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# CLARENCEVILLE HIGH SCHOOL

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**P** ositive  
**R** espectful  
**I** mproving  
**D**etermined  
**E** veryone  
**T**ogether

**Student / Parent Handbook**

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**CLARENCEVILLE SCHOOL DISTRICT VISION STATEMENT**

The vision of the Clarenceville School District is to become a learning culture where all students will be empowered to face the challenges of the 21st century.

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. We provide our students with an academic foundation designed to promote the learning necessary to be successful in a global society by including global competencies of Communication, Critical Thinking, Creativity, Character, Collaboration, Citizenship leading to an understanding and appreciation of diverse cultures and physical, social, and emotional wellness.

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 create a learning environment where All Means All.

## **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 BELIEF STATEMENT**

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

We believe

- 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.

### **NCA/AdvancED Accreditation**

## **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 STATEMENTS**

School control and/or student discipline and/or staff rights and responsibilities are an essential factor to maintain and ensure a safe, orderly and effective educational environment. In conjunction with the Clarenceville Board of Education, the administration, and staff of Clarenceville High School (CHS) have 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 completed electronically at the time of enrollment and at the beginning of each year.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injury is 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. School personnel 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

### 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                       | 248-919-0201 |
| Athletic Director                       | 248-919-0217 |
| Oakland Schools Technical Center (OSTC) | 248-668-5600 |
| Food Service                            | 248-919-0219 |

### DAILY SCHEDULE

| Monday, Tuesday,<br>Thursday, Friday |                      | Wednesday                                |
|--------------------------------------|----------------------|--|
| <b>1<sup>st</sup> Hour</b>           | 7:30 – 8:25          | <b>1<sup>st</sup> Hour</b> 7:30 – 8:17   |
| <b>2<sup>nd</sup> Hour</b>           | 8:29 – 9:24          | <b>2<sup>nd</sup> Hour</b> 8:21 – 9:06   |
| <b>3<sup>rd</sup> Hour</b>           | 9:28 – 10:23         | <b>3<sup>rd</sup> Hour</b> 9:10 – 9:55   |
| <b>LEAD</b>                          | 10:27 - 10:57        | <b>“A” LUNCH 9:55-10:32</b>              |
| <b>“A” LUNCH</b>                     | <b>10:57-11:34</b>   | <b>4<sup>th</sup> Hour</b> 10:36 – 11:21 |
| <b>4<sup>th</sup> Hour</b>           | 11:38 – 12:33        | <b>5<sup>th</sup> Hour</b> 11:25 – 12:10 |
| <b>5<sup>th</sup> Hour</b>           | 12:37 – 1:32         | <b>6<sup>th</sup> Hour</b> 12:14 – 1:01  |
| <b>6<sup>th</sup> Hour</b>           | 1:36 – 2:31          |  |
|                                      |                      | <b>1<sup>st</sup> Hour</b> 7:30 – 8:17   |
| <b>1<sup>st</sup> Hour</b>           | 7:30 – 8:25          | <b>2<sup>nd</sup> Hour</b> 8:21 – 9:06   |
| <b>2<sup>nd</sup> Hour</b>           | 8:29 – 9:24          | <b>3<sup>rd</sup> Hour</b> 9:10 – 9:55   |
| <b>3<sup>rd</sup> Hour</b>           | 9:28 – 10:23         | <b>4<sup>th</sup> Hour</b> 9:59 – 10:44  |
| <b>LEAD</b>                          | 10:27 – 10:57        | <b>“B” LUNCH 10:44 – 11:21</b>           |
| <b>4<sup>th</sup> Hour</b>           | 11:01 – 11:56        | <b>5<sup>th</sup> Hour</b> 11:25 – 12:10 |
| <b>“B” LUNCH</b>                     | <b>11:56 – 12:33</b> | <b>6<sup>th</sup> Hour</b> 12:14 – 1:01  |
| <b>5<sup>th</sup> Hour</b>           | 12:37 – 1:32         |  |
| <b>6<sup>th</sup> Hour</b>           | 1:36 – 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 FACULTY**

### **Administration**

Troy Nelson, Principal  
Tracey Stevenson, Assistant Principal  
Kevin Murphy, Director of Operations and Athletics

Joelle Troszak, Counselor  
Jennifer Weston, Counselor  
Denise O'Rourke, Administrative Assistant  
Gail Bierschbach, Secretary, Attendance/Athletics

### **Art Department**

Erin Fritz

### **Career and Technical Department**

Judy Bargerstock

### **English Department**

Susan DeWolf  
Mark Klinger  
Michael Korczyk  
Lucinda Marinelli  
Alaina Perez  
Stephanie Ricci

