

We prepare our students to live their lives with resilience, compassion, and above all, integrity. As our students move through life, we know that they are prepared to act knowledgeably, lead thoughtfully, share generously, and contribute meaningfully.

CLARENCEVILLE SCHOOL DISTRICT MISSION STATEMENT

The mission of the Clarenceville School District is to provide individuals a variety of educational opportunities that enable them to become lifelong learners and productive members of a changing world.

CLARENCEVILLE SCHOOL DISTRICT BELIEF STATEMENT

1. All people have value, worth and dignity.
2. Everyone can learn.
3. All individuals are unique.
4. Learning is a lifelong process.
5. Everyone can experience success.
6. Change is inevitable.
7. Cooperation leads to greater learning and productivity.
8. Continuous improvement comes from trying new ideas.

CLARENCEVILLE HIGH SCHOOL VISION STATEMENT

The vision of Clarenceville High School is to educate and prepare all students in a safe learning environment to be successful lifelong learners ready for college, career, and citizenship.

CLARENCEVILLE HIGH SCHOOL MISSION STATEMENT

We believe the mission of Clarenceville High School is to enable students to achieve academic, social, and career success by providing a supportive learning community that encourages and develops each student's interests and abilities in order that they become lifelong learners and be able to meet the ever changing challenges of our future world. We pledge to maintain high standards of learning and expect all students to succeed. We are committed to working collaboratively with all school community stakeholders to implement necessary educational strategies to ensure student success.

CLARENCEVILLE HIGH SCHOOL BELIEFS STATEMENT

The faculty, staff and administration of Clarenceville High School have the following beliefs:
We believe

- Student learning is our primary focus.
- That all stakeholders need to be proactive in the educational process.
- Everyone can experience success.
- That an educational community is successful when a climate of mutual respect exists.
- Attendance plays a critical role in creating a positive learning environment.
- Learning is a shared responsibility.
- Technology is a conduit to student learning.
- Teacher instruction makes all the difference in student interest level and learning success.
- Effective relationships are powerful.

North Central Accredited

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Clarenceville School District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Clarenceville School District's Compliance Officer at the Superintendent's Office.

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

CHS HANDBOOK

School control and/or student discipline and/or staff rights and responsibilities are an essential factor to maintain and insure a safe, orderly and effective educational environment. In conjunction with the Clarenceville Board of Education, the administration, and staff of Clarenceville High School (CHS) has discussed and adopted several policies to establish the most positive learning environment for all students. The building's administrators and faculty established guidelines and procedures to enable all students to learn in a positive learning environment. The entire school community works together on a daily basis to maintain that environment facilitating quality teaching and learning.

The handbook is not an attempt to state a rule for every situation. The school functions on the belief that students have developed a sense of self-respect and dignity suitable to conduct themselves in most situations. Should any student act in such a manner that is detrimental to himself/herself, or others, even though a specific rule has not been written for that action, appropriate corrective measures will be taken. Please keep the following points in mind:

- **Off campus student behaviors which have a negative impact on the school and/or school program are subject to discipline.**
- As in society, ignorance of the rules is no excuse for non-enforcement.
- The administration has the right and responsibility to reprimand according to the student's disciplinary history.
- Administration may invoke any or all of the corrective measures listed for each offense.
- The administration will have the discretion as to an in-school or out-of-school suspension.
- Parent contact is defined as a phone call, written, or electronic communication.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor.

STUDENT WELL-BEING

Student Safety is a responsibility of the staff. All staff is familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident s/he must notify a staff person immediately.

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic events and any extra –curricular activities and co-curricular activities.

The emergency medical authorization form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

INJURY AND ILLNESS

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

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

GENERAL INFORMATION

Parent Involvement

Clarenceville High School conducts monthly parent meetings. The purpose of these meetings is to provide parents with an opportunity to discuss questions and concerns regarding our program, to assist with extracurricular and enrichment programs, and to offer suggestions and ideas from the community. Meetings are held on a monthly basis and all parents are welcome to join.

Parent Teacher Conferences

Teachers will conduct conferences on one evening during each trimester.

Visitors

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

Students may not bring visitors to the school without prior written permission from the Principal.

Communications

Clarenceville High School establishes general communication through the use of its TV station, school website, monthly newsletter, and district calendar. Both the newsletter and TV programming highlight important calendar events, student accomplishments, and school activities.

School Messenger System

The school messenger system is an automated notification system used to inform parents/guardians of student absences and other important school announcements.

MISTAR Parent Portal

MISTAR Parent Portal is a secured web-based application that provides parents with direct access to their student's data from anywhere in the world with Internet access. Using a confidential pin (personal identification number) and password, parents can connect to the school district's database using a web browser, and view their student's data, such as progress reports, attendance records, report card lunch account activity, and more. For information on how to get connected please contact the high school office.

Appointments

We welcome parents into CHS, but because teachers, counselors, and administrators are often scheduled into various meetings or are unavailable, parents are strongly encouraged to call for an appointment.

Unauthorized Persons

The principal or his designee has the right to seek the immediate removal of unauthorized persons from school property. An unauthorized person is one who does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the school. This includes students who are under suspension. The principal, his designee, or staff members have the authority to tell unauthorized persons

that they cannot come onto school property at any time. This includes all school activities. If the principal, or his designate, has barred a person, he/she is subject to immediate arrest should they appear on school property.

Student Identification

All students are required to carry identification cards while attending school or school-related activities. ID cards will be provided at the beginning of the year. Student identification cards are required to check out textbooks, library books, and to purchase any items in the cafeteria. Students must produce student identification cards upon request by school personnel. Failure to do so will result in consequences per the student code of conduct. Failure to do so at extra-curricular activities may result in denial of participation or being charged adult prices. There will be a \$5.00 replacement charge for any student who loses or misplaces his/her student ID card.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and staff, school authorities may conduct a search and may seize any illegal, unauthorized or contraband materials discovered. Therefore, students should not expect privacy regarding school property items used or items placed on school property because school property is subject to search at any time by school officials. School officials may conduct inspections or searches of lockers, desks, computer terminals, cars, etc., at any time without notice, without consent and without a search warrant. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal or designee.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the Athletic Director. Approval forms can be found in the main office. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Student Sales

No student is permitted to sell any item or service in school without the approval of the building administrations. Violation of this may lead to disciplinary action.

School Sponsored Clubs and Activities

Clarenceville High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

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

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

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

Non-school Sponsored Clubs and Activities

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Leaving School Grounds

If it becomes necessary for a student to leave the building during the school day, a parent or guardian must come to the office to sign the student out. **Any student who fails to sign out may be considered skipping.**

No student will be allowed to leave school prior to dismissal without a written request signed by a parent/guardian or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

If it is necessary for a student to leave school, he or she must have written or phone permission from a parent. In case of unavoidable medical or legal appointments, which could not be scheduled outside of school hours, the student must bring the written excuse to the attendance office or parent/guardian should call the school office **PRIOR TO CLASS** in the morning to secure a pass to leave at the appropriate time. **Before a student, 17 years of age or younger, may leave the school property, he must be signed out at the office by parent or guardian.**

Age of Majority

Although 18 year old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. sign themselves in and out of school and may verify their own absences. Note: All attendance standards continue to apply;
4. provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Chain of Communication

Complaints should be brought first to the level most directly related to the issue. A complaint about a class, for example, should be brought to the teacher of that class. The second step would be to bring the complaint to the assistant principal or principal. It is common practice at this level to hold a conference with the building

administration, the employee, and the person bringing forth the complaint in an effort to resolve the issue amicably. Any unresolved issue should then be taken to the Superintendent's office.

Materials

Textbooks and other materials assigned to students are their responsibility. The students are responsible for safeguarding these items. Students will be responsible for materials not in their possession at the time of collection.

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for district-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher
2. Failure to complete appropriate coursework
3. Behavioral or safety concerns
4. Denial of permission from administration
5. Other reasons as determined by the school/district

Athletics

Clarenceville High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Director and/or refer to the Athletic Handbook.

Dispensing Medication to Students

School personnel are not permitted to give medication OF ANY KIND without a completed medical authorization form, which has been signed by a physician. This prohibition includes, but is not limited to cough medicine, aspirin, or any over-the-counter medication, as well as prescription medication. All medication should be in the

original container (with the correct dosage indicated) provided by the pharmacy. If a change occurs, a new form must be completed. Authorization is good for one year only and a new form must be completed each year.

Health Conditions/Communicable Diseases

The school needs to be informed of any medical conditions which could affect the student's progress at school. Such conditions as diabetes, heart problems, emotional disturbances, epilepsy, severe allergic reactions, etc. can occur at school. These conditions **MUST** be clearly indicated on the emergency card parents complete for each child, and should be discussed with the classroom teacher. Communicable diseases, such as chickenpox, pink eye, etc. also need to be reported to the school.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the attendance secretary.

Locker Procedures

Student lockers remain the property of the school system. A school administrator has the right to inspect a locker. Lockers are issued to students at the beginning of the school year. Locker combinations **are not** to be shared with other students. Sharing combinations increases the risk of theft. Each student has his/her own locker assignment and must use only his/her assigned locker. Lockers are to be kept clean at all times. **Students must not write on or attach anything to the inside or outside of the locker, unless magnets are used on the inside of the locker. Birthday greetings, etc. must have prior authorization from administration.** Damage to a locker will be considered vandalism. Any locker malfunction should be reported to the office.

Valuables

Students should not bring unnecessary amounts of money or other valuables such as electronic toys or radios to school. Gym and hall lockers are not a good place to house these items. Students bringing special materials to be used in class must have the permission of the instructor. The school is not responsible for any lost or stolen property.

Tornado Drills

At the sound of the warning bell, students will follow the signs posted in each room to the designated shelter area. Once there, students are expected to follow the directions of the teacher.

Fire Drills

Unannounced fire drills will occur throughout the school year. These practice drills are necessary to assure the safety of everyone should a real emergency ever occur. Students should follow the signs posted in each room to the proper exit and meet with their designated teacher in their assigned area.

Lockdown Drills

A minimum of two drills in which the occupants of the building are restricted to areas inside the building and the building is secured will be conducted each school year.

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations.

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

Hallway – Posters/Written Announcements

Any poster or written announcement that is hung in the hallway must be approved and stamped by the administration. These posters or announcements must be hung in designated areas only.

Announcements

All student announcements must be signed by the appropriate teacher and/or sponsor and submitted to the principal's secretary by the end of 1st period on the day of the announcement.

Cafeteria

- Breakfast and hot lunches are provided daily.
- Eating shall be confined to designated eating areas.
- No misuse of food or beverages.
- Students may bring a lunch from home and purchase beverages and snacks from the cafeteria.
- Appropriate table manners are expected.
- Disposal of trash to the proper area is expected.
- Student IDs are needed to purchase any items from the cafeteria.
- Students may not charge lunches nor may they let other students use his/her lunch account number.
- Violations of these rules may result in disciplinary action as determined by the lunchroom supervisor or administration.

CHS Career Center

The Career Center is located in the Media Center. It is open daily to all students from 7:30 a.m. until 1:00 p.m., including lunch.

Resources for your Career Development include:

- Self-Assessment
- Career Exploration
- Post High School Education/Training
- Scholarship/Financial Aid Information
- Job shadowing
- Career Related Field Trips

Students may explore careers anywhere they have access to the Internet by logging onto the following website:

www.careercruising.com

Username = cville

Password = trojans

Transportation

School Buses - Riding a bus to and/or from school to and/or from an activity is a privilege. All rules and regulations posted on the buses must be observed. Violations of rules will result in action from a warning to losing bus privileges. Proper behavior must be maintained.

Students traveling in district school busses will:

- Exhibit good behavior and behavior that will not distract the bus driver from operating the bus safely.
- Refrain from loud conversation, singing, boisterous conduct, unnecessary noise, or profanity.
- Respect and obey the driver as he/she is in full charge of the bus and its pupils.
- Stand off of the roadway while awaiting a bus.
- Keep their seat at all times while a bus is moving.
- Keep arms and head inside windows.
- Not throw items in or out of the bus windows or at busses.
- Avoid unnecessary conversation with the driver.
- Sit in assigned seats if the driver has assigned them.
- Not smoke or drink on the bus.
- Be on time. **The bus cannot wait for those who are late.**
- Must ride the same bus to and from an activity.
- Abide by CHS Student Handbook.

Note: Please refer to Transportation Handbook for further information

ACADEMIC REQUIREMENTS & STANDARDS

Student Status

A full-time student is one who is scheduled and attends five (5) class periods a day. We realize there will be some students who will not be in the building all of these periods. The following exceptions may be granted by building administration.

- Co-op Program (job)
- Alternative Education program
- Reasons of health
- Students attending college classes in conjunction with Clarenceville High School approved by building administration in advance.

All students must carry at least five (5) academic periods per day. Any exception to this would require approval from building administration.

Homebound Instruction

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school counselor regarding procedures for such instruction. Applications must be approved by the principal. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in the student's schedule should be handled through the counseling office. Students may be denied class enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variations should be approved with a pass or a schedule change.

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

Schedule Changes

No student will be allowed to drop or change a course after being enrolled in a course for five (5) school days. Prior to the fifth day, all schedule changes are required to have the signed consent of the parent or legal guardian, recommendation of the counselor, teacher, or administration.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Promotions, Placement and Retention

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the state mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her

counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the counseling office and a counselor will be pleased to answer any questions.

Student Assessment

The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The ACT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

College entrance testing information can be obtained from the counseling office.

Transfer/Withdrawal Out of the District

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Clarenceville High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact school office for specific details.

School officials, when transferring students, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without written consent from his/her parents.

Report Cards

The student school year is broken into three (3) three, 12 week terms. Progress reports will be sent home prior to conferences during each term and again prior to finals. At the end of each term a final grade will be issued which will include a final examination in most courses. The report card also includes a citizenship assessment and a comment section to reflect a student's classroom behavior.

The Clarenceville High School Grading Policy is based on the following Board of Education Policy:

The purpose of any report card grading system must be to provide accurate quality information about what students have learned, what they can do, and whether this learning status is in line with the curricular objectives and performance criteria for the grade or course. Teachers have the right to develop their particular grading procedure within the following parameters.

Secondary Teachers:

- Will provide progress reports and term grades using A=excellent, B=good, C=satisfactory, D=poor, E=failure, and/or an I=incomplete,
- Must develop written grading criteria, have it approved by the building principal or designee, and present it to all students in the first week of the course.

- Must supply students with a list of goals and objectives for the course within the first week of the beginning of each course.

Grading Criteria:

- A minimum of seventy-five percent of the term grade must be based on the assessment of the student's level of performance on stated curricular objectives and benchmarks. The remaining twenty-five percent of the grade may be used to assess homework and participation.
- The weight of tests, assignments, and the final exam (if applicable) must be clearly stated.
- A teacher may require certain products or tests to be mastered as a condition for passing the course, then these hereafter referred to as essential learning. Essential learning must:
 1. represent core concepts or skills of the course.
 2. have a clear definition of mastery available to all students.
 3. be stated as such in the grading procedure.
- If an incomplete is given for a term grade, it must be made up by the end of the first week (5 school days) of the ensuing term.
- If a student demonstrated a special need that prohibits him/her from successfully achieving course level performance criteria, then it must be approved either in the student's individualized education plan developed through the special education process or a personal curriculum plan developed by the parents, students and staff and approved by the building principal.

Make-Up Work

It is the responsibility of each student to see that work is made-up. Students will be allowed to make up all work missed due to **excused** absences. Students may not be allowed to make up work missed due to **unexcused** absences. When a student has an excused absence, the number of days given to complete and receive credit for the work will be equivalent to the number of days classmates have to complete the same assignments. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. If that number of days includes a weekend or vacation period, the absent students will be granted the same number of days. Work must be satisfactorily completed in the time allowed for completion of work or no credit will be given.

Incompletes

When illness or other valid reasons have interfered with the student's ability to meet class deadlines, an incomplete may be given at the end of the term. In such cases, each student will have up to five (5) school days to complete the work. Failure to comply with this condition will result in a failing grade for the marking period.