### **ELL**

Alaina Perez

### **World Language Department**

Gabrielle Hart  
Sarah Klankey

### **Tech/Vocational Department**

Dean Bergeron

### **Mathematics Department**

Timothy Hyde  
Michael Laschober  
Vincent Marsico  
Janice Smith

### **Music Department**

Christopher Kuhn  
Brenda Zahn

### **Physical Education Department**

Ryan Irish  
Brian Hug

### **Science Department**

Andrea Ewasek  
Melanie Hemmert  
Nicole Ryan  
Patricia Waeschle

### **Social Studies Department**

Josh Green  
Justin Kelley  
Nicholas Margo  
Mark Morrow  
Anthony Saliccioli

### **Special Education Dept.**

Amy Cornell  
Trevor Johnson  
Megan Kutz  
Dennis McCotter

### **Career Center**

Tia Marie Sanders

### **Media Center**

Terry Wahrman

### **Paraprofessionals**

Wendy Graham  
Sue Gunn  
Kim McHugh  
Colleen Syverson

### **Social Worker**

Lauren Fanslau

## **GENERAL INFORMATION (cont.)**

### **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 attend.

### **Parent Teacher Conferences**

In the Fall of each year, teachers will have one day of conferences for parents to sign-up for a quick check-in. In the Spring of each year, teachers will make personal contact with parents of any student at risk of failing their course. At any time, parents can contact a teacher and have a conference to discuss their child's progress.

### **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 visitor pass.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

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 school website, school messenger and district calendar.

### **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.

### **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/her 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 school 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 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 Administration. 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.

Clarenceville High School also provides extra-curricular activities that 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. In addition, the Board of Education authorizes many student groups that are sponsored by a staff member. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. A student's use of any type of performance-enhancing substance is a violation that will affect the student's extracurricular participation.

### **Non-school Sponsored Clubs and Activities**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional 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 is used on school busses and a video monitoring system is 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 digitally, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the may be provided to law enforcement personnel.

### **Leaving School Grounds**

No student will be allowed to leave school prior to dismissal without a verbal/ written request signed by a parent/guardian or designated emergency contact. 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.

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.**

**Any student who fails to sign out may be considered skipping.**

### **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 staff member involved. 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 staff member involved, 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 extracurricular 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.

### 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 when completing the on line registration under health and medical information, 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 of Michigan. 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. 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**

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 three 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. Information will be communicated via the school website and school messenger.

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.

### **Cafeteria**

- Breakfast and hot lunches are provided daily.
- Eating shall be confined to designated eating areas.
- 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 7:15 a.m. until 2:45 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

### **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 the roadway while awaiting a bus.
- Remain seated at all times while a bus is moving.
- Keep arms and head inside windows.
- Not throw items in or out of the bus windows.
- 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.**

## **ACADEMIC REQUIREMENTS & STANDARDS**

### **Student Status**

A full-time student is one who is scheduled and attends six (6) 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. □  
OSTC, ACE, Dual enrollment

- 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 six (6) academic periods per day. Any exception to this would require approval from building administration.

### **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.

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.

### **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 includes the Scholastic Aptitude Test (SAT), WorkKeys, and M-STEP-- All students take this state assessment test in the Spring of their 11<sup>th</sup> grade year. The SAT will be administered in a full-day session, and the Work Keys and M-STEP tests will be administered on a later day with make-up sessions for these tests scheduled for exactly two (2) weeks later. Students can use their SAT scores to apply to colleges and universities.

All students take the PSAT in the Spring of their 9<sup>th</sup> and 10<sup>th</sup> grade years to help prepare them for the MME.

### **Transfer/Withdrawal Out of the District**

Parents are encouraged to contact school office for specific details.

School records may not be released if the transfer is not properly completed.

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 (2) two, 18 week terms. Progress reports will be available in Parent Portal every (6) six weeks. At the end of each term a final grade will be issued which will include a final examination in most courses. The report card is available in the Parent Portal and 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. A student who fails one section must repeat that section in an online credit recovery course

### **Academic Credit Policy (Credit by Exam)**

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.

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 extracurricular 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.

### **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.

### **Academic Dishonesty**

Students are expected to submit work that is wholly their own. Any attempt made by a student to take the work of another and pass it off as his/her own will be considered academic dishonesty, cheating, and/or plagiarism, and the student will be subject to the following consequences:

- 1<sup>st</sup> offense: loss of credit for specific academic work(s), assignment or test; referral to administrator; parent notified by teacher and/or administrator.
- 2<sup>nd</sup> offense: loss of credit for specific academic work(s), assignment or test; referral to administrator; parent notified by teacher and/or administrator; suspension.
- 3<sup>rd</sup> offense: loss of credit for specific academic work(s), assignment or test; referral to administrator; parent notified by teacher and/or administrator; administrator referral to superintendent and/or Board of Education.