Grade Point Average

Each student's report card will indicate a grade point average for that term as well as the cumulative grade point average up to and including the last term that credit was earned. The grade point average is determined by dividing the total honor points earned by the total credits attempted.

- For each 1/2 credit class, honor points are earned as follows:
A = 2, B = 1.5, C = 1, D = .5, E = 0, F = 0
- For each 1/2 credit Advanced Placement class, honor points are earned as follows:
A = 2.5, B = 2, C = 1.5, D = .5, E = 0, F = 0

Failure of Term

Many classes are comprised of two sections (A and B) to complete a class. In some cases a student who fails one section must repeat that section the next term it is offered in order to receive credit for the class.

Academic Credit Policy

In order to earn credit for a class, a student who is failing a class (below 60%), must complete and score at least a 60% on the final exam/assessment for that course.

Advanced Placement Testing

Any student taking AP tests will be required to pay all fees associated with the AP tests he/she take prior to the testing date.

Honor Roll

Honor roll status requires high academic accomplishments. All students who earn a B average (3.0 GPA) or better will be listed on the honor roll for that term.

Enrichment

Additional credits may also be earned through correspondence course opportunities. A counselor must approve all credits earned.

Summer Enrichment

Other districts may offer summer school opportunities. A counselor must approve all credits earned outside of the regular school year.

Individuals with Disabilities

The Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the building's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact the Special Education Director to inquire about evaluation procedures and programs.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore the policy of the district that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the district. Parents should contact the Director of Curriculum to inquire about evaluation procedures and programs offered by the district.

CHS ATTENDANCE POLICY

PHILOSOPHY

The Clarenceville School District believes that regular and timely attendance in classes is directly related to individual student achievement and contributes to an orderly school environment benefiting all students. At Clarenceville High School, we believe that six or more absences in the same class, excused or unexcused, during a 12 week term is excessive and adversely affects the learning potential of the student.

Clarenceville High School strives to help students develop to be both academically and socially prepared in their adult lives and believes that regular and timely school attendance contributes in each of these areas. Academically, it is vital to the success students attain in their studies. All absences result in the loss of valuable instructional time. Daily teaching, interaction with teachers and other students, discussions, lectures, clarifications, explanations, audio-visuals, reports, and more constitute crucial parts of coursework that cannot be duplicated. Socially, developing a positive attitude toward school attendance sets the tone for this kind of responsibility in the future. Regular and timely attendance is vital for students to receive the full benefit from their educational experiences. For these reasons, Clarenceville High School expects parents to exercise good judgment when making decisions about school attendance.

Regular school attendance is required by Michigan law and is the responsibility of parents and students. Michigan school laws are very strict in regard to the compulsory attendance of children 6-15 years of age, and hold parents/guardians responsible for their child/children's regular attendance in a manner, which is "continuous and consecutive for the school year." (MCL 380.156 (1)). If attempts by the administration to improve a student's attendance fail, it may be necessary to petition the juvenile court or other public agencies for assistance. The prosecuting attorney has the option of filing criminal charges against parents/guardians, filing delinquency

charges against the student in family court, filing educational neglect charges against parents/guardians in family court, or any combination of these alternatives.

Classroom attendance records are maintained according to the established school district policies and the state of Michigan child accounting procedures. Teachers maintain an accurate count of each student's attendance with all dates and the number of days a student is absent. Clarenceville High School believes that parents and school personnel must work together to offer appropriate assistance to students with attendance problems. In order to assist students in meeting their educational goals, the following regulations have been developed.

ABSENCE POLICY

Each absence	*Automated phone message notification. (not called in by parent)
4 th Absence	*Letter sent home from the Attendance Office
7 th Absence	*Letter sent home from the administration
10 th Absence	*Student sent home until meeting with Administrator
13 th Absence	*Student sent home until meeting with Administrator (and every 3 rd absence thereafter)

ATTENDANCE RULES

- Any student arriving to CHS after 7:40 a.m. must sign-in at the office.
- Unless prior arrangements have been made with administration, students are expected to attend all of the classes on their assigned schedule.
- Students must be in attendance **three (3) full class periods** to attend and/or participate in **any extracurricular activity**. This includes, but is not limited to, athletics, dances, musical performances and the school musical. Special consideration may be given by building administration if proper documentation and or explanation for absence is received.
- If it becomes necessary for a student to leave the building during the school day, a parent or guardian must come to the office to sign the student out. Any student who fails to sign out may be considered skipping.
- Students returning to school on a day in which they have signed out must sign-in at the office.

Steps to follow to make proper notification of an absence

- A parent or guardian must call the high school attendance office at 248-919-0208 to report the absence. The attendance office phone records messages 24 hours per day, 7 days a week.
- If no phone contact has been made on the day of the absence, a parent or guardian must send a signed, dated note with the student's name, date(s) and reason for absence by 9:00 a.m. on the day he/she returns to school **or** call the school by 10:00 a.m. on the day following the absence.
- If the absence is pre-planned a parent or guardian must notify the school prior to the absence.

Excused Absences

The following reasons, including but not limited to, will be considered excused absences **if the school is properly notified**.

- personal illness of the student or an immediate family member where the student's presence is needed.
- medical or dental care
- legal business
- emergency child care situations
- exceptional and unexpected transportation difficulties
- pre-planned absences obtained in advance with administrator approval

Advanced Excused Absences

Parent(s) or guardian requesting the student be excused for a period of time must make the request by phone or in person at least two (2) days in advance. All requests will be handled on an individual basis. The following reasons may cause the request to be denied:

- If, in the judgment of the administration, the length of the absence will seriously jeopardize the student's grade.
- Poor attendance of the student

If the student makes a decision to leave after the request has been denied, all classes missed will be considered unexcused and the unexcused absence policy will be enforced.

Unexcused Absences – (Per class)

Unexcused absences are defined as an absence for any other reason other than those listed excused or exempt. They include but are not limited to:

- Skipping school (truancy)
- Leaving school without permission (A student may not leave school without permission from parent/guardian. A student must sign out and receive permission to leave school.)

If an absence is unexcused, the student may not be allowed to make-up work or tests done in class that day for credit. If an absence is unreported, the School Messenger System will call the home to report the absence. If a student fails to attend class(es), and a parent/guardian has not called the office within 24 hours of the student's return, the absence(s) will be recorded as unexcused.

Exempt Absences

Exempt absences are not counted in the student's total absences. All exemptions must be verified by a written statement from the agency where the business was transacted. Documentation exempting absences and a completed Exemption Request Form must be turned in to the attendance office within five (5) days of returning from the absence. Exempt absences include, but are not limited to:

- Repetitive medical appointments that cannot be conducted outside of school hours.
- Legal business that cannot be transacted outside of school hours.
- Funerals (Exemptions for non-family members must be pre-approved by an administrator.)
- Extended illness (Three or more consecutive days with medical documentation.)
- Grave family emergencies
- Recognized religious holidays
- Absences due to extenuating circumstances (must have administrative approval.)

Absences due to exceptional and unexpected transportation difficulties will not be exempted.

An exemption will not be granted if the request for an exemption is not submitted within five (5) school days.

School Related Absences

These types of absences do not count as either an excused, unexcused, or exempt absence; therefore they do not count in the student's absence totals. School related absences include, but are not limited to:

- Field trips and other school functions, which cause a student to miss a class or classes
- Suspensions imposed by a school administrator

Suspension from School

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from school office. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Attendance Incentive – Third Term Seniors Only

Seniors with a grade of at least a B (83% and/or above) and four (4) or fewer absences for the spring term will not be required to take the final exam. School-related absences and exempt absences will not be counted in this total

and are not calculated in this exam exemption. All other absences will be counted in the total when determining exam exemption. A senior who does not have to take the exam may do so to try to better his/her grade. The exam grade will not be averaged if it will not help the senior's grade. The building administration will make the determination on any senior in question.

Tardy Policy – (Per Class)

Tardiness is a disruption to the educational process and a discourtesy to staff and fellow students.

- Students will be considered unexcused tardy if they are not in the classroom when the tardy bell has stopped ringing.
- Tardies will be counted on a per term basis.
- One minute warning bell to warn students they have one minute to get to their classes.
- The teacher will verbally inform students when they are tardy.

The following progressive discipline steps will be taken:

- On the 3rd tardy, the teacher will verbally inform the student that they have received their 3rd tardy.
- On the 4th tardy, the teacher will notify the parent/guardian.
- On the 5th tardy, the student will be assigned a 30 minute after-school detention and parent/guardian will be notified.
- On the 6th tardy, the student will have a conference with an administrator, a 60 minute detention will be assigned and the parent/guardian will be notified.
- On the 7th tardy, the student will be assigned a one-day suspension and a meeting with student, parent/guardian, and administrator will be held.
- On the 8th tardy, the student will be sent home until a meeting with the student, parent/guardian, and administrator is held.
- Repeated tardiness will be considered persistent disobedience.

BOARD OF EDUCATION POLICIES

- **Testing Out Policy**
- **Computer Use Policy**
- **Michigan Concussion Law**
- **Dual Enrollment Policy**
- **Hazing Policy**
- **Bullying Policy**
- **Mandatory Expulsion for Certain Acts of Misconduct: Weapons, Arson, and Criminal Sexual Conduct**
- **Gangs Policy**
- **Sexual Harassment and Intimidation Policy**
- **Federal Educational Rights and Privacy Act (FERPA)**

Testing Out Policy

A student in grades 9 through 12, or entering ninth grade, may receive credit for courses in which the student demonstrates mastery of the course material through testing or demonstration of skills consistent with the course requirement. The following conditions apply to this option:

- The student can only "test out" if he or she is not enrolled in the class.
- The assessment tool used to determine mastery will be the final examination and/or demonstration/project used in lieu of a final examination.
- The standard of mastery will be at least 80% correct, or in the case of a demonstration, a performance that would be evaluated as a "B" or better. In the case of a performance or project being used to assess mastery, a specific criteria must be in writing prior to the assessment.
- The principal, or designee, will coordinate the assessment or performance in coordination with the department in which the course is taught.

- Credit earned in this fashion will be placed on a student’s official transcript with a grade of “pass” and would not be used in computing grade point average.
 - Credit earned in this fashion will count toward the total number of credits needed for graduation, and will be counted toward meeting a specific curriculum area requirement, i.e., science, language arts, social studies.
 - Once credit is earned this way in a course, a student cannot receive credit in a lower or prerequisite course.
 - If a student has received credit in a higher course of the same curriculum, he/she cannot attempt to “test out” of a lower course.
- **Michigan Concussion Law**
 - A concussion is a mild brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity.
 - Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013.
 - The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.
 - The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement acknowledging receipt of the information for the organizing entity to keep on record.
 - The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.
 - *Provided by the Michigan Department of Community Health*

Computer Use Policy

CLARENCEVILLE HIGH SCHOOL COMPUTER USERS’ RESPONSIBILITIES

I understand and agree that my use of the district’s computer network is a privilege, not a right and that my use of the network will be for educational purposes, only. I understand and agree to the following conditions to permit me to use the district’s computer network:

1. My use of the district’s network will be for educational purposes, only.
2. I will access only resources on the network that are approved or specifically assigned to me by my teacher.
3. I will not attempt to bypass security to access files, Internet sites or resources.
4. I will use only network accounts assigned to me, or for which my teacher has given me access.
5. I will keep my own passwords safe and known only to me.
 - a. If my password becomes known to anyone else I will immediately tell my teacher.
6. I will not copy or download software from outside of the network to any network computer. This may violate a copyright which may be a crime.
7. I will not access or create pornographic material, inappropriate data files, or files dangerous to the district’s network.
8. I will not use the technology resources, including the Internet, for projects other than those related directly to school or assigned to me by my teacher.
9. I will not use disks, drives or other media from outside the school, or otherwise approved by the district, without my teacher’s permission.
 - a. Special arrangements must be made to transfer files from such media to district computers.
10. I will report all violations of privacy and inappropriate use of the district’s computers and network.
11. If I receive inappropriate e-mail, I will immediately report it to the network administrator(s) or my teacher.
12. I understand that my activity on the district’s computer network, including my use of e-mail, is not private, nor is it secret. I may be monitored at any time during my computer use. This monitoring will most likely happen without my knowledge.

13. I understand that my space on the server is limited and I am responsible for deleting old or unwanted files. If I fail to do so, files may be deleted by my teacher or the system administrator.
14. For e-mail, I will use only the district provided e-mail account. I will not use any other e-mail program or account.
15. I am responsible for my individual e-mail account.
16. I will not allow others to use my e-mail account.
17. I will not provide my password to any other person other than my teacher, the principal or the system administrator(s).
18. Under no circumstances will I use a district provided e-mail account to engage in any illegal act or conduct that is prohibited by any district rule.
19. I will use the district provided e-mail system solely for authorized educational purposes. Use of the district provided e-mail system for personal "chat" use or "random" messages of any type is prohibited.
20. I understand that playing "games" online is prohibited, but that educational game sites may be used with the prior express consent of my teacher.
21. I will not visit, or attempt to visit, any sites blocked by the district, or seek to bypass any block put in place by the district.
22. I will not download any third party applications such as music, video or photos.
23. I will not reveal to anyone my personal address or phone number, or those of any other student or district personnel, while using the district's computer network.
24. I will not use the district provided e-mail system in such a way as to disrupt, or attempt to disrupt the system use by others.
25. I will not post anywhere personal contact information about myself or others, or any other inappropriate information, while using the district computer network.
26. I will not agree to meet, after school hours, anyone I encountered while using the district's computer network or e-mail system.
27. I will disclose to my teacher or other school employee any message received that would reasonably be deemed inappropriate or in violation of this policy or users' responsibilities.
28. If I participate in vandalism on the district's network, including any software files or hardware equipment, I am responsible for the consequences. Such consequences may include, but are not limited to:
 - a. suspension from computer privileges,
 - b. suspension or expulsion from school,
 - c. the requirement that I or my parents or guardians pay damages to the district or those I damage,
 - d. and/or referral to the authorities for possible criminal prosecution
29. I understand that the District makes no warranties of any kind, whether expressed or implied, concerning the computer or the computer use provided to me.
30. I understand that the District is not responsible for any damages I may suffer through the use of the district provided computer network, including any e-mail system.
31. I understand that the district is not responsible for the loss by me of any data, any delays, any nondeliveries, misdeliveries, or service interruptions caused by any reason.
32. I understand that the use by me of any information obtained on the Internet is at my own risk.
33. I understand that the district is not responsible for the accuracy or quality of any information I obtain through use of the district provided computer network.
34. I understand that if I act in a manner that is detrimental to myself or to others, even though a specific rule has not been written for that action, appropriate disciplinary measures will be taken against me, including that listed in paragraph 28 above.
35. I understand that any violation of the district's Use Policy or these Users' Responsibilities that do not result in damage to the district or to another person will result in the loss of my use privileges as follows:
 - a. First Offense: Loss of all computer privileges for two weeks. Teachers, administrators and parents will be notified.
 - b. Second Offense: Loss of all computer privileges for one month. Teachers, administrators and parents will be notified. My privileges will not be reinstated until after my parents/guardian(s) and I have met with the school's administrator and in the administrator's discretion I am deemed worthy to have my privileges reinstated.

- c. Third Offense: Loss of all computer privileges for the remainder of the school year. Teachers, administrators and parents will be notified.
36. The violation of this Policy that results in damage to the district or to any other person or entity may also result in further district disciplinary procedures, including my suspension or expulsion and/or the referral for criminal prosecution.

Dual Enrollment Policy

A Clarenceville High School student may be allowed to take classes at Schoolcraft Community College, Oakland Community College, or any other public or private college or university, with the class tuition paid by the district, under state fee guidelines, under the following conditions:

- The student qualifies for dual enrollment status according to the state-established guidelines;
- The college will accept the student into their programs;
- The student provides for their own transportation to and from the college; and
- The student provides the district with a copy of the college fee statement.
- If a student withdraws from their college course they are responsible for all costs associated with the dual enrollment.

In no case shall the combination of regular high school classes, paid for by the district, exceed five (5) in number.