## **Athletic Eligibility (CHS)**

Clarenceville High School has established minimum levels of academic performance and behavior which a student must attain in order to participate in sports. Eligibility for participation in all interscholastic sports is determined at each eighteen-week semester marking period (grades checked every 6-week progress report).

The following standards must be met:

**A student must be passing 6 out of 6 subjects to be eligible                   -OR-**

**A student must be passing 5 out of 6 subjects with a 1.5 GPA or above to be eligible**

Incomplete grades on report cards must be converted into passing grades otherwise incompletes will be considered as a zero in the grade point averaging. Special consideration may be given when an incomplete is due to illness.

Appropriate behavior is expected from each student-athlete.

Inappropriate behavior will not be tolerated and can lead to ineligibility. Inappropriate is characterized by serious acts of misconduct, constant and willful violation of school rules, and attitudes which are antagonistic to the standards

and philosophy of Clarenceville High School. Administration reserves the right at its discretion to declare an athlete ineligible based on inappropriate behavior.

If a student has taken more than 6 classes, the best 6 will be considered when determining the grade point average.

### **Athletic Ineligibility (CHS)**

Any student not passing 4 out of 6 classes at the end of the term will be ineligible for 90 school days (MHSAA rule). Students must also maintain a 1.0 GPA (while passing 5 classes) or a 1.5 GPA (while passing 4 classes) every 6 weeks to play the following 6 weeks. The following procedure will be used to make this determination:

A student's grades and/or behavior will be reassessed at the end of the completed term. The above criteria must be met to maintain eligibility (SEE ABOVE.).

If a student has passed the term, then their grades will be reassessed every 6 weeks during the next term. Students must maintain passing 6 out of 6 classes or 5 out of 6 classes (with a 1.5 GPA) throughout the term to continue his/her eligibility.

Students who are eligible for the term, but become ineligible for the 6 weeks, will have 3 school days to raise his/her grades to eligibility standards before the 6-week ineligibility period begins. They will report to the athletic director or eligibility designee the first day to discuss their academic plan to raise their GPA, and then they will have 2 additional days to fix grades before ineligibility begins.

Students who fall below a 2.0 must carry a "travel card" for the week and have teachers sign off on it stating that they have been a role model student (turning in all work, showing GREAT EFFORT in class, making progress towards raising grade). Students must also attend two hours of after school tutoring or study tables with academic coordinator (signature required). Failure to complete requirements on Travel Card will result in a one week ineligibility.

Any athlete who breaks the student code of conduct for major offenses, including smoking, alcohol, or use of illegal drugs will become ineligible for a minimum of six weeks (and possibly longer) as determined by school administration. At the end of a semester if a student fails one or more classes, they can retake the class through Clarenceville, using the PLATO Credit Recovery system. The students will be responsible for class fees and materials, and they can sign up for classes in the main office through Mrs. Troszak or Mrs. Weston.

The best six classes will be used to assess the student's eligibility.

A coach may not play a player who was deemed ineligible until he/she has written authorization from an administrator.

**NOTE: Ineligible students who wish to remain on a team are expected to attend all practices during the probationary periods. They are not, however, allowed to play in any games as a team member during their times of ineligibility. Ineligible or injured players are expected to be at the games. They are also expected to sit on the bench with the rest of the team. Ineligible players may not be in game uniform. Any exception to the above policy (e.g., special academic problems) will be carefully reviewed by the Administration. The decision of the Administration, in accordance with various ruling bodies, will be final.**