Hazing

The Clarenceville School board prohibits the act of “hazing”. The act of “hazing” is a crime in the state of Michigan and will not be tolerated by the district. The district will comply, in all ways, with Michigan law regarding any “hazing” incidents *Students engaging in any hazing or hazing-type behavior will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of state law.

*As defined in MCL 750.411t, “hazing” means “an intentional, knowing or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organizations. Further, the term “organization” means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Bullying and Other Aggressive Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the

school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517; Hazing, see Policy 5516.M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education

Mandatory Expulsion for Certain Acts of Misconduct: Weapons, Arson, and Criminal Sexual Conduct

The Clarenceville Board of Education will, as provided by Michigan law, take action to permanently expel a student who possesses a dangerous weapon, commits arson or criminal sexual conduct on district property, in district buildings, or at district school-sponsored events or physically assaults a school employee, volunteer, or contractor. The parent, legal guardian, and/or student shall be notified of the referral. It is the intent and responsibility of this district to be in full compliance of the law. Each student subject to expulsion shall be informed of their due process rights by the administration. An expulsion based on a finding that the student engaged in one or more of such criminal acts bars the student from enrolling in any other public school in this state unless he/she is re-instated after servicing the mandatory period of expulsion.

Reporting

The superintendent will notify the board in writing and follow the expulsion process outlined in policy #8350 and #8350R. Any expelled student will be referred to appropriate social service agency by the special services office.

The special services office will handle the reporting of the information to the local law enforcement and the Department of Education as required by law.

Discipline of Students with Disabilities

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

Gangs Policy

The Clarenceville School Board prohibits the presence of any apparel, accessory, notebooks or manner of grooming which, by virtue of its color, arrangements, trademarks or any other attribute, denotes membership in gangs.

Sexual Harassment and Intimidation Policy

The board shall endeavor to maintain an environment in the district for all employees and students that is free from discriminatory and/or sexual insult, intimidation or harassment.

Any incident of discriminatory and/or sexual insult, intimidation, or harassment, in any form, shall promptly be reported by the employee or student to the superintendent or the employee's immediate supervisor, or the building's principal or guidance counselor in the case of students.

Any employee or student who engages in discriminatory and/or sexual insults, intimidation, or harassment shall be disciplined and counseled to refrain from such conduct.

The board shall appoint sexual harassment officers, one male and one female, not the superintendent, who shall be vested with the authority and responsibility for processing all written sexual harassment complaints in accordance with the procedures to follow.

Definitions of Sexual Harassment

Sexual harassment can be unwelcome sexual advances; request for sexual favors; or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals; and
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating an intimidating or hostile, or offensive working or educational environment.

Reprisal

The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Federal Educational Rights and Privacy Act (FERPA) / Student Records

Parents of students (under age 18) and eligible students (18 years of age and over) are notified, in accordance with the requirements of FERPA that they have the right to:

1. Inspect and review their (or their children's) educational records;
2. Seek amendment of those educational records which you believe to be inaccurate.
3. Consent to the disclosure of certain personally identifiable information, such ("directory information") contained in a student's educational records, unless the school district, under FERPA is authorized to disclose the information without first obtaining consent.

Requests for inspection and review of student records, and requests for amendment of educational records must be made in writing as follows:

- To the building principal for any student currently enrolled in that school; or
- To the superintendent for those students no longer enrolled in the school district.

The school district may disclose directory information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. This directory information may be provided in yearbooks, or other periodic publications of the school district as well as school safety reporting requirements that the school district is required to periodically provide to local law enforcement agencies and the Superintendent of Public Instruction.

Parents of students and eligible students who wish to have directory information omitted from school district directories, yearbooks and similar publications must make a request in writing on or before September 1 to the student's building principal. If no request is made, directory information may be included in school district publications, and reported, to the extent necessary to local law enforcement, the armed forces and the Superintendent of Public Instruction. For additional information or explanation, please visit the website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Suspension and Expulsion

Building principals may suspend for a short-term and the superintendent or a board appointed hearing officer may suspend, either for a short-term or long-term, or may make a recommendation to the board regarding the expulsion of a student guilty of any of the following:

- Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the board;
- Willful misconduct which substantially disrupts, impedes or interferes with the operation of any school;
- Willful misconduct which substantially impinges upon or invades the rights of others; or
- Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of rights of others.

Suspensions

A suspension may be for a short-term not exceeding ten school days, or for a longer term, exceeding ten school days.

The board authorizes the superintendent or the building principals to suspend a student for a short-term not to exceed ten school days without board action or approval. The board authorizes the superintendent to suspend a student for up to 180 school days (long-term) without board action or approval.

A long-term suspension shall not be imposed upon a student until an opportunity for a formal hearing on the suspension has been afforded the student.

Should a suspension be imposed for a number of days exceeding the remaining days in a term, the days remaining on the suspension will commence with the beginning of the next term unless otherwise determined by the superintendent.

Lunch/After-School Detention will be assigned to students for minor infractions of school policy. Student will be given a 24-hour notice through a written or verbal referral. After school transportation will be the responsibility of the student and/or parent. Failure to serve a detention also will result in additional detentions or suspension.

Disciplinary Action for Major Violations

The administration will have the discretion as to an in-school or out-of-school suspension. Disciplinary action for major violations usually involves suspension from school at the discretion of the building administration for periods not to exceed 10 school days. Examples of this type of behavior and the usual consequences include but are not limited to the behaviors listed in the code of conduct.

Suspension Procedures

The following procedures, relating to suspension, are governed by Board Policy.

Whenever suspension is considered as a consequence for violating the Student Code of Conduct, a school administrator will afford the student a hearing. This hearing will include the following procedural due process requirements:

- the right to be present at the hearing;
- the right to a hearing (can be with the principal or assistant principal) with the student present;
- the right to be informed of the basis for the accusation; and
- the right of the student to give statements in his or her own defense of the charges or accusations.

Parents will be notified as soon as possible of the reason for the suspension and what is required prior to the student's return to school.

Students who are placed on out-of-school suspension are not allowed in the building or on school property at any time while on suspension. Students who are suspended out-of-school are not allowed to attend or participate in any after school activity. Parental appeals of suspension or any disciplinary action will be addressed according to the following process:

- if the suspension was written by the assistant principal, the first level of appeal for parents would be to contact the assistant principal to review the action taken;
- the next level would be to contact the principal to review the action taken;
- and if the parents are dissatisfied with the above, they may appeal to the Superintendent or her designate to review the decision.

In-School Suspensions (ISS)

Students who are assigned an ISS will be expected to complete all work given to them while they are in ISS. Assignments will be given to students based on their student schedules. Failure to follow the ISS rules and/or directions of the ISS facilitator will lead to an out-of-school suspension.

Student athletes who are in ISS on the day of a game are expected to participate in their game. Students in ISS on non-game days are expected to attend and participate in practices.

Saturday Suspension (SS)

Students who are assigned Saturday Suspension (SS) are expected to arrive on time and are expected to stay until the end of the suspension time period. Students will be expected to bring work with them or they will be given work to do while they are in SS. Failure to attend an assigned SS, follow posted SS rules, or comply with the SS facilitator will result in an out-of-school suspension.

Academic Suspension

If a student is removed from a class for excessive absences, he/she may be placed on academic suspension for the remainder of the term for that class period. Out of school suspension for the class period will be allowed with parent permission. If out - of - school suspension is allowed transportation to and from school will be the responsibility of the student if a normally scheduled high school bus run is not available. **Any student with less than four (4) classes must have their status reviewed by the building administration.**

STUDENT EXPECTATIONS

Classroom Behavior

1. Students will not be permitted to interfere with the teaching and/or learning environment.
2. Students are expected to come to school and to class **on time** and **fully prepared** with paper, books, pens, pencils, and all other items appropriate for learning.
3. Students are expected to complete all assignments on time.
4. Students should expect to have homework nightly.
5. Off-task talking and moving about in the room will NOT to be tolerated. We expect ALL students to work quietly without disturbing others.
6. Students are to treat all staff members and each other with courtesy and respect.

7. Students are to treat guest teachers with the same courtesy and respect as their regular teachers.

General School Behavior

ACTIVITIES: Assemblies, after-school activities, field trips, concerts, athletic events, performances, and special evening activities are provided throughout the year for students. These activities extend students' learning experiences. At any of these events, student behavior should be exemplary.

- Students are required to attend all assemblies.
- Students are not permitted to leave the building during student assemblies.
- Students participating in, or attending a school sponsored activity or a school extra-curricular activity (whether home or away) are to reflect the standards set by Clarenceville High School.
- Students at such activities who are in violation of the stated school policies concerning dress code, tobacco, alcohol, or illegal drugs will be removed from the event or activity immediately and will be subject to disciplinary action as stated in the policies governing student conduct.
- Disruptive or inappropriate conduct during an activity will result in removal from the activity and/or suspension from school.
- Unless prior administrative approval has been approved a student must attend a minimum of three full periods of the school day in order to attend a school sponsored or extra-curricular activity that day.
- Students must have student ID's with them when attending such activities.
- Students who misbehave will face consequences according to the Code of Conduct.

Backpacks

Students are not allowed to carry backpacks or duffel bags into classrooms. Since students are allowed ample passing time between classes, they are to go to their lockers between classes to get required materials and supplies.

Dances: School - Sponsored

Attendance at school-sponsored dances is a privilege. Only students who regularly attend the school, as defined by a student being in attendance for 80% of their classes, may attend school-sponsored dances, unless the school administrator approves a student's guest application. A guest must be "age appropriate," defined as those who are under the age of 20 years old and older than eighth grade.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. All students/guests must bring a picture I.D. to the school event. Once students/guests leave the event, they will not be allowed to reenter. Any student/guest who, possesses, distributes, purchases, or sells tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia; or is found to be under the influence of any such substances may be held by police until picked up by parents and will be reported to the guest's school, if applicable.

Students who violate the school's discipline code and fail to comply with the directives of the event supervisor will be required to leave the dance immediately without compensation, and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Dance Rules

1. We support the creativity and self-expression of dance. However, provocative or dangerous dancing may result in removal from the dance and parent contact.

The following guidelines for appropriate dancing include, but are not limited to:

- Face to face dancing is preferred but not mandatory.
- Front to back dancing without bending over, leaning over or grinding is acceptable.
- Both feet must remain on the floor.
- Hands on waist or shoulders only.

- Any physical contact which would be deemed inappropriate during the school day will be unacceptable.
2. Dance attire should be appropriate for school-sponsored functions. Provocative clothing including: sheer materials very short hemlines, bare midriffs, and plunging necklines and backs are considered inappropriate attire. Gentlemen must keep their formal tuxedo shirts or proper attire on throughout the evening in keeping with the formality of the event.

Progressive Discipline Policy for Inappropriate Dancing

First offense: Warning/Verbally inform of correction and mark on hand and/or hole punch of wristband.

Second offense: Verbally inform of correction and 2nd mark on hand or 2nd hole punch of wristband.

Third offense: Verbally inform of correction and sent home after parent contact. No refund of ticket price or other costs incurred.

Loitering in the Building BEFORE or After School

No student should be in the building before 6:45 a.m. or after 3:00 p.m. Violation of this rule may result in a suspension of up to three days.

- Any student who does not have a valid reason to be in the building before 6:45 a.m. or after 3:00 p.m. is loitering.
- ONLY students who are involved in a before or after school activity under the supervision of school personnel are allowed to be in the building before 6:45 a.m. or after 3:00 p.m.
- Friends of students involved in before or after school activities are not allowed to be in the building to wait with their friend.
- While we try to be supportive and understanding when it comes to childcare issues, siblings of students involved in before or after school activities are not allowed to be in the building to wait with their sibling.
- It is our expectation that a student involved in a before or after school activity will be in the building no sooner than 30 minutes before their school activity is to start and be out of the building within 30 minutes AFTER their after school activity is over.
- Students are not allowed to wait in the building after school if they are planning on attending an evening event such as a concert, play production, or athletic event. Students planning on attending an evening event must leave the building by 3:00 p.m. and return no sooner than 15 minutes prior to the start of the event.
- We do not feel it is healthy physically, emotionally, or mentally for a student to be dropped off at 7:00 a.m. in the morning and not be picked up until 9:30 p.m. That is a long day for anyone. Only on a very rare occasion would it be necessary for a student at CHS to put in that kind of day.
- Out of district students who do not have the use of our bus transportation are not exempt from our loitering rules. It is our expectation that they are dropped off at school no sooner than 6:45 a.m. and picked up from school or be out of the building by 3:00 p.m.

Vandalism - "Zero Tolerance Policy"

This act will not be tolerated any time of the year, as it is unsightly and detrimental to the positive image we wish to portray to our school community and visitors. Students who are identified and verified as taking part in toilet papering, and any other acts of vandalism, such as use of shaving cream and other materials, against school property and on school grounds may have the following penalties listed below, but not limited to, enforced against them:

ALL STUDENTS:

May lose privileges throughout the year:

1. attendance at school activities, events and assemblies;
2. attendance at all **Homecoming activities** including attendance to the game and the dance;
3. attendance at **Prom**
4. **any other consequence as determined appropriate by the school administration, including referral to law enforcement.**

SENIORS:

In addition to the above mentioned penalties, should a senior be involved with this type of activity toward the end of the school year they may lose the following privileges:

1. participation in the senior video or graduation video;
2. participation in the “**Senior Walk**” at the end of the year;
3. attendance at future homecoming or prom dances;
4. participation in the commencement exercise;
5. **any other consequence as determined appropriate by the school administration, including referral to law enforcement.**

All students verified to have been involved would along with the above penalties be required to:

1. clean up the grounds
2. pay their share of the remaining clean-up **costs** of time and materials

Food and Beverages

With the exception of bottled water, food and beverages may not be consumed outside of designated eating areas.

Hall Procedures

- Students must not disturb classes while in the halls at any time during the school day.
- Running, shouting, use of obscene language in the halls is prohibited.
- Pushing, shoving, or roughhousing is not allowed.
- Food or beverages may be consumed in the cafeteria and main lobby areas only.
- Any student in the halls during classes must have an appropriate hallway pass from the assigned teacher.
- Students are to treat all staff members and each other with courtesy and respect.
- Students are to treat guest teachers with the same courtesy and respect as their regular teachers.
- Students are expected to use passing times to travel to their next assigned areas.
- Students must be courteous to others by not blocking normal pedestrian traffic in the hallways, sidewalks, or passageways on campus.
- Failure to follow Hall Procedures will result in disciplinary action, from a conference to suspension.

Dress Code

Dress Code rules apply in the school building during school hours and at all school events or school-sponsored activities.

Students will be expected to keep themselves well groomed and neatly dressed at all times. Students are not required to wear a uniform standard of dress. Any immodest appearance, exaggerated clothing, accessories, or hairdos that call undesirable attention to themselves or interfere with the educational process is prohibited.

- All students will exercise sound hygienic practices--clean body, hair and clothing.
- Halter-tops or any other shirt or blouse that leaves the top of the shoulders, midriff, back, cleavage, or chest bare is not to be worn. (Exception- tank tops with straps as wide or wider than three digits, “three-finger rule”)
- Straps on tank tops and undershirts cannot be any thinner than three digits. (“three-finger” rule)
- No see-through type of clothing is to be worn as a single piece of clothing or over another piece of clothing that is in violation of the dress code.
- Clothing with inappropriate slogans, profanity, illustrations or advertisements is not to be worn. Any article of clothing that promotes violence, gang affiliation, death, drugs, sex, tobacco, or alcohol is prohibited. **May be considered a flagrant violation of the dress code.**
- Clothing that is excessively tight (form fitting) or excessively loose may not be worn. Garments may not expose underclothing.
- Low-riding pants of any kind are not acceptable.
- Shorts, skorts, and skirts must be fingertip length.