## **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:

### **Credit Requirements for Graduation**

1. The following are the required courses that make up the 22.5f credits required for graduation:

|             |   |
|-------------|---|
| 4.0 Credits | <b>English/Language Arts:</b><br>English Language Arts 9, 10, 11A<br>.5 Elective Credit in Junior Year<br>One (1) English credit in Senior Year   |
| 3.0 Credits | <b>Science:</b><br>Biology, Chemistry<br>Science Elective (1 credit)  |
| 4.0 Credits | <b>Mathematics:</b><br>Algebra 1, Geometry, Algebra 2<br>One (1) Math credit in Senior Year   |
| 3.5 Credits | <b>Social Studies:</b><br>1 credit in U.S. History & Geography or AP U.S. History & Geography<br>1 credit in World History & Geography or AP World History & Geography<br>.5 credit in American Government<br>.5 credit in Economics<br>.5 credit in Civics |
| .5 Credit   | Health  |
| .5 Credit   | Physical Education or a Physical Education Waiver   |
| .5 Credit   | Computer Literacy   |
| 2.0 Credits | World Languages (both credits in same language);<br>2 <sup>nd</sup> year can be substituted with a formal State approved CTE Program <u>OR</u><br>2 additional Visual, Performing, and Applied Art courses  |
| 1.0 Credit  | Additional from Computer Literacy,<br>Fine Arts, Performing Arts, Visual Arts,<br>Vocational Education or Practical Arts  |
| 3.5 Credit  | Elective Credits  |

\*\*\*\* An Online Learning Experience (course, learning, or integrated learning experience) is also required but can be satisfied concurrently with the above requirements.

### **Graduation - Important Information**

1. Participation in all State-required assessments is a graduation requirement.

2. Credit is earned for the successful completion (D- or better) in a class or credit by exam.
3. Students must attend for eight (8) semesters, taking a full load of courses each semester unless adjusted by administration.
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.

### **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, 4 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.

## **CHS ATTENDANCE POLICY**

### **PHILOSOPHY**

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-visually, 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.

**In addition, 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.

**The State of Michigan defines any student who has 10 or more unexcused absences in a school year as truant.** Furthermore, 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 ten (10) or more absences-- excused or unexcused-- during a semester is excessive and adversely affects the learning potential of the student.

#### **ABSENCE POLICY**

| <b>Number of Absences<br/>in a Semester</b> | <b>Administrative Action</b>   |
|---|--|
| 5   | Referral to counselor for an attendance improvement plan. Phone call home. |
| 10  | Referral to truancy officer.   |

- For every student absence that is not already excused by a parent, an automated phone message will be sent to the primary phone number on file.
- Students' attendance records will be examined once a week for the first two weeks of each semester and once every two weeks for the remainder of the semester.
- For students who are excessively absent, the school will take action according to the chart above.
- When appropriate, an administrator may examine particular students' attendance records more frequently.



# Trojan P.R.I.D.E. Weekly Tardy Policy

**\*Effective 1/3/22\***

| # of Tardies | Consequence  |
|--------------|--|
| <b>0-4</b>   | <b>Teacher Warning (Verbal)</b>  |
| <b>5</b>     | <b>30 Minute After School Intervention</b>                                   |
| <b>6</b>     | <b>1 Hour After School Intervention</b>                                      |
| <b>7</b>     | <b>1 ½ Hour After School Intervention</b>                                    |
| <b>8</b>     | <b>2 Hour After School Intervention</b>                                      |
| <b>9</b>     | <b>2 Hour After School Intervention and<br/>3 Hours of Community Service</b> |
| <b>10+</b>   | <b>1 day of OSS (student returns after parent meeting)</b>                   |

Tardy reports counting tardies for all classes for the week will be printed every Friday at 2:30 pm, filtering out all of the students with 0-4 tardies. The remaining students (with 5+ tardies) will receive their consequences on Monday for the previous week's tardies.

Remember: Every week the tardy count resets!

Should you decide to skip your consequence (without **prior** rescheduling with Mrs. Stevenson), your consequence will escalate one level.

- For example, you have 5 tardies this week. You are scheduled for a 30 Minute After School Intervention. If you make the choice to miss the 30 Minute After School Intervention, you are making the choice to escalate your consequence to a 1 Hour After School Intervention.

**We can do better! Let's make punctuality a  
priority at Clarenceville High School!**

- Students' attendance records will be examined once a week for the first two weeks of each semester and once every two weeks for the remainder of the semester.
- Students who are excessively tardy will receive consequences according to the chart above. ☐ First hour and LEAD are included in tardy totals.
- For the first hour that a student attends in a day, the student's parents/guardians may call the attendance office to take responsibility for the student's tardy and request for the tardy to be excused. These requests will be referred to an administrator who, at his/her discretion, will decide whether or not to excuse the tardy.
- When appropriate, an administrator may examine particular students' attendance records more frequently.

### **ATTENDANCE RULES**

- If a student is late to class, he/she is expected to enter the classroom without disrupting the classroom, and teacher will record the tardy.
- If a student is going to be more than 10 minutes late to any class, he/she must be scanned in at the attendance office to record the tardy and receive a tardy pass. Without the pass, the student will not be allowed to enter the classroom.
- Any student that is tardy half-way through a class or later to any class will be marked absent for that class period.
- 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 (not including LEAD) 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.
- Student absences can also be reported by the parent using the Parent Portal.
- 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 conducted. 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 suspension from school does not count as an absence. Suspended students are 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 – Second Semester Seniors Only**

Seniors with a grade of at least a B (83% and/or above) and six (6) or fewer absences 2<sup>nd</sup> semester 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.