- The wearing of hats, bandanas, scarves, dew rags, wave rags, hoods, sweatbands, etc., shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Such items must be kept in the student's locker and shall not be worn or carried during instructional time or in the passing time between classes.
- Jackets/coats shall not be worn in school during class time. The wearing of coats or jackets shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Such items must be kept in the student's locker and shall not be worn or carried during instructional time or in the passing time between classes. **Exception: a school energy crisis or the discretion of the individual classroom teacher.**
- Sunglasses will not be worn in school.
- No unusual display and/or use of accessories will be allowed.
- Undershirts, boxer shorts and sleepwear, worn as outer garments is prohibited. No pajama pants.
- Appropriate footwear must be worn at all times. No slippers, house shoes, or shoes with wheels.
- Tattoos that display drugs, sex, profanity, gang affiliation, inappropriate slogans, alcohol, and tobacco products must not be seen at any time. **May be considered a flagrant violation of the dress code.**

The school administration has the authority to make the final interpretation of the dress code guidelines.

Disciplinary Actions for Dress Code Violations

- First offense – student will be required to correct the violation and will be issued a verbal warning.
- Second offense – student will be required to correct the violation and will be issued a 30 minute after school detention. Parent will be notified.
- Third offense – student will be required to correct the violation and will receive a suspension of up to three days. Parent will be notified.
- Repeated offenses – minimum 3 day suspension. Parent will be notified.

Flagrant violations of appropriateness and modesty in dress - **Use of clothing or body markings that depicts drugs, sex, obscene statement, gang affiliation, or other distastefully portrayed references will result in immediate parent notification and suspension of up to 5 days.**

Nuisance Items

Nuisance items are any item or device which distracts from the learning environment. These include, but are not limited to:

BBs, Pellets, Bullets, CO2 cartridges or look alikes are not permitted anywhere on school grounds and will be confiscated. Discipline will range from confiscation and parent notification through suspension and/or expulsion.

Laser Pointers/Pens – are not permitted anywhere on school grounds and will be confiscated. Laser pointer/pens can cause permanent eye damage. Discipline will range from: confiscation of device through suspension and/or expulsion.

Electronic Equipment – Unless they are being used for a classroom presentation with teacher approval, the use of tape players, MP3 players, iPods, CD players, radios, electronic games, cameras, headphones, earphones, and other similar items shall be limited to the period before classes begin in the morning, lunch period, and after the student's last class in the afternoon. **Such devices must be turned off, out of sight, and shall not be used during instructional time or in the passing time between classes. The school/district is not responsible for broken, lost, or stolen equipment.**

Cell Phones/PDAs

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communications device subject to the terms of this policy and the administrative rules of the district. Use of the device shall be limited to the period before classes begin in the morning, lunch period, and after the student's last class in the afternoon. **Such devices must be turned off, out of sight, and shall not be used during instructional time or in the passing time between classes.** In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet. **The school/district is not responsible for lost devices.**

Progressive discipline for cell phones and electronic equipment is as follows:

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on the sexual offender registries as well as the full weight of district discipline under the student code of conduct.

First Offense: Confiscation of device requiring parent/guardian pickup.

Second Offense: Confiscation of device requiring parent/guardian pickup and 30 minute detention.

Third Offense: Confiscation of device requiring parent/guardian pickup and 1 day of suspension.

Fourth Offense: Confiscation of device requiring parent/guardian pickup and 3 days of suspension.

Obscene/Profane Language - Students will not use obscene/profane language. This includes verbal, written, drawings or gestures. Minimum consequence: One-day suspension.

Parking Lot

- Student parking is **ONLY** allowed in areas designated as student parking.
- Students **ARE NOT** to park in areas designated for staff and/or guests.
- Senior reserved parking is available for seniors who wish to purchase a special permit for \$30.00. These reserved spaces are available on a first – come – first - serve basis. There will be a \$5.00 refund if the permit is returned at the end of the year.
- All students driving to school will be required to have a student sticker. Parking permits cost \$20.00 per year per car. Parking permits are available in the office. There will be a \$5.00 refund when the permit is returned at the end of the year.
- Students are responsible for exercising safe driving practices when leaving and entering the student parking lot. The posted speed in the parking lot is 10 M.P.H. Incidents of reckless driving will be reported to the police. Incidents which result in creating a disturbance or unsafe conditions i.e., screeching of tires, excessive noise, or speeding, will result in loss of parking privilege.
- Students and visitors will not be allowed to congregate in cars in the parking lot. For safety and security purposes cars must be locked when parked in the school lot. The school does not assume responsibility for theft or damage to personal property.
- All parking lots are off limits to students except when the student has a pass or during authorized arrival or departure times.
- Motorized vehicles brought onto the school property by students are subject to search by building principals or designated representatives for any reason at any time, without notice, without student consent and without a search warrant when school officials reasonably suspect that the contents of the motorized vehicles may present any threat or potential threat to the health, safety or welfare of other students or the school in general.
- Students are expected to use the parking area for normal traffic only.
- Student cars are not to be driven through any areas other than designated student parking areas. There is no need for a student’s car to be around other parts of the building.
- The privilege of driving a car to school should in no way interfere with a student’s attendance.
- The school does not assume responsibility for passengers or drivers of cars. The driver of the automobile accepts the responsibility for his/her passengers.
- The Livonia Police Dept. may ticket students who park without a proper permit.

Public Displays Of Affection - Students will keep displays of affection consistent with what is expected in a place of business or learning institution. Overt displays of affection are considered inappropriate. Discipline will range from parent contact through suspension.

Students Will Follow All Staff Directives - Staff members will clearly explain to students that refusing to follow a reasonable request is insubordination and will result in consequences per the student code of conduct.

Telephones - Students will not use the office phone(s) for personal calls except in cases of emergency and then only with permission from high school office staff. Personal phone calls must be made on cell phones and ONLY during lunch period and before or after school. Students should limit their office phone calls to three minutes in order to keep the phone available for others to use. Students are not to be at the office phone during class hours or between classes unless they have specific permission.

MAJOR VIOLATIONS

Arson – Arson is any act which involves the intentional setting of a fire. In accordance with district policy and state law, Public Act 328 of 1994, the student will be **recommended to the Board of Education for expulsion.**

Assault/Assault And Battery - **Suspension of up to 10 days. Referral to police and to the superintendent for further action.**

Bomb Threat Anyone making a bomb threat, written or verbal, will be reported to the proper authorities, suspended for up to ten days, and may be referred to the superintendent for long term suspension or expulsion.

Cheating/Plagiarism **Consequences: 1st offense - loss of credit for specific academic works, assignment or test, and teacher will notify parent, 2nd offense in same class will result in loss of credit for specific academic works, assignment or test and a suspension, 3rd offense in same class will result in loss of credit for term. Repeated offenses may result in recommendation to superintendent for further action.**

Dangerous Behavior To Self And/Or Others Behavior dangerous to self and/or others, including, but not limited to spitting, pushing, tripping, kicking, throwing objects, unnecessary physical conduct, running, and horseplay. Throwing snowballs or any other objects in school, on school property or at school bus stops. Spitting on a person is considered assault. (See assault.) **Minimum consequence: after-school detention. Up to 5 days of suspension and possible suspension of bus privileges.**

Disruptive/Out-Of-Control Behavior Individual or group actions which disrupt the orderly conduct of school classrooms or routines. **Minimum consequence: Partial to full-day suspension. Suspension of up to 10 days. Possibility of recommendation to the superintendent for a long-term suspension or expulsion.**

Dress Code Flagrant violations of appropriateness and modesty in dress will not be allowed. Use of clothing which depicts drugs, sex, obscene statement, or other distastefully portrayed references will result in parent notification. **(See CHS Dress Code for consequences.)**

Extortion Attempting to either obtain money, property or services from another through bullying or intimidation or threatens one with physical or emotional harm unless they are paid money or property. **Suspension up to 10 days and possible recommendation for long-term suspension or expulsion.**

Failure to Identify Oneself verbally or with student identification card upon request. **Up to 3-day suspension.**

Failure to Use the Overpass between Clarenceville High School and Clarenceville Middle School over Middlebelt Road. **After school detention with repeated offenses resulting up to 3 day of suspension.**

False Fire Alarms Individual will be subject to payment of fine, suspension of up 10 days and referral to authorities.