## **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
  - Discipline of Students with Disabilities
- 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 criterion 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 email 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**

Please consult the district website for the Clarenceville School District Board of Education policy on "Hazing".

### **Bullying and Other Aggressive Behavior**

Please consult the district website for the Clarenceville School District Board of Education policy on "Bullying and Other Aggressive Behavior."

### **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.

### **Gang Activity 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**

Please consult the district website for the Clarenceville School District Board of Education policy on “Sexual Harassment and Intimidation”.

### **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.

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>

## **STUDENT EXPECTATIONS**

### **General Expectations**

- Students are to treat all people-- including staff members, guest teachers, visitors, and each other-- with courtesy and respect.
- Students must not disturb any classes at any time during the school day.
- Horseplay such as running, shouting, pushing, shoving, roughhousing, and the use of obscene language is prohibited.
- Any student in the halls during classes must have an appropriate hallway pass from the assigned teacher.
- Students are expected to use passing times to travel to their next assigned areas.
- Students are to be courteous to others by not blocking normal pedestrian traffic in the hallways, sidewalks, or passageways on campus.
- Food or beverages may be consumed in the cafeteria only.
- Food or beverage delivery from outside vendors (grub hub, door dash etc.) is not allowed. Parents are also encouraged not to deliver food or beverages, as it is a disruption to the office routine.

### **Classroom Expectations**

- Students are expected to actively participate in all classroom activities.
- 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.
- Students are expected to complete all assignments on time.
- Students should expect to have homework nightly.
- Students will not be permitted to interfere with the teaching and/or learning environment.
- Students are to treat all people-- including staff members, guest teachers, visitors, and each other-- with courtesy and respect.

### **Dress Code**

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 or interfere with the educational process is prohibited.

- Dress Code rules apply in the school building during school hours and at all school events or school-sponsored activities.
  - 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 and 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 hoods or other headwear that conceal a student’s face is prohibited.
- 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: Clarenceville High School varsity jackets or other CHS spirit wear, 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, pajama pants worn as outer garments is prohibited.
- 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 and 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.
- Repeated offenses: student will be required to correct the violation and will be referred for insubordination.

### **Flagrant Violations of Dress Code**

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.

### **Phone Calls**

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 with a staff member's permission or during lunch, before school, 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.

### **Backpacks**

Students are allowed to carry backpacks into classrooms. However, to minimize any disruptions, we ask students to limit the size of their backpacks to the size of what is generally considered normal-sized. If necessary, the administration can make a determination as to whether a backpack does, in fact, cause a disruption because it is too large. In cases such as this, the student will not be allowed to take the backpack to his/her classes. In addition, all backpacks, string bags, purses, etc. are subject to search by the administration if there is a reasonable suspicion that they contain contraband.

### **Food and Beverages**

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

### **Before and After School**

Students should not be in the building more than 45 minutes before school begins or 30 minutes after school ends unless they are under the direct supervision of a school staff member.

- Any student who does not have a valid reason to be in the building outside of the times mentioned above is loitering and is subject to discipline.
- Friends of students involved in before or after-school activities are not allowed to be in the building to wait for their friend.
- 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 will be out of the building within 30 minutes after their 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 within 30 minutes of the end of the school day 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.
- Schools of Choice students who do not have the use of our bus transportation are not exempt from our loitering rules. It is our expectation that they will be dropped off at school no sooner than 45 minutes prior to the start of the school day and will vacate the building within 30 minutes of the end of school.

### **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.
- All students driving to school will be required to have a student sticker. Parking permits cost \$25.00 per year per car. Parking permits are available in the office.
- 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.

### **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.
- Expectations set forth in the Code of Conduct apply to all school-related activities whether on or off campus; students are subject to disciplinary action.

### **School Dances**

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.

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.

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.

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.

#### **Progressive Discipline Policy for Inappropriate Dancing**

First offense: verbally informed inappropriate behavior and how to correct it

Second offense: verbally warned of being removed from dance at next offense

Third offense: removed from dance and sent home after parent contact. No refund of ticket price or other costs incurred.

## **DISCIPLINE**

**Guiding Principles** ○ It is the CHS staff's responsibility to strike a balance between the needs of individual students with the needs of the overall population.