Fighting in school, on school property or at a school bus stop. **Minimum consequence: One-day out-of-school suspension for all parties involved. Suspension of up to 10 days. Possibility of recommendation to the superintendent for a long-term suspension or expulsion.**

Gambling - **Minimum consequence, 1 day suspension. Maximum consequence, up to 10 day suspension and possible recommendation for long-term suspension or expulsion. Refer to proper authorities.**

Harassment/Bullying/Cyber Bullying/Intimidation of another student or a staff member may be defined as including, but not limited to, unwanted or inappropriate teasing or touching (sexual or otherwise); racial, ethnic or personal slurs; causing fear or discomfort for another person. This may include, but is not limited to verbal, written, or physical form, as well as Web postings, text messages, pictures or other images/messages. **Minimum consequence: after-school detention. Up to 5 days of suspension or as referenced in the board policy on bullying.**

Hazing or other degrading practices. **Suspension of up to 10 days.**

Insubordination – Failure to obey or respond to any reasonable and fair request made by an authorized adult. Blatant refusal to follow proper direction of teachers. **Minimum consequence: One-day suspension. Up to a three-day suspension. Repeated offenses will involve longer suspensions.**

Loitering in the school building before the school opens at 6:45 a.m. or after it closes at 3:00 p.m. is strongly prohibited and **may result in a 1-day suspension and up to ten days for repeat offenses.** (See **Loitering in the Building Before or After School** for more details.)

Out Of Bounds – Being in an unauthorized place in or around the building **may result in a 1-day suspension and up to 5 days for repeated offenses.**

Physical Assault/Rape of a Staff Member is a mandatory suspension and expulsion as required by law and district policy. **Refer to proper authorities.**

Persistent Disobedience:

The repeated violation of any combination of school rules. **Suspension of up to 10 days. Repeated violations may result in recommendation to superintendent for long- term suspension or expulsion.**

Possession or Use of Drug or Alcohol Paraphernalia- that could be used in an abusive manner while on school property/at school functions. **Suspension of up to 10 days. Possible recommendation to the superintendent for long-term suspension and/or expulsion for repeated offenses.**

Possession, Use, Sale, Or Distribution of Alcohol, Drugs, Look-A-Likes, Or Other Substances - that could be used in an abusive manner while on school property/at school functions. Includes, but is not limited to being under any degree of influence (legal intoxication not required). **Suspension of up to 10 days and possible recommendation to the Superintendent for long-term suspension and/or expulsion. Refer to proper authorities.** If a student is allowed to return to CHS he/she may be required to provide proof of completion and/or attendance in a substance abuse counseling program to building administration prior to returning to CHS.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

Pass Violations – **Consequence: detention through 3 days of suspension.**

Possession Of Tobacco Or Smoking Paraphernalia - Use or possession of tobacco in any form within the school building, during school activities, on school-owned vehicles or on or around school property. **First offense, suspension of 3 days; second offense, 4 day suspension; third offense, suspension of 5 days.**

Possession Or Use Of Matches, Lighters, Or Any Other Accelerants On School Property – **First offense, suspension of up to 2 days; second offense, 3 day suspension; third offense, suspension of 4 days.**

Possession and/or Use of a Weapon - Is a mandatory suspension and expulsion as required by law and district policy.

Refusal To Comply With Administrator's Disciplinary Decision - Up to 5 days of suspension.

Skipping/Truancy/Leaving Campus – Is defined as any student leaving the school building or classroom without permission from the office or teacher or without signing out. **Minimum consequence: Detention. Repeated offenses may result in multiple detentions and/or suspension.**

Tampering With Or Taking Teacher's Attendance Books, Records Books Or Materials – **Minimum consequence, 3 day suspension. Maximum consequence, up to 10 day suspension and possible recommendation for long-term suspension or expulsion.** This includes but is not limited to electronic records, materials, and equipment.

Theft/Stolen Property – Theft is the wrongful taking of another person's property or property belonging to the school. **Minimum consequence, restitution of stolen property and 1 day suspension. Maximum consequence, up to 5 day suspension. Referral to authorities.**

Threats of violence, personal harm, verbal assault or property damage made to students or school employees. **Suspension of up to 10 days and possible recommendation for expulsion as referenced in the board policy on intimidation.**

Trespassing in an unauthorized place in or around the building, refusing to leave school grounds when ordered to do so, or being present anywhere on school property during a suspension **may result in a 1-day suspension and up to 5 days for repeated offenses.** Referral to authorities.

Unacceptable Language/Gestures – Use of obscene language/gestures (language which is insensitive or objectionable to others) written, vocal or visual. **Minimum consequence: 1 day suspension. Suspension of up to 3 days.**

Vandalism – Vandalism includes, but is not limited to: locker misconduct, defacing/trashing property, misuse of books or school-owned equipment, destruction of school-owned and/or private property. Restitution, fine, and depending upon the seriousness of the damage to the building; suspension and possible prosecution. **Minimum: 1 day suspension. See "Zero Tolerance Policy" for Vandalism for further explanation of penalties.**

GRADUATION REQUIREMENTS

The board may adopt graduation requirements beyond the minimums set forth by the State Board of Education. All candidates for graduation must have successfully completed the following:

Graduation - Important Information

1. The Michigan Merit Exam (MME) must be taken in the junior year and is a graduation requirement.
2. Credit is earned for the successful completion (D- or better) in a class.
3. Twelve (12) trimesters of at least (5) classes each trimester will be required for graduation.
4. Students who take classes other than those offered at the high school must have prior written permission from their counselor in order to get credit for graduation
5. Students may take a series of credits using dual enrollment and apply them to graduation requirements.

Requirements For Graduation

1. Twenty-six and one-half (26.5) credits are required for graduation.
2. Subject requirements:
4.0 Credits **English/Language Arts:**
English Language Arts 9, 10, 11
English Elective (1 credit)

- 3.0 Credits **Science:**
Biology, Physics and Chemistry
- 4.0 Credits **Mathematics:**
Algebra 1, Algebra 2, Geometry and one (1) Math
Credit in Senior year
- 3.5 Credits **Social Studies:**
1 Credit each in U.S. History and Geography,
World History and Geography and .5 credit each
in American Government, Economics and Civics
- .5 Credit Health
- .5 Credit Physical Education
- .5 Credit Computer Literacy
- 2.0 Credits World Languages (must be in same language)

Class of 2016 and beyond

- (Class of 2014 and 2015)
*Combination of: Foreign Language, Visual Arts,
Practical Arts, Performing Arts or Vocational Education*
- 1.0 Credit Additional from Computer Literacy,
Fine Arts, Performing Arts, Visual Arts,
Vocational Education or Practical Arts (Class of 2016 and beyond)
*(Class of 2014 and 2015) Additional from Computer Literacy, Foreign
Language, Fine Arts, Performing Arts, Vocational
Education or Practical Arts*

**** Online Learning Experience:
Course, learning or integrated learning experience

Class of 2016

21.0 Credits
5.5 Credits
26.5 Credits

Total Required Credits
Elective Choice Credits
Minimum Total

Class of 2014 and 2015

19.0 Credits
7.5 Credits
26.5 Credits

Graduation - Important Information – Class Of 2014 And Beyond

1. The Michigan Merit Exam (MME) must be taken in the junior year and is a graduation requirement.
2. Students attend for twelve (12) trimesters taking a full load of courses aimed at meeting the requirements unless adjusted by administration for special education.
3. Students who take classes other than those offered at the high school must have prior written permission from their counselor in order to get credit for graduation.
4. Students may take a series of credits using dual enrollment and apply them to graduation requirements.

Recommended Course Selections for Four-Year College Degrees

Although each university has final say in admission decisions, Michigan's public universities have agreed that STUDENTS GRADUATING IN 1995 OR LATER MUST MEET THE FOLLOWING REQUIREMENTS TO BE ELIGIBLE FOR REGULAR ADMISSION TO FOUR-YEAR DEGREE PROGRAMS:

English: 4 credits required

Mathematics: 3 credits required, 4 strongly recommended

Science: 2 credits required, 3 strongly recommended

Social Studies: 3 credits required

Foreign Language: 3 credits strongly recommended

Computer Literacy: 1 credit strongly recommended

Fine & Performing Arts: 2 credits strongly recommended

Since each college or university sets its own prerequisites, it is advisable to check individual requirements. College applications and Military/Vocational information are available in the counseling office. Most college applications are also available through individual college websites.