- The CHS staff's primary objective is always to keep all students in their learning environment whenever possible, while maintaining a safe, positive learning environment for the overall student body.
- Removing students from the learning environment-- whether that be from the classroom or from the entire school building-- is a last resort and will only be done when absolutely necessary for preserving the safety and/or integrity of the learning environment.
- It is important that school personnel utilize preventative measures that encourage positive behavior, including:
- providing a positive, caring environment that values the contributions of all students, ○ constructing meaningful lessons that provide for and expect the engagement of all students, ○ communicating clear expectations early and often, ○ including students in the process of setting expectations,
- modeling appropriate behavior, and ○ addressing inappropriate behaviors in a timely and caring fashion. ○ Staff members should judge student behavior, not the student. ○ All student discipline should aim to equip students with the tools and abilities to make better decisions in the future.
- Disciplining a student is a teachable moment, and it is important to give the student opportunity to improve/correct inappropriate behavior whenever possible
- Consequences alone will not help all students change behaviors and need to be accompanied by appropriate levels of support such as communication with parents/guardians, counseling, and/or mentoring.

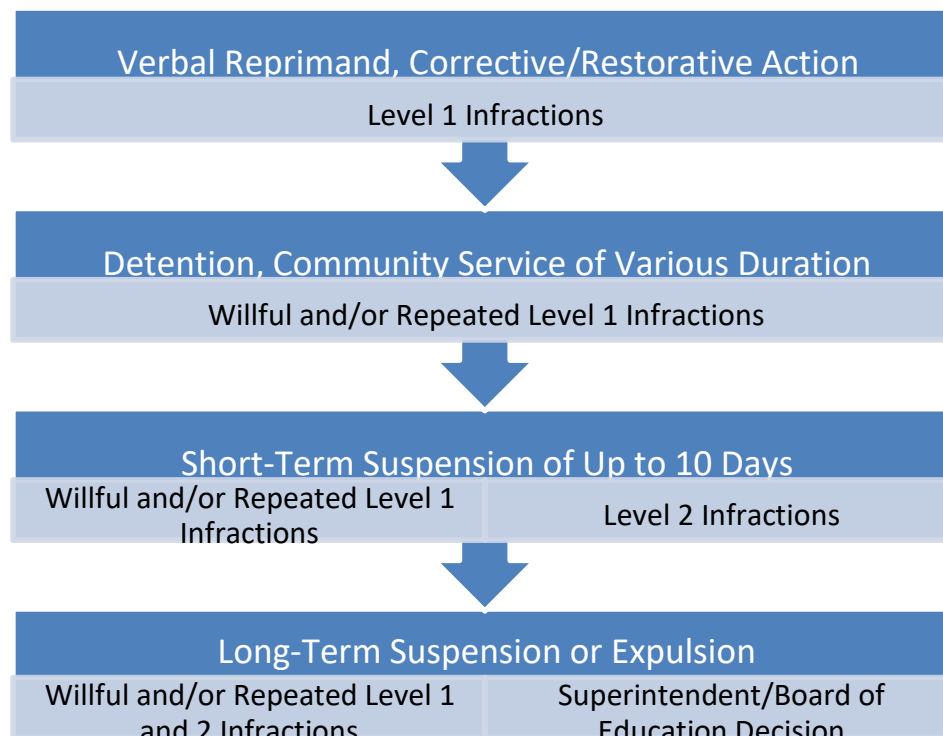
### **Typical Behavior Intervention Process**

- 1) Staff member witnesses questionable behavior.
- 2) Staff member respectfully intervenes with student.
  - a. Staff member introduces self (when appropriate/possible)
  - b. Staff member tells student what he/she has observed (when appropriate/possible).
  - c. Staff member asks student for input/clarification (when appropriate/possible).
- 3) Staff member determines if matter needs to be referred to administration.
  - a. If staff member determines that it is not necessary to refer the matter to the administration, the staff member follows-through with appropriate action, if any, such as calling the student's home.
  - b. If staff member refers student to administration, administrator:
    - i. meets with student and gives student due process (informs student of accusation and asks student for input),
    - ii. investigates further as necessary,
    - iii. determines student consequences and/or support, and
    - iv. contacts student's parent(s)/guardian(s).

### **Progressive Discipline**

Progressive Discipline is a behavior discipline system-- working together with appropriate levels of on-going intervention and support-- in which students' consequences for repeated inappropriate behaviors increase in severity according to a predetermined progression.

Below is a chart that depicts how consequences for repeated inappropriate behaviors typically progress:



- \* Where a student starts on and how quickly he/she progresses through the chart is dependent upon the severity and frequency of the student's behavioral infraction(s).
- \* Disciplinary consequences will be both pre-empted by and accompanied with appropriate levels of intervention and support.
- \* The above flow chart is not an exhaustive list of possible consequences. For a more comprehensive list, please consult "Potential Consequences" below.

### **Rule Infractions and Consequences**

**Level 1 vs. Level 2 Rule Infractions**-- Rule infractions are grouped into these two categories, depending on the seriousness of the infractions. In general, Level 1 rule infractions are considered those that are routine during the course of educating adolescents, while Level 2 rule infractions are considered to be more serious and tend to compromise the safety of our students, staff, and/or visitors.

**Potential Consequences**-- The consequences for Level 1 rule infractions can include any combination of-- but are not limited to-- the following, depending on the nature of the infraction and the student's behavior history:

- verbal reprimands
- corrective/restorative action
- verbal and/or written apologies
- hallway/passing time restrictions
- community service
- confiscation of contraband
- phone calls to parent/guardian by teacher and/or administrator
- detentions with teacher and/or administrator (before school, after school, or during lunch)
- exclusion from participating in and/or attending extra-curricular activities

- conferences with student, parent/guardian, parent, and/or administrator
  - short-term suspension (up to ten days)
  - long-term suspension (as determined by the Superintendent)
  - notification of law enforcement
  - expulsion (as determined by the Superintendent and the Board of Education)
- Because Level 2 rule infractions compromise the safety of others, the consequences for Level 2 rule infractions will always include-- but are not limited to-- a short-term suspension of up to 10 days.

### Detentions

Before-school, after-school, and lunch detentions may be assigned to students for various infractions of school policy. Students 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 will result in additional consequences.

### 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.

### Suspension Procedures

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.

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 his/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.

## Level 1 Rule Infractions

**Academic Dishonesty** – (see “Academic Dishonesty” under “Academic Requirements and Standards”)

**Cell Phones, Headphones, MP3/4 Players, and other Nuisance Items** – any item or device which distracts from the learning environment. These include, but are not limited to:

- **Cell Phones, Tablets, Headphones, MP3/4 Players, and Other Electronics Equipment** – Students may be in possession of electronic devices subject to the terms of this policy and the administrative rules of the district. Use of the device shall be limited to: a) before first hour, b) during the student’s lunch period, c) after the last hour of the day, d) during passing time, or e) after receiving permission from a staff member to use the device. However, for safety reasons, if a student chooses to wear headphones/ear buds during passing time, he/she can only use one ear bud or headphone, leaving one ear open to hear his/her surroundings. In addition, when listening to music, the volume shall be kept at a level that keeps others from hearing it. Finally, the school/district is not responsible for broken, lost, or stolen devices.
- **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.

### **Progressive Discipline for Nuisance Items is as Follows:**

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

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

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

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

### **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.*

**Dangerous Behavior to Self and/or Others** – horseplay that has the potential to inadvertently injure participants and/or bystanders. This type of behavior includes but is not limited to spitting, pushing, tripping, kicking, throwing objects, unnecessary physical conduct, and running

**Disruptive Behavior** – individual or group actions that disrupt the orderly conduct of school activities

**Dress Code Violations** – please see “Dress Code” under “Student Expectations”

**Failure to Identify Oneself** – upon the request by a staff member, students must identify themselves either verbally or with a student identification card

**Gambling** – engaging in games or activities of chance which traditionally result in the exchange of money



**Insubordination** – failure to obey or respond to any reasonable and fair request made by an authorized adult

**Loitering** – being in the school building earlier than 45 minutes before school begins or 30 minutes after the school day ends without the supervision of school personnel (see “Before and After-School Expectations” under “Student Expectations”)

**Obscene/Profane Language** – language commonly deemed inappropriate and/or offensive and may debase or demean others, including verbal and visual forms of language

**Out of Bounds** – being in an unauthorized place in or around the building

**Pass Violations** – the use of a hall pass for any purpose other than the purpose for which it was given

**Possession of Matches, Lighters, or Any Other Accelerants on School Property** – possession of matches, lighters, or other accelerants within the school building, during school activities, on school-owned vehicles or on or around school property

**Possession of Tobacco or Smoking Paraphernalia (including vaping paraphernalia)** – possession of tobacco in any form within the school building, during school activities, on school-owned vehicles or on or around school property

**Public Displays of Affection** – overt displays of affection with the propensity to make others uncomfortable. Students are expected to keep displays of affection consistent with what is expected in a place of business or learning institution.

**Threats** – the expressed or implied intention of violence, inflicting personal harm, or causing property damage, regardless of whether or not the student intends to follow through with the threats. In the case of a threat, a team of staff members will conduct a threat assessment to determine the severity of the threat. Depending on the circumstances and severity of the threat, the consequences for the perpetrating student could include suspension and/or a referral for a mental health evaluation.

## **Level 2 Rule Infractions**

**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.

**Bomb Threat** – whether written or verbal, explicit or implied, any student making a bomb threat will be suspended from school, pending the results of a threat assessment. The results of the threat assessment will determine further discipline such as long-term suspension, expulsion, and/or referring the student to the proper authorities.

**Bullying/Cyberbullying/Harassment/Intimidation** – whether communicated in-person or via some sort of medium, physical, verbal, or psychological aggressive behavior which is meant to intimidate and/or cause discomfort (see “Bullying and Other Aggressive Behavior” under “Board of Education Policies”)

**Encouraging/Inciting Violence** – encouraging or enticing one person or group of people to inflict violence upon another person or group of people. This includes but is not limited to recording a conflict and/or posting a conflict to the internet.

**Extortion** – attempting to either obtain money, property, or services from another through bullying or intimidation or threatens another with physical or emotional harm unless they are paid money or property.

**Failure to Use the Overpass between Clarenceville High School and Clarenceville Middle School over Middlebelt Road**

**False Fire Alarms** – the unauthorized causing of a fire alarm to sound for any reason other than to indicate the presence of a fire. This is a violation of law and is punishable with a fine, a suspension of up 10 days, and referral to authorities.

**Fighting** – a physical altercation, involving mutual combatants regardless of who initiates the altercation

**Gross Insubordination** – blatant, deliberate, and repeated refusal to follow reasonable direction of school personnel

**Hazing** – see “Hazing” under “Board of Education Policies”

**Persistent Disobedience** – repeatedly and deliberately violating any combination of school rules. Students found to be in violation of Persistent Disobedience will be put on a behavior contract, and the consequences for violating the contract will include recommendation to the Superintendent for long-term suspension or expulsion.

**Physical/Sexual Assault of a Staff Member** – see “Mandatory Expulsion of Certain Acts of Misconduct...” under “Board of Education Policies”

**Physical Assault/Assault and Battery** – a one-sided physical altercation, an attack of one individual by another

**Possession and/or Use of a Weapon** – see “Mandatory Expulsion of Certain Acts of Misconduct...” under “Board of Education Policies”

**Possession or Use of Drug or Alcohol Paraphernalia** – possession of materials that are used for the purpose of ingesting drugs or alcohol

**Possession, Use, Sale, Or Distribution of Alcohol, Drugs, Look-A-Likes, and Or Other Substances** - 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 lookalike drugs is prohibited. Attempted sale or distribution, including that of over-the-counter medication, is also prohibited. Being under any degree of influence is also prohibited (legal intoxication not required).

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.

If a student is suspended for drugs or alcohol abuse, he/she may be required to provide to building administration proof of completion and/or attendance in a substance abuse counseling program prior to returning to CHS.

**Refusal to Comply with Administrator’s Disciplinary Decision** – includes but is not limited to skipping a detention or refusing to report to ISS

**Skipping/Truancy/Leaving Campus** - leaving the school building or classroom without permission from office personnel and/or without signing out.

**Tampering with or Taking Teacher’s Attendance Books, Records Books, or Materials** – includes but is not limited to electronic records, materials, and equipment, and entails a minimum consequence of a 3-day suspension and a possible recommendation for long-term suspension or expulsion.

**Theft/Stolen Property** – the wrongful taking of another person’s property or property belonging to the school.

**Trespassing** – being 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

**Use of Matches, Lighters, or Any Other Accelerants on School Property** – use of matches, lighters, or other accelerants within the school building, during school activities, on school-owned vehicles or on or around school property

**Use of Tobacco or Smoking Paraphernalia (including vaping)** – use of tobacco in any form within the school building, during school activities, on school-owned vehicles or on or around school property

**Vandalism** – includes, but is not limited to, locker misconduct, defacing property, misuse of books or school-owned equipment, destruction of school-owned and/or private property. 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 are subject to the following penalties:

1. Restoration of any damages.
2. Suspension
3. Exclusion from extra-curricular in-school activities, events, and assemblies, including but not limited to homecoming pep rallies and the senior clap-out.
4. Exclusion from current and future-year after-school activities, including but not limited to sporting events, dances, homecoming events, prom events, honors convocation, and commencement.
5. Any other consequence as determined appropriate by the school administration, including referral to law enforcement.